

CITIZEN'S CHARTER NO. R6-B-04. ISSUANCE OF PERMIT FOR WSUP, WCP, WFP

B-04-01. WILDLIFE SPECIAL USE PERMIT (WSUP) for Other Uses of Wildlife

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	
1. Duly Accomplished application form (ANNEX "A") with two recent 2"x2" photo of applicant;			Requesting party	
2. List of species to be collected indicating the quantity for each, and methods of collection to be used;			SEC, CDA, Etc.	
3. 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	
4. Name and Address of authorized collectors/trappers; and,			Requesting party	
5. Payment of fees			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	Received the submitted requirements, stamp the date and time on documents and forward all documents to LPDD Chief	none	6 min.	<i>Receiving/Releasing Clerk</i>
	Referred the documents to WRPS for processing	none	5 min.	<i>Chief, LPDD</i>
	Initial Evaluation of the submitted requirements and schedule inspection		4 hours	<i>Action Officer/ WRPS</i>

	If the applicant documents are found in order prepare and approve order of Payment for application fee and forward the same to the requesting party	none	5 min.	<i>Action Officer/Chief, LPDD</i>
	Accept payment and issue official receipt	500.00	5 min.	<i>Action Officer/cashier</i>
	Conduct of site Inspection of the holding facility	None	Within 5 days	<i>Action Officer</i>
	Evaluation of application by the RWMC	None	Within 5 days	<i>Chief, LPDD, WRPS, RWMC and its secretariat</i>
	Preparation and approval by the Regional Executive Director	none	Within 3 days	<i>Action Officer, Chief, LPDD, ARD, Technical, RED</i>
TOTAL:		None	13 days, 4 hours & 21 min.	