



Securing Permit to Hike at Mt. Isarog Natural Park

ABOUT THE SERVICE

Individuals who wish to hike or visit the Mt. Isarog Natural Park are required to secure a hiking permit from the City ENRO and pay the necessary environmental fees to the City Treasurer's Office.

Department / Office:		CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Any Filipino or foreigner		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Request letter				
• Valid ID				
• Waiver or parental consent for minors				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request and all requirements.			5 minutes	CARLOS SHERWIN SP. ESTANISLAO III Metro Aide I
	2. Verify / interview and assessment of the request.		5 minutes	ALEX M. SAN JOSE Administrative Aide III / OIC WMD
3. Payment of fees. Proceed to the City Treasurer's Office to pay the required amount, and then ask for an official receipt.		P110.00 / day for locals P550.00 / day for foreigners	5 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
	4. Recording of official receipt for certification		2 minutes	ALEX M. SAN JOSE Administrative Aide III / OIC Watershed Mgt. Division
	5. Processing of permit		3 minutes	JULIA RAMIREZ Administrative Aide I / Clerk (Casual)
	6. Approval and issuance of permit		2 minutes	ENGR. ALEXANDER N. CANING CGDHI City ENRO
TOTAL		P	22 minutes	

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, City Government Department Head I / City ENRO



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