



CITIZEN'S CHARTER NO.R6-B-03.ISSUANCE OF LOCAL TRANSPORTPERMIT FOR WILDLIFE

This Service is made upon request of Concerned Public Individual, Administrator of Schools and Other Public Places.

Office or Division:	PENRO Technical Services Division			
Classification:	Simple			
Type of Transaction	G2C –GovernmenttoCitizen			
Who may avail:	Concerned Public Individual, Administrator of Schools and Other Public Places			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Letter		Requesting Party		
2. Image/Picture of Wildlife Species		Requesting Party		
Additional if Private Property				
Additional if School/Organization				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request and supporting documents to the Receiving Clerk	1. Receives the letter request and supporting documents, stamp the date and forward to the Office of the PENRO	None	15 min.	<i>Receiving Clerk</i>
	1.1 Receive letter request and supporting	None	15 min.	<i>PENRO Staff/Secretary</i>



	documents and forward to the PENR Officer			
	1.2 Receive, review and refer the application to Chief, TSD	None	15 min.	<i>PENR Officer</i>
	1.3 Receive, review and refer the application to Chief, Regulation and Permitting Section	None	15 min.	<i>Chief, TSD</i>
	1.4 Receive, review and refer the application to Chief, Licensing Unit	None	15 min.	<i>Chief, Regulation and Permitting Section</i>
	1.5 Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	<i>Chief, Licensing Unit</i>
2. Guide/accompany the inventory team to the site.	2.1 Conduct inspection of the area and prepare inspection report	None	1 day	<i>Inspection Team</i>
3. Pay certification Fee	3. Accept payment and issue Official Receipt (OR).	P 100.00	15 min.	<i>Credit Officer</i>
4. Receive OR.	4.1 Prepare Local Transport Permit and endorsement to PENR Officer. For signature and approval	None	30 min	<i>Chief, Licensing Unit</i>



	4.2	Receive the Local transport permit for approval of the PENRO	None	15 min.	<i>PENRO Staff</i>
	4.3	Receive and review the inspection report and Local transport permit. Approve recommendation.	None	1 hour	<i>PENR Officer</i>
	4.4	Record and release the approved certification	None	15 min.	<i>Receiving/Releasing Clerk PENRO Records Unit</i>
5. Received the approved Certification	5.	File the customer Request form	None	10 min.	
TOTAL			P 100.00	1 day, 4 hours & 10 minutes	