

CITY ENVIRONMENT AND PARKS MANAGEMENT OFFICE

CITIZEN'S CHARTER

ACTIVITY: I - TREE CUTTING PERMIT PROCESSING

Front Line Services to be Undertaken by the Forest and Watershed Management Division

Steps	CLIENT	SERVICE PROVIDER	Duration of ACTIVITY (Under Normal CIRCUMSTANCES)	PERSON-IN- CHARGE	FEES/RATES	REQUIREMENTS
1	Letter Request	Receiving Clerk/PACD to docket and provide routing slip	5 minutes	Administrative Staff		-Picture of the affected tree/s -Certification from concerned Punong Barangay -Photocopy of Lot Title or other documents supporting land ownership
2	Follow-up and request for inspection	Conduct On-site Inspection and evaluation and prepare report 1 day from inspection	Within 3 days from receipt of request	Forester II/I Forest Technician I Forest Ranger		-Endorse Report to the Mayor's Office for validation and issuance of Tree Cutting Permit
3	Payment of Fees	Issue Order of Payment/s for payment at the Treasury Office	5 minutes	Forester II/I Forest Technician I Forest Ranger	Permit fee: - 300Php per cubic meter -250Php per tree as performance bond (to be refunded after 3 years)	-Tree Cutting Permit
4	Secure copy of Tree Cutting Permit	Record Official Receipt number and date issued and release Tree Cutting Permit	5 minutes	Forester II/I Forest Technician I Forest Ranger		Tree Cutting should be undertaken by the Applicant/s within 3 days from release with the supervision of the CEPMO – Forest and Watershed Management Division Personnel

II – TRANSPORT PERMIT PROCESSING (Logs/Lumber and other tree portions)

Front line services to be undertaken by the Forest and Watershed Management Division

Steps	CLIENT	SERVICE PROVIDER	Duration of ACTIVITY (Under Normal CIRCUMSTANCES)	PERSON-IN- CHARGE	FEEs	REQUIREMENTS
1	Letter Request	Receiving Clerk/PACD to docket and provide routing slip	5 minutes	Administrative Staff		-Photocopy of approved Tree Cutting Permit -Picture/s and inventory of the lumber & other tree portions to be transported
2	Request for inspection	Conduct On-site Inspection and prepare report 1 day from inspection	Within 3 days from receipt of request	Forester II/I Forest Technician I Forest Ranger		-Endorse Report to the Mayor's Office for validation and issuance of Transport Permit
3	Payment of Fees	Issue Order of Payment/s for payment at the Treasury Office	5 minutes	Forester II/I Forest Technician I Forest Ranger	Permit fee: -Lumber or logs or firewood - 150Php/cubic meter	-Transport Permit
4	Request copy of Transport Permit	Record Official Receipt number and date issued and release Transport Permit	5 minutes	Forester II/I Forest Technician I Forest Ranger		-Transport Permit should be undertaken by the Applicant/s within 3 days from release.

III – ISSUANCE OF CERTIFICATION FOR OCCUPANCY PERMIT

Front line services to be undertaken by the Forest and Watershed Management Division

Steps	CLIENT	SERVICE PROVIDER	Duration of ACTIVITY (Under Normal CIRCUMSTANCES)	PERSON-IN- CHARGE	FEES	REQUIREMENTS
1	Present Building Permit application with complete requirements	Receiving Clerk/PACD to docket and provide routing slip	5 minutes	Administrative Staff		-Building permit -Copy of lot title -Approved Site Development Plan -Photos of planted fruit trees/trees
2	Request for Inspection	Conduct inspection and prepare Certification 1 day from inspection	3 days	Forest Technician I Forest Ranger		-Complete requirements
3	Payment of fees	Issue Order of Payment and prepare Certification	10 minutes	Forest Technician I Forest Ranger	50Php – Certification fee	-Payment at the Treasury Office
4	Request for Certification	Release Certification to Applicant/s	5 minutes	Forest Technician I Forest Ranger		-Official Receipt

IV. ISSUANCE OF CERTIFICATION FOR TREE PLANTING AS PRE-REQUISITE FOR MARRIAGE LICENSE APPLICATION

Front line services to be undertaken by the Administrative Division and Forest and Watershed Management Division

