

CITY ENVIRONMENT MANAGEMENT OFFICE

Seminary Road, Building E, City Engineer's Office Compound, Brgy. Del Carmen, Iligan City, 9200
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Frontline Service : ISSUANCE OF FOREST TREE SEEDLINGS AND MANGROVE PROPAGULES FOR TREE PLANTERS / GROWERS

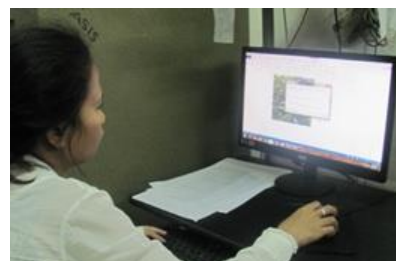
Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
 On Mondays provision of services starts after flag raising

Who may avail of service :

- Private Institutions
- Students
- Government Sectors

What are the Basic Requirements : Letter Request

Duration : 8 hours after the site inspection



How to Avail of the Service:

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Present Letter Request	Receive request and address needs to concern division.	3 minutes	Admin staff -action officer		
2	Give details regarding the request.	Assess/evaluate the request and its purpose	5 minutes	Fruit Trees – Watershed Mangrove – Coastal		
	Accompany the CEMO staff during the conduct of on-site inspection.	If necessary, conduct on-site inspection as to the qualityof soil in the area to be planted.	4 hours			
3	Pick-up the seedlings	If soil requirements and conditions are met, recommend the issuance of seedlings and mangrove propagules.	1 hour	Forest Trees – Watershed Mangrove – Coastal		
		Withdraw seedlings from nursery on the date of actual planting	2 hours	Forest Trees – Watershed Mangrove – Coastal		
END OF TRANSACTION						

