

CITIZEN'S CHARTER NO. RO10-B-01. ISSUANCE OF CERTIFICATE OF WILDLIFE REGISTRATION (CWR)

This Registration serves as a legal proof of ownership of non-threatened animal species.

Office or Division:	DENR CENR Offices, PENR Offices to Regional Office			
Classification:	Complex			
Type of Transaction	G2C - Government to Citizen			
Who may avail:	All natural born and naturalized Filipino			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished Application Form (1 original)			Concerned CENR Office	
2. Inventory List of wildlife (1 original)			Concerned CENR Office	
3. Documents supporting that wildlife species are from the legal source (e.g. captive-bred certificate, official receipt, deed of sale, deed of donation, local transport permit, etc.)- (1 Original copy)			Wildlife keepers/owners	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Submit letter of intent to apply for Wildlife Export Certification with the complete supporting documents attached	1. Check completeness of application and supporting documents, Receive and forward the application to CENR Officer.	None	30 min.	<i>Receiving/Releasing Clerk, CENRO Records Unit</i>

1.1 None	1.1. Refer the application to concerned Technical Staff	None	30 min.	<i>CENR Officer</i>
1.2 None	1.2. Receive, review/evaluate the document and prepare Order of Payment, and forward the same to client and assign personnel to conduct inspection/verification	None	30min	<i>Chief, Wildlife Resources Permitting Unit</i>
2. Receive Order of Payment and pay the corresponding fee to the CENRO Cashier (Php 50.00 for 1-50 hd.).	2 Accept fees and issue Official Receipt.	Processing Fee – Php 50.00 (Registration fee vary as to the number of heads applied for registration)	30 min.	<i>Collecting Officer Credit Officer Cashier Unit/Section</i>
2.1 None	2.1. Conduct inventory/inspection of the wildlife and facility and submit report	None	1 day	<i>Concerned CENRO Staff</i>
2.2 None	2.2. Review the Inspection report and submit recommendation and endorsement to the CENRO	None	30 min	<i>Chief, Wildlife Resources Permitting Unit</i>
2.3 None	2.3. Receive and review the application and inspection report. Approve recommendation. Sign	None	1 hour	<i>CENR Officer</i>

	the endorsement to the PENR Office.			
2.4 None	2.4. Record and transmit to PENR Office the application with supporting documents (thru courier or hand-carry)	None	2 days	<i>Releasing Clerk, CENRO Records Unit</i>
PENRO				
2.5 None	2.5. Receive documents and forward to Chief, Technical Services Division (TSD)	None	30 min.	<i>Receiving/Releasing Clerk, PENRO Records Unit</i>
2.6 None	2.6. Review, evaluate application and prepare Memorandum endorsement to Regional Office	None	2 hours	<i>Chief/Staff Concerned Unit/Section/ PENR Officer</i>
2.7 None	2.7. Record and transmit to Regional Office the application with supporting documents to include the inspection / inventory report of CENROs concerned, (thru courier or hand-carry)	None	2 days	<i>PENRO Records Unit</i>
REGIONAL OFFICE				
2.8 None	2.8 Receive, review and forward the application to the LPDD Chief	None	30 min.	<i>Shaina Myr A. Asum</i> <i>Receiving/Releasing Clerk</i>

				<i>Records Section - R.O</i>
2.9 None	2.9 Wildlife Permitting and Utilization Section (WPUS) receive, review/evaluate and prepare Order of Payment, and forward the same to clients (<i>in case, payment has not been made at field offices</i>).	None	1 hour	Reynaldo D. Labis <i>Chief, WPUS</i>
3. Pay to the cashier the processing fee (Php 50.00 for 1-50 hd,)	3. Accept fees and issue Official Receipt	Php50.00 Processing Fee	30 min.	Collecting Officer Credit Officer <i>Cashier Unit/Section</i>
3.1 None	3.1 Further review/evaluation and prepare the Certificate of Wildlife Registration (CWR) and memorandum for the Regional Executive Director (RED)'s signature	None	2 hours	Reynaldo D. Labis <i>Chief, WPUS</i>
3.2 None	3.2 Review/ initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	1 hour	Dario P. Barbarona <i>Chief, LPDD</i>
3.3 None	3.3 Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	2 hours	Ronald D. Gadot <i>ARD - TS</i> <i>Regional Office</i>

3.4 None	3.4 Sign/approve the permit and memorandum instruction	None	1 day	Henry A. Adornado, PhD Regional Executive Director Regional Office
3.5 None	3.5. Record and release approved CWR to the applicant.	None	30 min.	Vanessa Kate P. Paragas Receiving/ Releasing Clerk RO LPDD
4. Receive the approved permit				
<i>CENRO SUB-TOTAL</i>		<i>Php150.00</i>	<i>3 days, 3 hours & 30 min</i>	
<i>PENRO SUB-TOTAL</i>		<i>None</i>	<i>2 days 2 hours & 30 min.</i>	
<i>REGIONAL OFFICE SUB-TOTAL</i>		<i>Php50.00</i>	<i>1 day, 7 hours & 30 mins</i>	
TOTAL:		P 200.00	7 days, 5 hours & 30 mins.	

Note:

Registration Fee for fauna classified as non-threatened species:

- a.) 1-50 heads - Registration fee except for the minimal fee of 50.00 to cover the Administrative Cost and Services
- b.) 51-100 hd - Php500.00
- c.) 101-200 hd - Php750.00
- d.) 201 and above - Php1,000.00

Fauna Classified as Threatened Species (mammals, birds, reptiles, amphibians and insects)

- a.) 1-5 hd -Php3,000.00
- b.) 6-10 hd - Php4,000.00
- c.) 11-20 hd - Php5,000.00
- d.) 21-30 hd - Php6,000.00
- e.) 31 and above - Php7,000.00