



CITIZEN'S CHARTER NO. R6-B-02. CERTIFICATE OF WILDLIFE REGISTRATION

Office or Division:	LPDD			
Classification:	COMPLEX			
Type of Transaction	G2C – Government to Citizen G2G - Government to Government			
Who may avail:	Internal: Permanent Employees of DENR Central, Regional, PENR and CENR Offices, Bureaus (including Regional and Central Offices), attached Agencies External: External Clientele who are authorized party or representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished application form (to be secured at the DENR field offices);			Requesting party	
2. Documentary stamp (to be affixed on the Certificate of Wildlife Registration);			Requesting party	
3. Inventory List of Wildlife;			Concerned CENRO	
4. Registration fee;			Requesting party	
5. Proof for the legal acquisition of wildlife;			Requesting party	
5. Inspection Report (inspection of facility and inventory of wildlife using the prescribed form)			Concerned CENRO	
CLIENT STEPS AGENCY ACTION FEES TO BE PAID PROCESSING TIME PERSONS RESPONSIBLE				
1. Submission of requirements and forward to the receiving /releasing clerk	Received the submitted requirements, stamp the date and time on documents and forward all documents to CENRO	none	30 min	<i>CENRO Receiving Clerks</i>
1. Payment of fees	Receive payment of fees	P50	15 min	<i>CENRO Cashier</i>
	Referral of Application, together		30 min	<i>RPS, Chief</i>



	with its documents to RPS			<i>Wildlife permitting Section</i>
	Conduct Inspection of Facility and Inventory of Wildlife		1 day, 7 hours and 30 min	<i>Wildlife permitting CENRO Personnel</i>
	Forward Memorandum-Endorsement of Application including with its supporting documents to PENRO		15 min	<i>CENR Officer/CENRO Releasing Clerk</i>
	Receive by PENRO Receiving Clerk		15 min	<i>PENRO Receiving Clerk</i>
	Referral of Application, together with its documents to TS		30 min	<i>PENRO</i>
	Evaluate/Review Documents conducted by PENRO		2 days	<i>PENRO Technical Service Division Chief</i>
	Forward Memorandum-endorsement of the Application including supporting documents to the Regional Office		30 min	<i>PENRO and PENRO Releasing Clerk</i>
	Receives the submitted requirements, stamp the date and time on documents and forward all documents to LPDD Chief		30 min	<i>LPDD Receiving Clerks</i>
	Refers the documents to WRPS for processing		30 min	<i>LPDD Clerk, Chief, LPDD</i>
	Evaluates the documents, if the documents are in order prepare CWR, endorsement to the RED,		1 day & 7 hours and 45 minutes	<i>WRPS</i>



	PENRO and letter to the permittee			
	Reviews and initial the endorsement, and CWR for the signature of the ARD for Technical Services		7 hours	<i>Chief, LPDD</i>
	Reviews and initial the endorsement and CWR for the signature of the Regional Executive Director		1 Hour and 30 minutes	<i>ARD TS</i>
	Signs the Endorsements and CWR and receive by client and indorse to client		1 Hour and 30 minutes	<i>RED/Client</i>
TOTAL:			7 days & 3 Hours	

Note:

This service is under the following laws:

- R.A. No. 9147
- DAO No. 2004-15
- Joint DENR-DA-PCSD AD #01, s. 2004, May 18, 2004
- DAO 2004-58, August 31, 2004
- DAO 2004-60, September 27, 2004
- DAO 2004-62, October 12, 2004
- TB No. 2013-04, May 21, 2013