

8. REGISTRATION OF CHAINSAWS

Schedule of Availability of Services:

Monday-Friday

7:00 a.m. to 5:00 p.m. without noon break

Who may avail of the Service:

Chainsaw owners

What are the requirements:

1. Chainsaw unit
2. Proof of ownership

Duration: 2 hours

How to avail of the Service:

Step	End-user/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Secure and accomplish application form	Provide application form	30 minutes	PCA-Agriculturist/ CPRO		
2	Submit duly accomplished & notarized application form	Receive and review the completeness of the application form and issue order of payment	30 minutes	PCA-Agriculturist/ CPRO	New - PhP 1,000.00 Renewal - PhP 500.00 Surcharge is @ 50% of Renewal Fee. For more than a year, renewal fee is considered as new registration.	PCA-TMAD Form #AF-007 order of payment
3	Pay the corresponding fees	Process payment and issue O.R.	10 mins.	Accountable Officer/ Cashier		
		Prepare chainsaw registration sticker	10 mins.	PCA-Agriculturist/ CPRO		
		Forward the sticker to the RM//PCDM for signature and approval	30 mins.	PCA-Agriculturist/ CPRO		Registration Sticker
		Issue registration sticker to the applicant	10 mins.	PCA-Agriculturist/ CPRO		
4	Receive the registration sticker.		5 mins.			

End of Transaction