

2. Seedling Distribution for Tree Planting Activity

Description of the Service: Seedlings will be given free of charge for requesting parties for purposes of tree planting activity within denuded areas to mitigate the adverse effect of climate change.

Office or Division:	City Environment and Natural Resources			
Classifications:	Simple			
Type of Transactions:	Government to Citizen			
Who may avail:	People of Ilagan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter		People of Ilagan		
2. Memorandum of Agreement (MOA)		City ENR Office		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter	<ul style="list-style-type: none"> Attend to the need of the requesting party 	None	10 minutes	<u>MA. AURORA PINTADO</u> <i>Admin. Aide IV</i>
2. Signing of Memorandum of Agreement	<ul style="list-style-type: none"> Inform all guidelines and agreements prior to granting of seedlings Validate the intended area for tree planting activity Distribution of planting materials with 	None	10 minutes	<u>FRANCISCO A. CARMONA</u> <i>Supervising Admin. Officer</i>
		None	30 minutes	<u>ELVIS B. BAYAD</u> <i>SEMS</i>
		None	1 Hour	<u>JERRY L. CABANOS</u> <i>Administrative Aide - I</i>
		None		<u>JEFFREY ASIS</u> <i>Watchman -II</i>
				<u>GEOFFREY BALISI</u> <i>Administrative Aide - I</i>
TOTAL			1 hour & 50 minutes	