



CITIZEN’S CHARTER NO BMB-NAPWC-01. PROCESSING AND APPROVAL OF PERMITS FOR NON-EXTRACTIVE ACTIVITIES i.e. FILMING, VIDEOTAPING, SPIRITUAL AND OTHER RECREATION ACTIVITIES: USE OF PROTECTED AREAS FOR SCIENTIFIC PURPOSES PRIOR TO THE ISSUANCE OF RESEARCH AGREEMENTS

PROCESS/SERVICE DESCRIPTION: Permit issued for non-extractive activities that are allowed within Protected Areas (Ninoy Aquino Parks and Wildlife Center)

Office or Division :	Ninoy Aquino Parks and Wildlife Center (NAPWC) Management Office			
Classification :	Simple			
Type of Transaction:	GTC – Government to Citizen GTB -Government to Business GTG -Government to Government			
Who may avail :	Any interested individual or organization (local or foreign)			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Request letter addressed to PASU			Client	
2. Proof of Payment for the permit (Official Receipt)			NAPWC Reservation Officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request for facility usage/ Shooting permit	1. Preparation of requested permit	Shooting Fee Php 5,000	2 min.	Reservation Officer
*For thesis/academic purposes that requires collection of specimens, there is a need to secure a gratuitous permit from the DENR-NCR. This requires endorsement from the Head of the NAPWC.	2. Approval of permit	Entrance Fee Adults: Php 30.00 Students: Php 15.00 Foreigner: Php 100 Senior Citizen and Children below 7 years old: FREE Parking Fee Motorcycle: Php 20 Car/SUV: Php 45	1 min	Parks Operations Superintendent IV



		Jeep/Coaster: Php 60 Mini-Bus/Bus: Php 150		
3. Receives permit and official receipt	4. Issuance of Permit for use of Park Facility and Official Receipt (OR) to Requesting Individual		2 min.	Reservation Officer
	TOTAL:		5 min	

**Fees of are based on Published Rates of NAPWC as of 2016*

Activities/Amenities/Service per DAO	Fees (Php)
Fishing Village	2,500.00
Tea House	500.00
Amphitheater	1,350.00
Picnic Shed	500.00
Shooting Fee	5,000.00
Electricity Fee (for rented venues)	100 per hour