












CITIZEN'S CHARTER NO. R6-B-02. CERTIFICATE OF WILDLIFE REGISTRATION

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	
1. Duly accomplished application form (to be secured at the DENR field offices);			Requesting party	
2. Documentary stamp (to be affixed on the Certificate of Wildlife Registration);			Requesting party	
3. Inventory List of Wildlife;			Concerned CENRO	
4. Registration fee;			Requesting party	
5. Proof for the legal acquisition of wildlife;			Requesting party	
5. Inspection Report (inspection of facility and inventory of wildlife using the prescribed form)			Concerned CENRO	
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 CENRO	none	30 min.	 <i>Nina Quely Nadua</i> <i>Records Officer I</i> <i>General Records Unit</i>

1. Payment of fees	Receive payment of fees	P50	15 min.	 Jean A. Oquendo Credit Officer I Cashiering Unit
	Referral of Application, together with its documents to RPS		30 min.	 Imafe N. Ejar SVEMS/Chief, RPS
	Conduct Inspection of Facility and Inventory of Wildlife		6 days, 7 hours and 30 min.	 Ann Marie D. Arabejo Forest Technician I  Mytha Mae B. Daquila Forest Technician I

	Forward Memorandum-Endorsement of Application including with its supporting documents to PENRO		15 min.	 <p><i>Nina Quely Nadua</i> Records Officer I General Records Unit</p>
	Receive by PENRO Receiving Clerk		15 min.	 <p>Regielina V. Nervar FT I/PENRO Staff</p>
	Referral of Application, together with its documents to TS		30 min.	 <p>Merlene B. Aborka PENR Officer</p>
	Evaluate/Review Documents conducted by PENRO		3 days	 <p>Engr. Jurlie D. Zubiaga Chief, TSD</p>

	Forward Memorandum-endorsement of the Application including supporting documents to the Regional Office		30 min.	 Merlene B. Aborka PENR Officer  Regielina V. Nerver <i>FT I/PENRO Staff</i>
	Receives the submitted requirements, stamp the date and time on documents and forward all documents to LPDD Chief		30 min.	<i>LPDD Receiving Clerks</i>
	Refers the documents to WRPS for processing		30 min.	<i>LPDD Clerk, Chief, LPDD</i>
	Evaluates the documents, if the documents are in order prepare CWR, endorsement to the RED, PENRO and letter to the permittee		2 days, 4 hours & 45 minutes	<i>WRPS</i>
	Reviews and initial the endorsement, and CWR for the signature of the ARD for Technical Services		7 hours	<i>Chief, LPDD</i>

	Reviews and initial the endorsement and CWR for the signature of the Regional Executive Director		5 Hours & 30 min.	<i>ARD TS</i>
	Signs the Endorsements and CWR and receive by client and indorse to client		5 Hours & 30 min.	<i>RED/ Client</i>
TOTAL:			15 days	

Note:

This service is under the following laws:

- R.A. No. 9147
- DAO No. 2004-15
- Joint DENR-DA-PCSD AD #01, s. 2004, May 18, 2004
- DAO 2004-58, August 31, 2004
- DAO 2004-60, September 27, 2004
- DAO 2004-62, October 12, 2004
- TB No. 2013-04, May 21, 2013