



CITIZEN'S CHARTER NO. R6-B-05. ISSUANCE OF PERMIT FOR WSUP, WCP, WFP

WILDLIFE SPECIAL USE PERMIT (WSUP) for Other Uses of Wildlife

Office or Division:	Licenses Patents and Deeds Division, DENR Regional Office VI, Iloilo City			
Classification:	Highly Technical			
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 (ANNEX "A") with two recent 2"x2" photo of applicant;			Requesting party	
2. List of species to be collected indicating the quantity for each, and methods of collection to be used;			SEC, CDA, Etc.	
3. Prior clearance from the affected communities, i.e. concerned LGUs, recognized head of the indigenous people in accordance with RA 8371, or Protected Area management Board.			NCIP, PAMB, LGU	
4. Name and Address of authorized collectors/trappers; and,			Requesting party	
5. Payment of fees			Requesting party	
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 LPDD Chief	none	6 min.	<i>Receiving/Releasing Clerk</i>
	Referred the documents to WRPS for processing	none	5 min.	<i>Chief, LPDD</i>



	Initial Evaluation of the submitted requirements and schedule inspection		4 hours	<i>Action Officer/ WRPS</i>
	If the applicant documents are found in order prepare and approve order of Payment for application fee and forward the same to the requesting party	none	5 min.	<i>Action Officer/Chief, LPDD</i>
	Accept payment and issue official receipt	500.00	5 min.	<i>Action Officer/cashier</i>
	Conduct of site Inspection of the holding facility	None	Within 5 days	<i>Action Officer</i>
	Evaluation of application by the RWMC	None	Within 5 days	<i>Chief, LPDD, WRPS, RWMC and its secretariat</i>
	Preparation and approval by the Regional Executive Director	none	Within 3 days	<i>Action Officer, Chief, LPDD, ARD, Technical, RED</i>
TOTAL:		NONE	13 days, 4 hours & 21 min	



WILDLIFE COLLECTOR'S PERMIT (WCP)

Office or Division:	Licenses Patents and Deeds Division, DENR Regional Office VI, Iloilo City
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	
a.1. Duly Accomplished application form (ANNEX "A") with two recent 2"x2" photo of applicant;	Requesting party
a.2. In case of animal shows using wildlife, clearance from or registration with the Animal Welfare Division of the Bureau of Animal Industry pursuant to Republic Act 8485 (Animal Welfare Act).	DA
a.3 In case of imported animals, no importation shall be permitted except upon deposit of a bond with PAWD in an amount equal to the transport cost of the animals back to the owner-country of origin. Import/export permits shall be secured in accordance with section 8 of DAO 2004-55.	Requesting party
a.4. Proof of Legal source; and,	Requesting party
B. Educational/Documentation for commercial purposes:	
b.1. Duly Accomplished application form (ANNEX "A") with two recent 2"x2" photo of applicant;	Requesting party
b.2. Letter request specifying the species, quantity and areas of collection or area, subject of documentation, as the case maybe;	Requesting party
b.3. Clearance from the recognized head of Indigenous People in accordance with RA No. 8371 (Indigenous People's Rights Act (IPRA) of 1997, concerned LGUs or Protected Area Management Board;	NCIP, PAMB, LGU



CLIENT STEPS	AGENCY ACTION	FEE 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 LPDD Chief	none	6 min.	<i>Receiving/Releasing Clerk</i>
	Referred the documents to WRPS for processing	none	5 min.	<i>Chief, LPDD</i>
	In case the requirements are not complete , the application shall be returned immediately informing the applicant of the deficiencies	none	(within 2 days)	<i>Action Officer/WRPS</i>
	If the applicant documents are found in order 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	none	1 day	<i>Chief, LPDD</i>
	Signs the Endorsement and MOA/GP for approval of the Regional Executive Director	none	5 min.	<i>ARD, Technical Services</i>
	Signs the Endorsement and MOA/GP	none	5 min.	<i>Regional Executive Director</i>
TOTAL		NONE	5 days, 7 hours & 10 min	



WILDLIFE FARM PERMIT (WFP)

