

2. ISSUANCE OF PERMIT TO TRANSPORT COCO LUMBER

Schedule of Availability of Service:

Monday-Friday

8:00 a.m. - 5 p.m. without noon break

Who may avail of the service:

Transporter of coco lumber

What are the requirements:

1. Properly accomplished PCA prescribed application form for transport permit.
2. Copy of the Permit to Cut

Duration: 35 minutes

How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circumstances)	Person In Charge	Fees	Form
1	Accomplish PCA prescribed application form for transport permit	Agriculturist determine the completeness of application and receive a copy of the Permit to Cut	5 minutes	Agriculturist	Transport Fee based on vehicle to be used: a. smaller than jeep - PhP 50.00 b. Jeep - PhP 300.00 c. Elf or Six (6) wheeler truck - PhP 700.00 d. Ten wheeler truck- PhP 1,500.00 e. Closed van - PhP 1,500.00 f. Trailer truck - PhP 2,000.00	PCA prescribed Application for Transport Permit
2	Pay appropriate fee to the Cashier	Process payment and issue Official Receipt (OR)	20 minutes	Cashier		
3	Present OR and wait for the application to be processed	Prepare the Transport Permit	5 minutes	Agriculturist		
4	Receive the approved Transport Permit.	Approve and issue the Transport Permit	5 minutes	Division Chief I		Transport Transshipment Permit

End of Transaction