



CITIZEN'S CHARTER NO. BMB-WRD-04. PROCESSING OF MEMORANDUM OF AGREEMENT (MOA) FOR SCIENTIFIC RESEARCHES

MOA- Legal instrument too conduct Scientific research endorsed to the Secretary for approval.

Office or Division:	Wildlife Resources Division				
Classification:	COMPLEX				
Type of Transaction	G2C - Government to Citizen G2B – Government to Business				
Who may avail:	All Filipino citizen (with research coverage of more than one region) and Foreign nationals				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
MOA					
Research proposal duly endorsed by head of the institution of the principal researcher/applicant indicating the following: 1.1. Specific conservation - oriented research activities to be implemented; 1.2. Research methodology (ies); 1.3. Specific area(s) in the Philippines to be covered by the research undertaking. 1.4. List of Filipino and foreign scientist(s)/researcher(s) who will be involved in the research 1.5. Budget estimate for the proposed research project and source/s 2. Profile of institution where the applicant is connected/affiliated indicating therein its objectives and functions, among others; and, 3. Letter of acceptance from pre-identified local collaborator/s (for foreign institution only)			Applicant		
			Applicant		
			Collaborator		
Additional requirements (if any)					
	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE	



<p>1. Submit letter intent and research proposal to the BMB Records Management Unit Office with complete supporting requirements</p>	<p>1. Records Unit receives, records and forwards application documents to WRD</p>	<p>None</p>	<p>5 mins</p>	<p><i>Staff</i> Records Mgt Unit/Section</p>
	<p>2. WRD Clerk receives and records application and forwards to WRD Chief</p>		<p>5 mins</p>	<p>WRD Clerk</p>
	<p>3. WRD Chief reviews and forwards application with advice on action/s to be taken to Wildlife Conservation Section (WCS)</p>		<p>20 mins</p>	<p>Chief, WRD</p>
	<p>4. WCS evaluates completeness and scientific merit of the proposal.</p>		<p>1 day</p>	<p>Section Chief, WCS</p>
	<p>5. If requirements are complete and the proposal is meritorious, drafts the MOA.</p> <p>If not, WCS prepares letter informing the applicant on the lacking documents and/or the results of the evaluation, and endorses the draft action-document to the WRD Chief.</p>		<p>3 days</p>	<p>Section Chief, WCS</p>



	6. WRD Chief reviews the draft MOA and endorses the same to BMB Legal Officer		3 hrs	Chief, WRD
	7. Legal Officer reviews the draft MOA and provides comments/feedback to WRD		4 hrs	Legal Officer
	8. WCS finalizes the draft MOA and draft covering memo/letter to the applicant seeking comments/concurrence to the MOA. 9. WRD chief endorses the draft MOA with covering memo/letter to the applicant for signature of the Director 10. WRD Clerk releases the draft MOA with covering letter to the Office of the Assistant Director		5 min	WRD Clerk
	11. Receiving Clerk, Office of the Assistant Director receives, records and forwards the action-documents to the Assistant Director		5 min	Office of AD Clerk
	12. The Assistant Director reviews the draft action-documents, and if he finds them in order, affixes his/her initials and forwards the same to the Office of the Director;		1 hr	Assistant Director



	otherwise the documents will be returned to the WRD Chief and undergo re-evaluation and follow steps 4-8 hereof			
	13. Receiving Clerk, Office of the Assistant Director releases the documents to the Office of the Director		5 min	Office of AD Clerk
	14. Receiving Clerk, Office of the Director receives, records and forwards the draft action-documents to the Director		5 min	Clerk, Office of the Director
	15. Director signs letter to the applicant and returns to receiving Clerk		5 min	Director
	16. Receiving Clerk, Office of the Director forwards signed action-document to the Records Section		10 min	Clerk, Office of the Director
	17. Record Section records releases the letter to the applicant		5 min	Records Unit/Section Clerk
2. Applicant submits signed MOA to BMB	18. Record Section receives and forwards to WRD Chief, the MOA signed by applicant's Institution Head.		10 min	Records Unit/Section Clerk
	19. WRD Chief reviews, affixes her initials and endorses the MOA to the BMB Legal Officer for initial		30 min	WRD Chief
	20. Legal Officer reviews, affixes her initials and endorses the		30 min	Legal Officer



	MOA to the Assistant Director for review			
	21. Assistant Director initials on the MOA and endorses the same to the Director		10 min	Assistant Director
	22. The Director endorses the MOA to the Secretary for approval		10 min	Director
	23. Records Section records and releases the draft MOA to the DENR Records Central Office		10 min	Records Unit/Section Clerk
TOTAL:		None	4 days and 10 hours	

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 Mattes).