



**Internal/External**

**2. SERVICENAME: SEEDLING DISTRIBUTION FOR TREE PLANTING ACTIVITY**

**Description of the Service:** Seedling distribution is designed to support environmental conservation and community reforestation initiatives. Provided high- quality tree seedlings suitable for various ecosystems and planting goals.

<b>Office or Division:</b>	City Environment and Natural Resources
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	People of Ilagan

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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1. Request Letter	People of Ilagan
2. Memorandum of Agreement (MOA)	City ENR Office

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Letter	<ul style="list-style-type: none"> <li>Attend to the need of the requesting party</li> </ul>	None	10 minutes	<b><u>MA. AURORA PINTADO</u></b> <i>Admin. Aide IV</i>
2. Signing of Memorandum of Agreement	<ul style="list-style-type: none"> <li>Inform all guidelines and agreements prior to granting of seedlings</li> </ul>	None	10 minutes	<b><u>ARVIN A. PEREZ, LPT,</u></b> <b><u>MBA</u></b> <i>OIC- City ENRO</i>
		None	30 minutes	



	<ul style="list-style-type: none"><li>• Validate the intended area for tree planting activity</li><li>• Distribution of planting materials</li></ul>	None	1 Hour	<p><b><u>PABLO V. CABACCAN, JR</u></b> <i>SEMS</i></p> <p><b><u>ELVIS B. BAYAD</u></b> <i>SEMS</i></p> <p><b><u>RAYMAN S. MARAMAG</u></b> Administrative Aide- III</p> <p><b><u>JERRY L. CABANOS</u></b> Administrative Aide - I</p> <p><b><u>JEFFREY ASIS</u></b> <i>Watchman -II</i></p> <p><b><u>GEOFFREY BALISI</u></b> Administrative Aide – I</p> <p><b><u>GERALD JOHN CARLO M.TORIBIO</u></b> Administrative Aide - I</p>
	TOTAL		1 hour & 50 minutes	