

**CITIZEN’S CHARTER NO. BMB-WRD-04. 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.

|                            |   |
|----------------------------|---|
| <b>Office or Division:</b> | Wildlife Resources Division (WRD) / Units under Office of the Assistant Director and Director   |
| <b>Classification:</b>     | Complex   |
| <b>Type of Transaction</b> | G2C - Government to Citizen<br>G2G - Government to Government   |
| <b>Who may avail:</b>      | 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"> <li>• Prior Clearance issued by Municipal Mayor (for study areas within public lands outside Protected areas)</li> <li>• Prior clearance issued by the Protected Area Management Board (for study areas within Protected Areas )</li> <li>• Free and Prior Informed Consent in case collection site is within ancestral lands</li> <li>• Clearance ( for study areas within privately owned lands)</li> </ul> |  | 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"> <li>- If meritorious and documents are complete, WCS staff prepares the Permit and forwards to the Chief, WRD.</li> <li>- If incomplete and/or not meritorious, WCS informs the proponent of the results</li> </ul> | None | 2 days | Chief, Wildlife Conservation Section |

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

|               |  |                |                         |  |
|---------------|--|----------------|-------------------------|--|
|               |  |                |                         |  |
| <b>TOTAL:</b> |  | <b>P100.00</b> | <b>4 days and 3 hrs</b> |  |

*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).*