



## CITIZEN'S CHARTER NO. R6-B-01 - AFFADAVIT OF UNDERTAKING (AU), MEMORANDUM OF AGREEMENT (MOA) WITH THE DENR AND ISSUANCE OF GRATUITOUS PERMIT (GP)

Gratuitous Permit is a privilege given to an individual, academe, research institution, or organization to capture/harvest and transport wildlife species from the natural habitat for scientific and other authorized purposes.

<b>Office or Division:</b>	Licenses Patents and Deeds Division, DENR Regional Office VI, Iloilo City
<b>Classification:</b>	COMPLEX
<b>Type of Transaction</b>	G2C – Government to Citizen G2G - Government to Government
<b>Who may avail:</b>	General: <b>Individual, Academe, Research Institution, or Organization</b> Specific: 1. <u>For conduct of Scientific Research on wildlife - Foreign Entity/Institution/Individual or a Filipino Citizen affiliated with a foreign institution</u> 2. <u>For Conservation Breeding or Propagation Activities and other Wildlife Conservation/Research Projects - Local Non-Government/Academic Institutions</u> 3. <u>For purposes of thesis and dissertation - Students affiliated with local academic institutions and other government initiated or implemented research or scientific projects</u>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Research Project Proposal	Applicant/Requesting Party
2. Institution's Profile, if applicable;	Applicant/Requesting Party
3. Endorsement Letter - If Institution - Head of the Institution, or - If individual researcher - from the recognized expert or a research institution or a conservation organization; - If student applicant - from concerned dean	Applicant/Requesting Party
4. Payment of application and processing fees	Applicant/Requesting Party
5. In case collection of wildlife is necessary - prior clearance from the affected neighborhood/communities, i.e. concerned LGUs, recognized head of the indigenous people in accordance with RA 8371, or Protected Area Management Board	LGU, NCIP/PAMB



Additional Requirements for Conservation Breeding or Propagation Activities, and other Wildlife Conservation/Researched Projects				
1. Affidavit of Undertaking by the applicant shall be submitted to the REDconcerned. 2. Habitat rehabilitation, protection and management plan for re-introduction and restocking of captive-bred/propagated individuals (for conservation breeding projects only)		Applicant/Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the request/application with complete supporting documents directly to Regional Office or thru PENRO/CENRO	1.1. Receive the application/documents, stamp the date, assign control number and log the same in the Division's Tracking System. 1.2. Forward the application/documents to the Chief, LPDD	none	6 min.	<i>Receiving/Releasing Clerk</i>
	2. Review and refer the application to Chief, WRPS	none	5 min.	<i>Chief, LPDD</i>
	3. Receive, review, schedule inspection and assign to personnel concerned the application/documents for processing.	none	5 min.	<i>Chief, WRPS</i>
	Evaluation of the completeness of the submitted requirements	none	1 working day	<i>Action Officer/ WRPS</i>
	If the applicant documents are found in order prepare In case the requirements are not complete , the	none	5 min.	<i>Action Officer/Chief, LPDD</i>



	and approve order of Payment and forward the same to the requesting party	application shall be returned immediately informing the applicant of the deficiencies			
	Accept payment and issue official receipt		GP-Php 100.00	5 min.	<i>Action Officer/cashier</i>
	Process document/Prepare the GP/MOA and endorsement for review of the chief, LPDD		none	Within 3 days	<i>Action Officer/WRPS</i>
	Reviews and initial the endorsement, and MOA/GP for the signature of the ARD for Technical Services			30 min	<i>Action Officer Chief, LPDD</i>
	Reviews and initial the endorsement and MOA/GP for the signature of the Regional Executive Director			10 min.	<i>Action Officer ARD for Technical services</i>
	Signs the Endorsement and MOA/GP			5 min.	<i>Regional Executive Director</i>
<b>TOTAL:</b>			<b>Ph/100.00</b>	<b>4 days, 1 hour &amp; 11 min</b>	