

CITIZEN'S CHARTER

Local Government Unit of Cabadbaran City

Division: ENVIRONMENTAL PROTECTION AND MANAGEMENT DIVISION

Titles: I. Availment of Tree/Fruit Seedlings

II. Filing of Complaints

Revision No: _____

Issue No: _____

FRONTLINE SERVICE	STEPS	LOCATIONS OF TRANSACTION PER STEP	PROCESSING TIME	FORM/S REQUIRED	DOCUMENTARY REQUIREMENTS	FEES AND CHARGES	RESPONSIBLE EMPLOYEE/S
I. Availment of Tree/ Fruit Seedlings	1. Fill-up the seedlings request logbook	EPMD	3 minutes	none	Letter request approved by the City Mayor	none	Mariza S. Collado
	2. Withdraw seedlings from City's nursery	EPMD	depends on the number of seedlings requested	none	none	none	Mariza S. Collado
II. Filing of Complaints	1. Fill-up the visitor's log book	EPMD	3 mins	none	none	none	Ma. Lourdes C. Villegas
	2. Fill-up the pro forma environmental complaint sheet	EPMD	5 mins	none	none	none	Gerlie D. Alfaro

Prepared by:

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SEMS

Approved:

KATRINA MARIE "KAT" O. MORTOLA
City Mayor