



CITIZEN’S CHARTER NO. BMB-WRD-05. PROCESSING AND APPROVAL OF REQUEST BIOPROSPECTING UNDERTAKING

This procedure intends to define the controls needed to streamline the procedure for research, collection and utilization of biological and genetic resources found in the Philippines, solely for commercial purposes as mandated under Republic Act 9147 (Wildlife Resources Conservation and Protection Act) and pursuant with Joint DENR-DA-PCSD-NCIP Administrative Order No. 01 Series of 2005, thereby retaining evidence of conformity to requirements and of the effective operation of the Quality Management System.

Office or Division:	Wildlife Resources Division	
Classification:	Complex/Highly Technical	
Type of Transaction	G2C - Government to Citizen G2B – Government to Business	
Who may avail:	Local or foreign individual, company, organization, institution or entity, either public or private	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Initial Requirements: <ul style="list-style-type: none"> • Letter of Intent • Duly accomplished application form • Research Proposal (Purpose of collection/Objective of proposal; Species and quantity to be collected for study; List of collection sites and specific locations (barangay, municipality, province); Method of collection) • Company/Institution/Organization/Agency profile • Application/Processing fee (PhP500.00 only) 		Applicant/Client
2. Additional Requirements <ul style="list-style-type: none"> • PIC/FPIC Certificate from resource providers following the procedure for obtaining the PIC/FPIC • Documentary proof of compliance with other relevant requirements under Annex 1 of the joint Bioprospecting Guidelines • Summary of agreed terms of benefit sharing • Letter of acceptance from local collaborator 		NCIP/PO/IPO
		Local Collaborator



<ul style="list-style-type: none"> Others as may be required by the government agency concerned SEP clearance from PCSD, if bioprospecting is to be conducted in the province of Palawan only; 			Palawan Council for Sustainable Development (PCSD)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the application and initial requirements for Bioprospecting Undertaking (BU) to the BMB Records Unit	3. Records Unit receives, records and forwards application documents for Bioprospecting Undertaking (BU) to the Office of the Director	P500.00	10 min	<i>Staff</i> Records Mgt Unit/Section
	4. Clerk, Office of the Director receives and records application	none	5 min	Clerk, Office of the Director
	5. Director reviews and provide instructions to WRD	none	10 min	Director
	6. Clerk, Office of the Director records and forwards application to WRD	none	5 min	Clerk, Office of the Director
	7. WRD clerk receives, records and forwards BU application to WRD Chief	none	5 min	WRD Clerk
	8. WRD Chief refers application to the Wildlife Conservation Section (WCS) for technical evaluation	none	10 min	WRD Chief



	<p>9. WCS clerk receives, records and forwards BU application to WCS Chief</p>	<p>none</p>	<p>5 min</p>	<p>WCS clerk</p>
	<p><i>Initial Evaluation</i></p> <p>1. WCS Technical Staff accepts the application, checks the completeness of the initial requirements, and determines whether the application is covered by the joint Bioprospecting Guidelines or not. A consultation with BMB Technical Committee or joint (BMB/BFAR/PCSD) Technical Committee may be done.</p> <p>a. If the application is not within the coverage of the joint Bioprospecting Guidelines, BMB, shall direct the applicant to the appropriate office</p> <p>b. If the application is within the coverage of the Joint Bioprospecting Guidelines, BMB shall require the applicant (thru letter/email) to submit the other requirements.</p>	<p>None</p>	<p>5 days</p>	<p>WCS Technical Staff</p>



<p>Submits additional requirements</p>	<p><i>Submission of other Requirements and Preparation of the BU</i></p> <p>2. WCS evaluates completeness, coverage and merit of the proposed bioprospecting activity and draft the BU.</p> <ul style="list-style-type: none"> - If the submitted requirements are incomplete, WCS shall coordinate with the client through phone, letter or email informing them to submit the lacking requirements in order for their application to be processed; - If all requirements are complete and meritorious, the WCS technical staff shall prepare the draft BU - In case the bioprospecting activity involves species under multiple jurisdictions, WCS consolidate all submitted documents, endorse the application to the joint Technical Committee, and jointly prepare the draft BU 	<p>none</p>	<p>15 days</p>	<p>WCS technical staff / Joint Technical Committee</p>
	<p><i>Final evaluation of the Technical Committee</i></p> <p>1. Within fifteen (15) days after receipt of the complete requirements, the BMB through</p>	<p>none</p>	<p>1 day</p>	<p>WRD/BMB Technical Committee or Joint Technical Committee</p>



	WCS or joint Technical Committees make a final evaluation of the application as contained in the draft BU.			
	2. WCS finalizes the draft BU and prepares an endorsement Memorandum forwarding the draft BU to the appropriate signatories (DENR Secretary, DA secretary and/or PCSD Chairperson)	none	2 days	WCS Technical staff
	3. WCS forwards the draft Memo endorsement of the draft BU to the WRD Clerk	none	5 min	WCS Clerk
	4. Clerk WRD forwards the draft endorsement Memo to the Office of the Assistant Director for review and initial.	none	5 min	WRD Clerk
	5. Clerk Office of the Assistant Director received and forwards the draft endorsement Memo to the Assistant Director for review and initial.	none	5 min	Clerk, Office of the Assistant Director
	6. Assist Director reviews the documents and initials	none	10 min	Assistant Director
	7. Clerk Office of the Assistant Director forwards the draft endorsement Memo with initial of Asst. Director to the Office of the Director for review and signature.	none	5 min	Clerk, Office of the Assistant Director



	8. Clerk Office of the Director receives and records the draft endorsement Memo with initial of Asst. Director to the Director for review and signature.	none	5 min	Clerk Office of the Director
	9. Director reviews and signed endorsement memo	none	10 min	Director
	10. Clerk, Office of the Director records and forwards the signed Memo endorsement of the draft BU to the Records Unit for release of the document	none	5 min	Clerk, Office of the Director
	11. Records Section records and transmits the Memo with the draft BU to appropriate signatories (DENR Secretary or also PCSD Chairperson) for approval or rejection	None	1 hour	Records Section
	12. The Office of the Secretary approves the draft BU	none	30 days	DENR Secretary
Receives approved or denied BU	13. The Office of the Secretary forwards the approved or denied BU to BMB for official transmittal to the applicant	none	1 day	DENR
TOTAL:		P500.00	54 days, 2 hours and 20 minutes	

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.

Joint DENR-DA-PCSD-NCIP Administrative Order No. 2005-01

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