



Request for Cutting and/or Trimming Trees

ABOUT THE SERVICES

Firms, individuals or entities that wish to cut down trees, prune or trim, even if they are within their property are required to secure a permit to cut trees.

Department / Office:		CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Letter request with Transfer Certificate of Title (TCT) / Tax Declaration (TD)				
• Picture of the tree				
• Barangay Clearance		• Barangay Hall		
• Permit to cut the tree issued by the DENR		• Dept. of Environment and Natural Resources (Provincial Office)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request			5 minutes	PAME M. LABRADOR Administrative Aide I
	2. Site inspection and verification / evaluation of the request / report preparation		1 day	ANTONIO OLARTE Inspector
	3. Recommendation		5 minutes	CHRISTOPHER JHUN ZANTUA OIC Socio-Cultural/Special Concern Service
	4. Approval of the request and / or endorsement to concerned agency		5 minutes	CHRISTOPHER JHUN ZANTUA OIC Socio-Cultural/Special Concern Service ENGR. ALEXANDER N. CANING CGDH I, ENRO
TOTAL		P	1 day and 15 mins.	

CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Room 115, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Engr. Alexander N. Caning, CGDH I / City ENRO

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