



CITIZEN'S CHARTER NO. BMB-WRD-03. Processing, Approval of Request and Issuance of Wildlife Gratuitous Permit (GP) to collect Wildlife for Scientific Research

Gratuitous permit -is permit issued to any individual or entity engaged in non-commercial scientific or educational undertaking to collect wildlife.

Office or Division:	Wildlife Resources Division	
Classification:	Simple	
Type of Transaction	G2C - Government to Citizen GTA- Government to Academe	
Who may avail:	Foreign entity/institution/individual or a Filipino citizen affiliated with a foreign institution; local non-government organizations/academic institutions with research covering several regions; Thesis/dissertation of students and government initiated projects with study areas covering several regions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter of Intent		
Approved MOA by DENR Secretary (only for foreign applicants and local Non-government organizations/academic institutions)		
Research proposal duly endorsed by head of institution/academic adviser		
Prior clearances or Prior Informed Consent certificate/s (PICs) secured from proper authorities/bodies/communities with rights or management jurisdiction over the proposed collections sites: <ul style="list-style-type: none"> • Prior Clearance issued by Municipal Mayor (for study areas within public lands outside Protected areas) • Prior clearance issued by the Protected Area Superintendent (for study areas within Protected Areas) • Free and Prior Informed Consent in case collection site is within ancestral lands • Clearance (for study areas within privately owned lands) 		Municipal Office
		Protected Area Office
		NCIP
		Private land owner
Additional requirements (if any)		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Complete application documents	Records Section receives, records and forwards application documents to Wildlife Resources Division (WRD)	None	5 mins	Staff Records Management Unit/Section
	WRD clerk receives, records and forwards GP application to WRD Chief	None	5 min	Clerk, WRD
	WRD Chief refers application to the Wildlife Conservation Section (WCS) for technical evaluation	None	5 min	Chief, WRD
	<p>WCS evaluates completeness and scientific merit of the proposal using an evaluation form.</p> <ul style="list-style-type: none"> - If meritorious and documents are complete, WCS staff prepares the Permit and forwards to the Chief, WRD. - If incomplete and/or not meritorious, WCS prepares letter of advice to the applicant and endorses it to the Chief, WRD 	None	2 days	Chief, WCS



	WCS Clerk records and forwards evaluation form with recommendations, draft GP or letter of advice to WRD Chief's Clerk	None	5 mins	Clerk, WCS
	WRD Clerk records and forwards evaluation form, draft GP or letter of advice to WRD Chief	None	5 mins	Clerk, WRD
	WRD reviews and affixes initial to evaluation form and draft GP or draft letter	None	1 hr	Chief, WRD
	WRD Clerk records and forwards the evaluation form, draft GP or letter to the Office of the Assistant Director	None	5 mins	Clerk, WRD
	Receiving Clerk, Office of the Assistant Director receives and records evaluation form, draft GP or letter	None	5 mins	Clerk, Office of the Assistant Director
	Office of the Assistant Director reviews and initials the evaluation form and GP or letter	None	20 mins	Assistant Director
	Receiving clerk-Office of the Assistant Director forwards the evaluation form, draft GP or letter of advice to the Office of the Director	None	5 mins	Clerk, Office of the Assistant Director
	Receiving Clerk, Office of the Director receives and records	None	5 mins	Clerk, Office of the Director



	evaluation form, draft GP or letter of advice			
	Office of the Director signs the evaluation form, draft GP or letter of advice	None	20 mins	Director
	Receiving Clerk –Office of the Director forwards signed evaluation form, draft GP or letter of advice to the Records Section	None	5 mins	Receiving Clerk –Office of the Director
Receives GP or letter	Record Section - assigns permit number, affixes the Bureau seal to the permit, stamps the date of issuance and releases the signed GP to WRD Or Records and sends/ transmits the letter to the applicant	None	5 min	Records Unit/Section Clerk
	Advises the permittee to pay the corresponding permit fee, and requests the Accounting Section to prepare the Order of Payment	None	5 min	WRD Clerk
	Accounting Section prepares and releases the Order of Payment to the permittee	None	5 min	Accounting Section Admin support staff
Permittee presents the Order of Payment and pays the corresponding fee to the Cashier Section	Cashier Section receives payment and issues Official Receipt to the permittee	PhP100	5 min	Cashier



Permittee presents receipt to WRD Clerk	WRD Clerk scans the GP and receipt and releases the same to the permittee or authorized representative	None	10 min	WCS Clerk
TOTAL:		P100.00	2 days and 3 hrs	

This service is under the following laws:

Republic Act No. 9147 (Wildlife Conservation and Protection Act

Department Administrative Order 2004-55 (Streamlining/ Procedural Guidelines Pursuant to the Joint DA-DENR-PCSD Administrative Order.

DENR A.O. 2016-07 (Manual of Authorities on Technical Matters).