




B-04-03. 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 outline;	Requesting party	

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>Nina Quely Nadua</i> <i>Records Officer I</i> <i>General Records Unit</i>
	Forward Memorandum-Endorsement of Application including with its supporting documents to PENRO		4 hours	 <i>Regielina V. Nervar</i> <i>Forest Technician I</i>

	Forward Memorandum-Endorsement of Application including with its supporting documents to Regional Office Wildlife		3 hours	 <i>Nina Quely Nadua Records Officer I General Records Unit LPDD Receiving Clerk</i>
	Receives the submitted requirements, stamp the date and time on documents and forward all documents to LPDD Chief		30 min.	<i>LPDD Clerk, Chief, LPDD</i>
	Refers the documents to WRPS for processing		60 min.	<i>WRPS</i>
	Conducts Initial Evaluation Report and Facility Inspection Report		5 days	<i>RWMC</i>
	Final Evaluation Report by the RWMC (within 15 days)		15 days	<i>RO Cashier</i>
2. Payment of fees	Receives payment of fees	P2,500 for small scale P5,000 for large scale	60 min.	<i>WRPS/Chief, LPDD/ARDTS</i>
	Wildlife Farm Permit prepared for approval		2 days and 6 hours	

3. Electronically- Receive by Client	Approves WFP		1 day	<i>Regional Executive Director</i>
3. Electronically receive by client	Transmits to Client		2 hours	<i>Releasing Clerk/WRPS Staff/Client</i>
<i>TOTAL:</i>		Small scale – 2,500.00 Large scale – 5,000.00	25 days	