Steps	CLIENT	SERVICE PROVIDER	Duration of ACTIVITY (Under Normal CIRCUMSTANCES)	PERSON-IN- CHARGE	FEES	REQUIREMENTS
1	Request for Order of Payment	Administrative Staff to require couples to accomplish Logbook for needed details	5 minutes	Administrative Staff		Tree Planting Schedule Monday – 930AM to 1030AM Wednesday – 930AM to 1030AM Planting site: Burnham Park area
2	Payment of fees	Issue Order of Payment and prepare Certification	10 minutes	Administrative Staff	50Php – Certification fee	-Payment at the Treasury Office
3	Tree Planting as scheduled	Forest and Watershed personnel to assist couples in planting within the identified planting site	30 minutes	Forest Technician I Forest Ranger		-Present Official Receipt -Each couple shall bring one (1) pine tree seedling for planting
4	Claim Certification prepared by the Administrative Staff	Release Certification to Applicant/s	5 minutes	Administrative Staff Forest Technician I Forest Ranger		

IV. USE AREA WITHIN CITY PARKS INCLUDING BURNHAM PARK

Front line services to be provided by the Parks and Burnham Park Divisions

Steps	CLIENT	SERVICE PROVIDER	Duration of ACTIVITY (Under Normal CIRCUMSTANCES)	PERSON-IN-CHARGE	FEES	REQUIREMENTS
1	Letter Request	Receiving Clerk/PACD to docket and provide routing slip	5 minutes	Administrative Staff		- Letter request to indicate the Area, time, date and activity including use of Electricity, at least three (3) days before actual Use of Area
2	Verify availability	Requested Area is available	5 minutes	Administrative Staff (for City Parks) Burnham Park Staff (for Burnham Park)		-In cases of urgent City Government activities, priority shall be given to the city government for Use of Area
3	Payment of fees	Issue Order of Payment for payment at the Treasury Office	5 minutes	Administrative Staff Burnham Park Staff	<p>Use of Area – Burnham Park Melvin Jones and Rose Garden–</p> <p>a. 30,000Php for 5 hours of actual use and 6,000Php for every succeeding hour;</p> <p>b. 1,500Php for every hour of set-up time/rehearsals or 15,000Php per day, whichever is higher;</p> <p>c. 40,000Php per day (8hrs) and 3,000Php for every hour thereafter;</p> <p>d. A reparation and maintenance bond of 25,000Php shall be deposited with the City Treasury Office</p> <p>Abad Santos Driver, Sunshine Park, Igorot Park, Tower of Peace, Picnic Grove</p> <p>a. 3,000Php for 5 hours of actual use;</p> <p>b. 5,000Php per day (8hrs) and 600Php for every hour thereafter;</p>	- Official Receipt

					<p>c. 350Php for every hour of set-up time /rehearsal or 2,000Php/day whichever is lower.</p> <p>d. A reparation and maintenance bond of 5,000Php shall be deposited with the City Treasury Office.</p> <p>Diplomat Heritage Hill</p> <p>a. 500Php per hour or 4,000Php per day (8hrs) plus 100Php per every hour of electricity used for use of the 1st Floor Hall right wing of the old Diplomat Hotel</p> <p>b. 700Php per hour or 5,600Php per day (8hrs) plus 100Php for every hour of electricity used</p> <p>c. Use of the grounds for photo shoots, concerts, and any other legal and moral functions shall be 1,000Php for 5 hours of actual use or 2,000Php per day (8hrs). 100Php shall be charged for every hour of set-up time.</p> <p>d. A reparation and maintenance bond of 5,000Php shall be deposited with the City Treasury Office</p> <p>Utility Fees</p> <p>1. Use of Electricity</p> <p>a. Tapping of electricity – 500Php per hour</p> <p>b. For other activities – 1 to 2 bulbs – 100Php per hour</p> <p>c. Generator users – 1,000Php environment fee shall be charged</p> <p>2. Garbage hauling and tipping fee – 1,200Php per ton and may</p>	
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					increase, without prior notice, subject to prevailing rates	
4	Use of Area	Release accomplished form and explain Terms and Conditions in the Use of Area	5 minutes	Administrative Staff Burnham Park Staff		Applicant/s to accomplish the Use of Area Form in triplicate copies upon presentation of Official Receipt