Office or Division:	Licenses Patents and Deeds Division, DENR Regional Office VI, Iloilo City
Classification:	Highly Technical
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	
A. Small Scale Farming (with capital of P/ 1,500,000.00 and below):	
a.1. Duly Accomplished application form (ANNEX “A”) with two recent 2”x2” photo of applicant;	Requesting party
a.2. Copy of Certificate of Registration from appropriate Government agencies such as the Security and Exchange Commission (SEC), Cooperative Development Authority, etc.;	SEC, CDA, Etc.
a.3. Proof of Scientific expertise (list and qualifications of manpower);	Requesting party
a.4. Financial plan showing financial capability to go into breeding;	Requesting party
a.5. Proposed facility design;	Requesting party
a.6. In case of indigenous threatened species, letter of commitment to simultaneously undertake conservation breeding and propose measures on rehabilitation and/or protection of habitat, where appropriate, as may be determined by the RWMC; and	Requesting party
a.7. Prior clearance from the affected communities, i.e. concerned LGUs, recognized head of the indigenous people in accordance with RA 8371, or Protected Area management Board.	NCIP, PAMB, LGU
b. Medium to Large Scale Farming (with capital of more than PhP 1,500,000.00):	
b.1 Duly Accomplished application form (ANNEX “A”) with two recent 2”x2” photo of applicant;	Requesting party
b.2. Management and breeding plan in accordance with the attached	Requesting party



outline;				
b.3. Proof of Scientific expertise (list and qualifications of manpower);			Requesting party	
b.4. Photo of the existing facility (for those converted to wildlife farm) or sketch/development plan of proposed facility;			Requesting party	
b.5. In case of indigenous threatened species, letter of commitment to simultaneously undertake conservation breeding and propose measures on rehabilitation and/or protection of habitat, where appropriate, as may be determined by the RWMC; and			Requesting party	
b.6. Certified copy of Land Title or Lease Contract for the facility;			Requesting party	
b.7. Financial plan showing financial capability to go into breeding;			Requesting party	
b.8. Photo copy of Article of Incorporation, in case of corporation;			Requesting party	
b.9. Prior clearance from the affected communities, i.e. concerned LGUs, recognized head of the indigenous people in accordance with RA 8371, or Protected Area management Board;			NCIP, LGU, PAMB	
b.10 Copy of BIR registration as exporter, if applicant will engage in export, and			Requesting party	
b.11. Payment of fees in accordance with section 9 hereof.			Requesting party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submission of requirements and forward to the receiving /releasing clerk	Receives the submitted requirements, stamp the date and time on documents and forward all documents to CENRO	none	30 min.	<i>CENRO Receiving Clerk/s</i>
	Forward Memorandum-Endorsement of Application including with its supporting documents to PENRO		4 hours	<i>CENRO Releasing Clerk/CENRO</i>
	Forward Memorandum-Endorsement of Application including with its supporting documents to Regional Office		3 hours	<i>PENRO Releasing Clerk/PENRO</i>



	Wildlife			
	Receives the submitted requirements, stamp the date and time on documents and forward all documents to LPDD Chief		30 minutes	<i>LPDD Receiving Clerk</i>
	Refers the documents to WRPS for processing		60 min	<i>LPDD Clerk, Chief, LPDD</i>
	Conducts Initial Evaluation Report and Facility Inspection Report		5 days	<i>WRPS</i>
	Final Evaluation Report by the RWMC (within 15 days)		15 days	<i>RWMC</i>
2. Payment of fees	Receives payment of fees	P2,500 for small scale P5,000 for large scale	60 min.	<i>RO Cashier</i>
	Wildlife Farm Permit prepared for approval		2 days and 6 hours	<i>WRPS/Chief, LPDD/ARDTs</i>
3. Electronically-Receive by Client	Approves WFP		1 day	<i>RED</i>
3. Electronically receive by client	Transmits to Client		2 hours	<i>Releasing Clerk/WRPS Staff/Client</i>
TOTAL:		Small scale – 2,500.00 Large scale – 5,000.00	25 days	