

Issuance of Mayor's Clearance for Cutting of Trees

ABOUT THE SERVICE

FIRMS, INDIVIDUALS or entities that wish to cut down trees, are required to secure a Clearance for cutting of trees from the Mayor's Office.

REQUIREMENT(S)

- Barangay Clearance to cut planted trees.
- Affidavit of waiver if the applicant is not the owner of the property or the property is communal.
- Tax Declaration/ Land Title

FEES

P50.00

HOW TO AVAIL OF THE SERVICE

Steps	Activities Process		It will take you	Please Approach
	Service Provider	Clients		
1.	Entertain clients, Receive and verify compliance of the requirements	Present required documents to the receiving clerk/employee	5 min.	Isabel Bernades M.O. Staff
2.	Advise client to proceed to MTO	Proceed to the MTO for payment	10 min.	Local Revenue Officer
3.	Prepare Mayor's Clearance for approval	Present O.R.	5 min.	Germinio Vallente/Efrena Buenafe M.O. Staff
4.	Mayor's Approval	Wait	15 minutes	Fortunato R. Abrenilla /Exuperio C. Lloren
5.	Release of Mayor's Clearance	Sign logbook	1 min.	Isabel Bernades Clerk

Total

36 minutes