V. IMPLEMENTTION OF THE CLEAN AIR ORDINANCE (CO 61, s. 2008) ON SMOKE BELCHING VEHICLES

Front line services to be provided by the Roadside Inspection Testing and Monitoring Team (RITMT)

PROCEDURE:

1. Identify location for the Roadside Inspection Testing and Monitoring Team (RITMT) Operation
2. All flagged smoke belching vehicles shall be subjected to smoke emission testing
3. The RITMT Information Education Officer shall explain to the vehicle owner/driver the purpose of the operation and the merits of the Clean Air Ordinance
4. The RITMT Enforcer shall request a copy each of the vehicle’s Official Receipt and Certificate of Registration and Driver’s License of the owner/driver for validation
5. The RITMT Technician shall conduct emission testing of the flagged vehicle in accordance with the prescribed procedures in the Ordinance
6. The RITMT Technician shall inform the vehicle owner/driver of the emission test result: **PASSED** – the vehicle shall be allowed to leave the area, NO fees shall be collected; **FAILED** – Confiscation of one (1) vehicle plate or Driver’s License of the owner/driver for failing the emission standards
7. The Baguio City Police Office Ticketing Officer shall issue a Traffic Citation Ticket (TCT) for smoke belching and return the copies of the vehicle’s OR/CR to the vehicle owner/driver and inform him/her of the process in the retrieval of the confiscated plate/license.

A. RETRIEVAL OF CONFISCATED VEHICLE PLATE OR DRIVER’S LICENSE

Steps	CLIENT	SERVICE PROVIDER	Duration of ACTIVITY (Under Normal CIRCUMSTANCES)	PERSON-IN-CHARGE	FEES	REQUIREMENTS
1	Present Traffic Citation Ticket (TCT) and vehicle’s OR/CR at the CEPMO main office	Frontline Staff shall Base Radio verify the vehicle owner/driver’s offense based on CEPMO database	3 minutes	RITMT Enforcer		-Vehicle’s recent Official Receipt and Certificate of Registration -Traffic Citation Ticket (TCT)
2	Payment of fees	Issuance of Order of Payment at the CEPMO main office	5 minutes	RITMT personnel	Polluter’s Fee <u>For vehicle owner</u> 1 st Offense – P1,000.00 2 nd Offense - 3,000.00 3 rd Offense & Subsequent Offenses - 5,000.00 <u>For driver</u> 1 st Offense – P100.00 2 nd Offense – P200.00 3 rd Offense - P500.00 Validation Emission Testing Fee– P100.00	-Payment at the Treasury Office
3	Vehicle upkeep for Re-testing of failed vehicle	Conduct Re-testing of the vehicle at the Baguio Sewerage Treatment Plant (BSTP), North Sanitary Camp, Baguio City Testing area	30 minutes	RITMT Technician		-Official Receipt Vehicle properly repaired to meet the emission standards If PASSED – Claim confiscated plate/license at the City

						Legal Office If FAILED – Subject vehicle to further repair
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B. VOLUNTARY EMISSION TESTING OF VEHICLES (PUJs, Taxis, etc.)

Steps	CLIENT	SERVICE PROVIDER	Duration of ACTIVITY (Under Normal CIRCUMSTANCES)	PERSON-IN-CHARGE	FEES	REQUIREMENTS
1	Request for Voluntary Emission Testing or renewal at the CEPMO main Office	Base Radio verification of the vehicle owner/driver's status of offense, if any in the CEPMO database (Baguio Sewerage Treatment Plant)	5 minutes	RITMT Enforcer		-Vehicle's Official Receipt and Certificate of Registration -Unexpired Voluntary Vehicle Emission Certificate (VOLVEC)
2	Payment of Fees	Issuance of Order of Payment at the CEPMO main Office	5 minutes	RITMT Enforcer	Voluntary Vehicle Emission Testing Fee-P50.00	-Payment at the Treasury Office
3	Secure Voluntary Vehicle Emission Certificate	Issuance of Voluntary Vehicle Emission Certificate (VOLVEC) at the Baguio Sewerage Treatment Plant, North Sanitary Camp, Baguio City	10 minutes	RITMT Enforcer		-Present Official Receipt -The Voluntary Vehicle Emission Certificate (VOLVEC) must be displayed visibly in the vehicle at all times -The vehicle may be flagged and apprehended prior to its expiration, if the vehicle is spotted smoke belching and fail the emission testing standards