

PARKS DEVELOPMENT OFFICE

2/F Engineering Building Gil Fernando Ave. corner Aquilina St., Sto.Niño,Marikina City Tel.

No.: 475-4720

Department Head/OIC : Engr. Felix Romeo Maderal

Services Offered:

Tree Trimming, Balling, Pruning, and Cutting Operation

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Request letter	DENR/Neria A. Andin CESO III (Regional Executive Director)	DENR- National Capital Region North Avenue, Quezon City	8:00 am to 5:00 pm (Monday- Friday)
2.Follow up	PDO/ For. Dennis M. Hilot PDO/ Ricky Baguipo	2ND Floor, Engineering Bldg.	8:00 am to 5:00 pm (Monday- Friday)

GENERAL REQUIREMENTS:

I. For cutting and Balling of Tree/s

- a. request letter address to DENR - RED
- b. clearance from the Barangay and HOA - allowing to cut/no objection on cutting and balling
- c. picture/s of affected Trees
- d. xerox copy of Transfer of Certificate Title (TCT)
- e.development plan/floor plan
- f. contact number/person - to be included on letter request

II. For Trimming and Pruning of Tree/s

- a. request letter address to PDO - Chief
- b. contact number/person - to be included on letter request

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.