



## CITIZEN'S CHARTER NO.R6-B-03. ISSUANCE OF LOCAL TRANSPORT PERMIT FOR WILDLIFE

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

<b>Office or Division:</b>	Forest Utilization and Wildlife Permitting Unit - CENRO			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2C –Government to Citizen			
<b>Who may avail:</b>	Concerned Public Individual, Administrator of Schools and Other Public Places			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application Letter		Requesting Party		
2. Image/Picture of Wildlife Species		Requesting Party		
<b>Additional if Private Property</b>				
Additional if School/Organization				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
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 CENRO	None	15 min.	 <i>Nina Quely Nadua</i> <i>Records Officer I</i> <i>General Records Unit</i>
	1.1 Receive letter request and supporting documents and forward to the CENR Officer	None	15 min.	 <i>Regielina V. Nervar</i> <i>Forest Technician I</i>



*Merlene B. Aborka  
PENR Officer*



*Imafe E. Ejar  
SVEMS  
Chief, RPS*








*Nilo L. Subong  
SEMS*







*Mytha Mae B. Daquila  
Forest Technician I*



*Ann Marie D. Arabeyo  
Forest Technician*

	1.2 Receive, review and refer the application to Chief, RPS	None	15 min.	 <i>Merlene B. Aborka PENR Officer</i>
	1.3 Receive, review and refer the application to Chief, FUWP Unit	None	15 min.	 <i>Imafe E. Ejar SVEMS Chief, RPS</i>
	1.4 Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	 <i>Nilo L. Subong SEMS</i>
2. Guide/accompany the inventory team to the site.	2.1 Conduct inspection of the area and prepare inspection report	None	3 days	 <i>Mytha Mae B. Daquila Forest Technician I</i>   <i>Ann Marie D. Arabeyo Forest Technician</i>

3. Pay certification Fee	3. Accept payment and issue Official Receipt (OR).	P 100.00	15 min.	 <i>Jean A. Oquendo</i> <i>Credit Officer I</i>
4. Receive OR.	4.1 Prepare Local Transport Permit for approval of CENRO	None	30 min	 <i>Nilo, L. Subong</i> <i>SEMS</i>
	4.2 Receive and review the inspection report and Local transport permit. Approve recommendation.	None	1 hour	 <i>Merlene B. Aborka</i> <i>PENR Officer</i>
	4.3 Record and release the approved certification	None	15 min.	 <i>Nina Quely Nadua</i> <i>Records Officer I</i> <i>General Records Unit</i>
5. Received the approved Certification	5. File the customer Request form	None	10 min.	
<b>TOTAL</b>		<b>P 100.00</b>	<b>3 days, 3 hours &amp; 40 min.</b>	