

**CLEARING/BRUSHING/TRIMMING AND PRUNING OF TREES ALONG THE NATIONAL HIGHWAYS, MAJOR ROADS AND BARANGAY ROADS**

**A. ABOUT THE SERVICE:**

Different offices/ departments, barangays and agencies of the city request for clearing, brushing, trimming or pruning of protruding trees along national along national highways, major roads, or any life hazard locations/ status of a tree.

**B. WHO MAY AVAIL OF THE SERVICE:**

Different barangays, organizations, private sector and general public.

**C. WHAT ARE THE REQUIREMENTS:**

Copy of the approved letter with the marginal note of the city mayor  
Cutting of trees – certification from DENR

**D. FEES/CHARGES:**

- ✓ None - for public service purposes
- ✓ Depends on the volume of work for private purposes

**E. SCHEDULE OF AVAILABILITY OF THE SERVICE:**

8:00 AM-5:00 PM  
Mondays to Fridays

**F. HOW TO AVAIL OF THE SERVICE**

<b>STEP S</b>	<b>APPLICANT/ CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>PROCESSING TIME</b>	<b>PERSON IN CHARGE/RESPONSIBLE</b>	<b>FEES/CHARGES</b>	<b>FORMS</b>
1	Submits approved request letter for clearing/ brushing of trees	Receives and records the approved request letter	5 mins	CHARMIANE MAE T. ROSARIO FERDINAND G ALIBUYOG NORIEL BENSON R. TABUNAN		Approved request form/letter
		Schedules the clearing. Brushing of trees	15 mins	MICHAEL JOHN D. TADIFA ROBERT Q. ULIT		

	Acts on the request	Depends on the volume of the trees to be pruned	MARK ANTHONY LAITAN JOEGIT LABAYAN ALLAN TUMBLOD RICHARD PRINCESA MARCO ETAC PRODENCIO TAMANA ANTHONY PAROAN ROWELLE GABAY ARIEL AUSTRIA	
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