

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 (WRD) / Units under Office of the Assistant Director and Director
Classification:	COMPLEX
Type of Transaction	G2C - Government to Citizen G2B – Government to Business
Who may avail:	Foreign entity/institutions/individual; Filipino citizens affiliated with a foreign institution; Local NGOs and non-government academic institutions) whose study covers two (2) or more regions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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MOA	
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1. Letter of Intent	Applicant
2. 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	Applicant
3. Profile of institution where the applicant is connected/affiliated indicating therein its objectives and functions, among others; and,	Applicant
4. Letter of acceptance from pre-identified local collaborator/s (for foreign institution only)	Collaborator

Additional requirements (if any)	
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	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Letter of Intent and Research Proposal to the BMB Records	BMB Records Management and Documentation Unit (RMDU) receives, records and forwards	None	5 mins	Staff Records Mgt Unit/Section

Management Unit Office with complete supporting requirements	application documents to WRD			
	WRD Clerk receives and records application and forwards to WRD Chief		5 mins	Clerk, WRD
	WRD Chief reviews and forwards application with advice on action/s to be taken to Wildlife Conservation Section (WCS)		20 mins	Division Chief, WRD
	WCS Clerk receives and records application and forwards to WCS Chief		5 mins	Clerk, WCS
	WCS Chief reviews and forwards application with advice on action/s to be taken to the concerned WCS technical staff		20 mins	Chief, WCS
	WCS technical staff evaluates the completeness and scientific merit of the proposal. If the requirements are complete and meritorious, the technical staff shall draft the MOA with Complete Staff Work and endorse it to the Chief of the Wildlife		3 days	Technical Staff, WCS

	Resources Division for review. If not, WCS informs the applicant on the lacking documents and/or the results of the evaluation			
	WCS Chief reviews the draft MOA and CSW and endorses the same to the WRD Chief		2 hrs	Section Chief, Wildlife Conservation Section
	WRD Chief reviews the draft MOA and endorses the same to BMB Legal Officer		3 hrs	Division Chief, WRD
	Legal Unit Clerk receives documents and forwards to the Head, Legal Unit		5 mins	Clerk, Legal Unit
	Legal Officer reviews the draft MOA and provides comments/feedback to WRD		4 hrs	Legal Officer, BMB
	WRD Clerk receives and forwards the documents to WRD Chief		5 mins	Clerk, WRD
	The WRD Chief reviews comments/feedback from Legal Unit and forwards draft MOA with advice on action/s to be taken to the WCS		20 mins	Chief, WRD
	WCS addresses/incorporates the		1 hr	Chief, WCS and concerned technical staff

	comments/feedback from Legal Unit in the draft MOA endorses it to WRD Chief with covering memo;			
	WCS Clerk records the details and forwards the documents to WRD Chief		5 mins	Clerk, WCS
	WRD Clerk receives and forwards the documents to WRD Chief		5 mins	Clerk, WRD
	WRD chief endorses the draft MOA with covering memo to the Office of the Assistant Director		20 mins	Chief, WRD
	WRD Clerk records details and releases the draft MOA with covering letter to the Office of the Assistant Director		5 mins	Clerk, WRD
	Receiving Clerk, Office of the Assistant Director receives, records and forwards the action-documents to the Assistant Director		5 min	Clerk Office of Assistant Director (AD)
	The Assistant Director reviews, initials & forwards the same to the Office of the Director; otherwise, the documents will be returned to the WRD Chief and undergo re-evaluation and follow steps 4-8 hereof		1 hr	Assistant Director

	Receiving Clerk, Office of the Assistant Director releases the documents to the Office of the Director		5 min	Clerk Office of Assistant Director
	Receiving Clerk, Office of the Director receives, records and forwards the documents to the Director		5 min	Clerk Office of the Director
	BMB Director approves/signs the MOA and returns it to the receiving Clerk		1 hr	Director
	Receiving Clerk, Office of the Director forwards signed action-document to the BMB RMDU		5 mins	Clerk Office of the Director
	BMB RMDU keeps a true copy of the MOA and forwards the original copies of the MOA to the WRD		5 min	Clerk, BMB RMDU
	WRD Clerk receives and forwards the documents to WCS		10 min	Clerk, WRD
	WCS Clerk receives the documents			Clerk, WCS
2. Receives the signed MOA	WCS technical staff informs the proponent of the status of the MOA application and awaits feedback or information from the proponent regarding the date that the MOA will be picked up by the proponent or		2 days	Technical Staff, WCS

	authorized representative.			
	The proponent or authorized representative picks up the MOA from the WCS Clerk		10 mins	Proponent or authorized representative
3. Facilitate signing of the second party representatives and notarization of the MOA	The proponent facilitates the signing of the second party representatives and notarization of the MOA and return the duly signed MOA to the BMB		3 days	Proponent
4. Return the notarized duly signed MOA to the BMB	The proponent facilitates the return of the notarized duly signed MOA to the WRD		10 mins	Proponent
	The WCS Clerk scans and photocopy the original copy of the notarized MOA and provides the proponent a certified true copy of the document.		10 mins	Clerk, WCS
TOTAL:		None	6 working days	

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. 2022-10 (Revised DENR Manual of Authorities on Technical Matters).