



Republic of the Philippines  
 Province of Oriental Mindoro  
**MUNICIPALITY OF PUERTO GALEFA**

**MUNICIPAL ENVIRONMENT AND NATURAL**

**CITIZEN'S CHARTER**

**APPLICATION FOR TREE PLANTING CERTIFICATE  
 (Requirement for MARRIAGE LICENSE)**

**About the Services:**

**As per Municipal Ordinance No. 83-99, couples applying for marriage license are required to plant two (2) forest tree seedlings.**

**How to Avail of the service;**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>
1. Secure Application form	1 minute
2. Proceed to the Treasurer's Office for payment of <b>forest tree seedlings fee of Php 20.00</b>	10 minutes
3. Present the Official Receipt & the form to the Eco-Park personnel to secure seedlings	1 minute
4. Plant seedlings on the designated area and have the form signed by the Eco Park personnel	10 minutes
5. Secure the Certificate of Completion from MENRO personnel to be presented to the MCR for Marriage License application	2 minutes

**SECURING CLEARANCE TO CUT TREES**

- Requirements:
- (1) Letter of Intent
  - (2) Photo/s of the tree/s with GPS tag
  - (3) Title of the Land / or proof of ownership
  - (4) Barangay Clearance
  - (5) For large scale cutting - Certificate of Planted Trees in Private Land (CPTPL)
  - (6) Lot Plan / Project Design

**How to Avail the service;**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>

1. Submit letter of intent. Fill-up Permit to Cut Inspection Slip	1 minute
2. Submit all the required documents for the inspection schedule. If during the ocular inspection, the tree/s is/are found to be detrimental to the lives and properties, clearance will be issued, but still subject for inspection of CENRO personnel. In the case of cutting of other trees , applicant will be advised to go to the CENRO Office	within 1 day to 2 days
3. Pay the <b>clearance fee of Php 70.00</b> to the Municipal Treasure's Office (MTO)	5 minutes
4. If no CPTPL, client will be advised to proceed to CENRO	1 day to 2 days

## SECURING CLEARANCE FOR COASTAL RESOURCE

1. **Mooring Block installation**
2. **Anchoring of Shipping Vessels**
3. **Dry-dockinng/Repair of Boats**
4. **LGU Endorsement for Foreshore Leasee (FLA) and and other Miscellaneous Lease Agreement (MLA) and other Coastal Resources Lease Agreement**

### About the Services:

Puerto Galera's rich coastal resources are managed and protected and due to complie the pertinent clearances for the above activities have to be strictly enforced. (**Clearance fee..**

### How to Avail the service;

FOLLOW THESE STEPS	IT WILL TAKE YOU
1. Ask for assistance on how to secure the needed clearance to MENRO	1 minute
<b>a. For Mooring Block Installation</b> * Proceed to the Licensing Office for assessment and evaluation to be done with the joint collaboration of representatives from Diver's Association, Bantay Dagat and MENRO Personnel	within 1 day to 2 days

<p><b>*** During the evaluation:</b></p> <ul style="list-style-type: none"> <li>~ A certified diver will assess and ensure that it won't damage the coral reef.</li> <li>~ Bantay Dagat and MENRO personnel will check and supervise the activity</li> </ul>	
<p><b>*** If the area was found to be suitable;</b> Endorsement shall be given by the MENRO</p> <ul style="list-style-type: none"> <li>~ Proceed to the Treasurer's Office to pay for the <b>PROCESSING FEE</b> and <b>MOORING FEE</b> of <b>Php 70.00</b></li> </ul>	5 minutes
<p><b>b. For Anchoring of Shipping Vessels</b></p> <ul style="list-style-type: none"> <li>* Secure clearance from MARINA or Coast Guard (with specified number of days of stay) and present it to the MENRO and Bantay Dagat personnel</li> <li>* Proceed to the Treasurer's Office to pay for the BERTHING FEE for the whole duration of stay computation will be done by the MTO</li> </ul>	15 minutes  10 minutes
<p><i>* Note: Sheltering during typhoon is exempted from payment of Berthing fee</i></p>	
<p><b>c. For Dry-docking / Repair Yard of Boats</b></p> <ol style="list-style-type: none"> <li>1. Secure Barangay Clearance</li> <li>2. Submit a letter of intent addressed to the Municipal Mayor</li> <li>3. Secure Clearance from the MENRO</li> <li>4. Proceed to the Municipal Treasurer's Office for the Business Permit</li> </ol>	

## Availing of SPECIAL COLLECTION SERVICES for and other Business Establishments

<b>Requirements:</b>	(1) Request letter
<b>Hauling Fee:</b>	<b>Php 300.00 per truck/per hauling</b>
<b>Garbage Collection Rates:</b>	<ul style="list-style-type: none"> <li>a. For Resort Business Establishments - Fees and charges vary on the rates prescribed in the Revised Revenue Code of FY</li> </ul>

b. For Residential - **Fees collected fixed @ P 40.00 per n**

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\*\*\* MENRO assists and guides all stakeholders (the business establishments and resort owners, Barangay Officials and households) on their responsibility to comply to R.A. 9003 (Ecological Management Act of 2000):

- a.) Provide stakeholders concerned an intensive briefing and orient prior to the **Environmental Clearance Fee.....**
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**. RESOURCES OFFICE**

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**PLEASE APPROACH**

Treasurer's Office collector
Eco-Park personnel/ MENRO Aide
Eco-Park personnel
EnP JOAN MARGARETTE A. YAP
MCR personnel

**REE/S**

CPTPL)

**PLEASE APPROACH**

Any MENRO Staff

EnP JOAN MARGARETTE A. YAP

MTO Collector

Anastacio A. Santos  
CENRO, Socorro

## IS-RELATED ACTIVITIES

ance to secure  
..... **Php 70.00**)

## PLEASE APPROACH

Any MENRO Staff

MARILYN M. YAP (License Inspector)

DORIS A. VISAYA (MTO collector)

EnP JOAN MARGARETTE A. YAP (MENRO)

Bantay Dagat personnel

Representative from Diver's Association

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EnP JOAN MARGARETTE A. YAP (MENRO)

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DORIS A. VISAYA

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EnP JOAN MARGARETTE A. YAP  
Philippine CoastGuard  
BANTAY DAGAT personnel

MARILYN M. YAP (License Inspector)

Doris A. Visaya (MTO collector)

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