

## 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</u> - <b>Foreign Entity/Institution/Individual or a Filipino Citizen affiliated with a foreign institution</b> 2. <u>For Conservation Breeding or Propagation Activities and other Wildlife Conservation/Research Projects</u> - <b>Local Non-Government/Academic Institutions</b> 3. <u>For purposes of thesis and dissertation</u> - <b>Students affiliated with local academic institutions and other government initiated or implemented research or scientific projects</b>
<b>CHECKLIST OF REQUIREMENTS</b>	
<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

<b>Additional Requirements for Conservation Breeding or Propagation Activities, and other Wildlife Conservation/Researched Projects</b>				
<p>1. Affidavit of Undertaking by the applicant shall be submitted to the RED concerned.</p> <p>2. Habitat rehabilitation, protection and management plan for re-introduction and restocking of captive-bred/propagated individuals (for conservation breeding projects only)</p>		Applicant/Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit the request/application with complete supporting documents directly to Regional Office or thru PENRO/CENRO	<p>1.1. Receive the application/documents, stamp the date, assign control number and log the same in the Division's Tracking System.</p> <p>1.2. Forward the application/documents to the Chief, LPDD</p>	none	6 min.	<p><b><i>Narcisa C. Ticzon</i></b>  <i>Receiving/Releasing Clerk  Licenses Patents and Deeds Division (LPDD)</i></p>
	2. Review and refer the application to Chief, WRPS	none	5 min.	<p><b><i>Atty. Elizur G. Militar</i></b>  <i>Chief, LPDD  Licenses Patents and Deeds Division</i></p>
	3. Receive, review, schedule inspection and assign to personnel concerned the application/documents for processing.	none	5 min.	<p><b><i>Teresita N. Paderna</i></b>  <i>Chief, Wildlife Resources and Permitting Section  Licenses Patents and Deeds Division</i></p>

	Evaluation of the completeness of the submitted requirements		none	1 day	<b>Ma. Elena T. Lacrite</b> <i>DMO II/ Action Officer Wildlife Resources and Permitting Section</i>
	If the applicant documents are found in order prepare and approve order of Payment and forward the same to the requesting party	In case the requirements are not complete , the application shall be returned immediately informing the applicant of the deficiencies	none	5 min.	<b>Ma. Elena T. Lacrite</b> <i>DMO II/ Action Officer Wildlife Resources and Permitting Section</i>  <b>Teresita N. Paderna</b> <i>Chief, Wildlife Resources and Permitting Section Licenses Patents and Deeds Division</i>  <b>Atty. Elizur G. Militar</b> <i>Chief, LPDD Licenses Patents and Deeds Division</i>
	Accept payment and issue official receipt		GP- Php100.00	5 min.	<b>Fatima D. Guzman</b> <i>Admin. Officer III Cashiering Section</i>
	Process document/Prepare the GP/MOA and endorsement for review of the chief, LPDD		none	Within 3 days	<b>Ma. Elena T. Lacrite</b> <i>DMO II/ Action Officer Wildlife Resources and Permitting Section</i>

				<b><i>Teresita N. Paderna</i></b> <i>Chief, Wildlife Resources and Permitting Section  Licenses Patents and Deeds Division</i>
	Reviews and initial the endorsement, and MOA/GP for the signature of the ARD for Technical Services		30 min	<b><i>Teresita N. Paderna</i></b> <i>Chief, Wildlife Resources and Permitting Section  Licenses Patents and Deeds Division</i>  <b><i>Atty. Elizur G. Militar</i></b> <i>Chief, LPDD  Licenses Patents and Deeds Division</i>
	Reviews and initial the endorsement and MOA/GP for the signature of the Regional Executive Director		10 min.	<b><i>Raul L. Lorilla</i></b> <i>ARD for Technical Services  Office of the ARD for Technical Services</i>
	Signs the Endorsement and MOA/GP		5 min.	<b><i>Livino B. Duran</i></b> <i>Regional Executive Director  Office of the Regional Executive Director</i>
<b>TOTAL:</b>		<b>Ph/100.00</b>	<b>4 days, 1 hour &amp; 11 min.</b>	