

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.

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:	General: Individual, Academe, Research Institution, or Organization Specific: 1. <u>For conduct of Scientific Research on wildlife</u> - Foreign Entity/Institution/Individual or a Filipino Citizen affiliated with a foreign institution 2. <u>For Conservation Breeding or Propagation Activities and other Wildlife Conservation/Research Projects</u> - Local Non-Government/Academic Institutions 3. <u>For purposes of thesis and dissertation</u> - Students affiliated with local academic institutions and other government initiated or implemented research or scientific projects
CHECKLIST OF REQUIREMENTS	
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
Additional Requirements for Conservation Breeding or Propagation Activities, and other Wildlife Conservation/Researched Projects	

1. Affidavit of Undertaking by the applicant shall be submitted to the RED concerned. 2. Habitat rehabilitation, protection and management plan for re-introduction and restocking of captive-bred/propagated individuals (for conservation breeding projects only)			Applicant/Requesting party		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the request/application with complete supporting documents directly to Regional Office or thru PENRO/CENRO	1.1. Receive the application/documents, stamp the date, assign control number and log the same in the Division's Tracking System. 1.2. Forward the application/documents to the Chief, LPDD		none	6 min.	<i>Receiving/Releasing Clerk</i>
	2. Review and refer the application to Chief, WRPS		none	5 min.	<i>Chief, LPDD</i>
	3. Receive, review, schedule inspection and assign to personnel concerned the application/documents for processing.		none	5 min.	<i>Chief, WRPS</i>
	Evaluation of the completeness of the submitted requirements		none	1 day	<i>Action Officer/ WRPS</i>
	If the applicant documents are found in order prepare and approve order of Payment and forward the same to the	In case the requirements are not complete , the application shall be returned immediately informing the applicant of the deficiencies	none	5 min.	<i>Action Officer/Chief, LPDD</i>

	requesting party				
	Accept payment and issue official receipt	GP- Php100.00	5 min.	<i>Action Officer/cashier</i>	
	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		30 min	<i>Action Officer Chief, LPDD</i>	
	Reviews and initial the endorsement and MOA/GP for the signature of the Regional Executive Director		10 min.	<i>Action Officer ARD for Technical services</i>	
	Signs the Endorsement and MOA/GP		5 min.	<i>Regional Executive Director</i>	
TOTAL:		Ph/100.00	4 days, 1 hour & 11 min.		