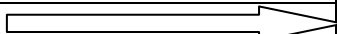
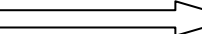


CITIZEN'S CHARTER PROCESS No. ____

Name of Agency : DENR-EMB XII
 Frontline Service : Issuance of Land Use Conversion Form No. 6
 Schedule of Availability of Service : Monday - Friday
 How to Avail of the Service

No. (A)	CUSTOMER ACTIVITY (B)	DENR ACTION (C)	OFFICE/PERSON RESPONSIBLE/ LOCATION (D)	DURATION (E)	DOCUMENTARY REQUIREMENTS (F)	AMOUNT OF FEES (G)
1	Files application 	Receives application	Receiving Clerk	10 minutes	CENRO Certification Land Title Zoning Certification Sketch Plan	Php. 50.00
		Prepares Order of Payment				
		Evaluates Application	Case Handler	2 hours		
		Prepares LUC Form No. 6	Case Handler			
2	Pays corresponding fees 	Issues Official Receipt	Cashier			
		Recommends for issuance	Division Chief			
		Signs LUC Form	Regional Director			
		Releases Certificate	Record Officer			
3	Receives Certificate					