

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 (WRD) / Units under Office of the Assistant Director and Director
Classification:	Simple
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
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; Student researchers and Government initiated projects with study areas covering several regions

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter of Intent		Permit Applicant
Approved MOA by BMB Director (only for foreign applicants and local Non-government organizations/academic institutions)		BMB Director
Copy of the research/project /thesis/ dissertation proposals		Permit Applicant
Endorsement letter from the Dean/academic adviser (in case applicant is a student) or in the case of an individual researcher, from a recognized expert or a research institution or conservation organization		School (in case applicant is a student); Recognized expert or a research institution or conservation organization
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 Management Board (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 of study area
		Protected Area Office
		National Commission on Indigenous Peoples
		Private land owner
Additional requirements (if any)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Complete	BMB Records Management and	None	5 mins	Staff

application documents to BMB Records Section	Documentation Unit (RMDU) receives, records and forwards application documents to Wildlife Resources Division (WRD)			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 informs the proponent of the results 	None	2 days	Chief, Wildlife Conservation Section

	of the evaluation			
	WCS Clerk records and forwards evaluation form with recommendations, draft GP to WRD Chief's Clerk	None	5 mins	Chief, Wildlife Conservation Section
	WRD Clerk records and forwards evaluation form, draft GP to WRD Chief	None	5 mins	Clerk, WRD
	WRD reviews and affixes initial to evaluation form and draft GP	None	1 hr	Division Chief, WRD
	WRD Clerk records and forwards the evaluation form, draft GP 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	None	5 mins	Clerk, Office of the Assistant Director
	Office of the Assistant Director reviews and initials the evaluation form and GP	None	20 mins	Assistant Director

	Receiving clerk-Office of the Assistant Director forwards the evaluation form, draft GP to the Office of the Director	None	5 mins	Clerk, Office of the Assistant Director
	Receiving Clerk, Office of the Director receives and records evaluation form, draft GP	None	5 mins	Clerk, Office of the Director
	Office of the Director signs the evaluation form, draft GP	None	20 mins	Director
	Receiving Clerk – Office of the Director forwards signed evaluation form, draft GP the BMB RMDU	None	5 mins	Receiving Clerk –Office of the Director
	BMB RMDU assigns permit number, affixes the Bureau seal to the permit, stamps the date of issuance and releases the signed GP to WRD	None	5 min	Clerk Records Unit/Section
	WRD Clerk records and forwards the signed GP to WCS	None	5 min	Clerk, WRD
2. Receives GP	WCS technical Staff advises the applicant of the approval of the	None	2 days	Technical Staff, WRD-WCS

	Permit and awaits feedback or information from the proponent regarding the date that the permit will be picked up by the permittee or authorized representative			
	Permittee or authorized representative picks up the GP from the WCS Clerk		20 mins	Permittee or authorized representative
2. Pays the corresponding fee to the Cashier Section	WCS administrative staff prepares the Order of Payment for the required fees		5 min	WCS administrative staff
	Permittee or authorized representative presents the Order of Payment to Cashier and pays the corresponding fee	PhP100	5 min	Permittee or authorized representative
	Cashier Unit receives payment and issues Official Receipt to the permittee		10 min	Staff, Cashier Unit
3. Presents receipt to WRD Clerk	WCS Clerk scans the GP and receipt and releases the same to the permittee or authorized representative		10 min	Clerk, WCS

	TOTAL:	P100.00	4 days and 3 hrs

This service is under the following laws:

Republic Act No. 9147 (Wildlife Resources 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).