

CITIZEN'S CHARTER NO. RO10-B-02. ISSUANCE OF WILDLIFE FARM PERMIT (WFP)

This Permit authorizes the holder to develop, operate and maintain a wildlife breeding farm for conservation, trade and/or scientific purpose.

Office or Division:	DENR CENR Offices / Regional Office	
Classification:	Highly Technical	
Type of Transaction	G2C – Government to Citizen	
Who may avail:	All natural born and naturalized Filipino	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. SMALL SCALE FARMING (capital of Php 1,500,000.00 and below)		
1. Duly accomplished Application Form with two recent 2"x2" photo of applicant (1 original)	Regional Office/PENROs/CENROs	
2. Copy of Certificate of Registration from SEC, CDA (1 certified true copy)		
3. Proof of scientific expertise (1 original copy and/or certified true copy)	Applicant	
4. Financial capability to go into breeding (1 original copy)	Applicant	
5. Facility design (1 original)	Applicant	
6. Prior clearance from affected communities (1 original copy)	Applicant	
7. In case of indigenous threatened species, letter of commitment to undertake conservation breeding (1 original copy)	Applicant	
B. MEDIUM TO LARGE SCALE FARMING (capital of more than Php 1,500,000.00 and above)		
1. Duly accomplished Application Form with two recent 2"x2" photo (1 original copy)	Regional Office	

2. Management and breeding plan (1 original copy)			Applicant	
3. Proof of scientific expertise (1 original copy or certified true copy)			Applicant	
4. Photo of existing facility or sketch/development plan (1 copy)			Applicant	
5. In case of indigenous threatened species, letter of commitment to undertake conservation breeding (1 original copy)			Applicant	
6. Certified copy of land title or lease contract for the facility (1 copy)			Applicant	
7. Financial capability to go into breeding (1 original and/or certified true copy)			Applicant	
8. Photocopy of Articles of incorporation, in case of corporation (1 copy)			Applicant	
9. Prior clearance from the affected communities (LGUs, IPs, PAMBs) (1 original copy)			Applicant	
10. Copy of BIR registration as exporter, if engage in export (1 copy)			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Submit the duly accomplished application form with supporting documentary requirements	1. Check completeness of application form and supporting documents, Receive and forward the application to CENR Officer.	None	30 min	<i>Chief, Wildlife Resources Permitting Unit</i>
1.1None	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 assigned personnel to conduct inspection/verification	None	30 min	<i>Chief, Wildlife Resources Permitting Unit</i>
1.3 None	1.3. Conduct inventory /inspection of the wildlife and facility and submit report	None	1 day	<i>Concerned CENRO staff</i>
1.4 None	1.4. Review the Inspection report and submit recommendation and endorsement to the CENRO	None	1 hour	<i>Chief, Wildlife Resources Permitting Unit</i>
1.5 None	1.5. Review the application and inspection report. Approve recommendation. Sign the endorsement to the PENR Office.	None	1 hour	<i>CENR Officer</i>
1.6 None	1.6. 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				
1.7 None	1.7 Receive documents and forward to Chief, Technical Services Division (TSD)	None	30 min.	<i>Receiving/Releasing Clerk, PENRO Records Unit</i>

1.8 None	1.8. Review, evaluate application and prepare Memorandum endorsement to Regional Office	None	2 hours	<i>Chief/Staff Concerned Unit/Section/ PENR Officer</i>
1.9 None	1.9 Record and transmit to Regional Office the application with supporting documents (thru courier or hand-carry)	None	2 days	<i>PENRO Records Unit</i>
REGIONAL OFFICE				
1.10 None	1.10. Receive and forward the application to the LPDD	None	30 min.	<i>Shaina Myr A. Asum</i> Receiving/Releasing Clerk Records Section - R.O
1.11 None	1.11. Check completeness of application form and supporting documents, and prepare Order of Payment, and forward the same to client	None	2 hours	<i>Reynaldo D. Labis</i> Wildlife Permitting Utilization Section, LPDD
2. Receive Order of Payment and pay the corresponding fee to the Cashier.	2. Accept fees and issue Official Receipt.	Small scale: Php 3,000.00 <i>Application fee- 500.00</i> <i>Wildlife Farm Permit 2,500.00</i> Large scale: Php 5,500.00	30 min.	<i>Credit Officer</i> <i>Cashier Section</i>

		<i>Application fee- 500.00 Wildlife Farm Permit 5,000.00</i>		
2.1 None	2.1 Initial evaluation of the documents by the WPUS - LPDD and conduct site inspection, if necessary	None	2 days	Reynaldo D. Labis <i>Wildlife Permitting Utilization Section - LPDD</i>
2.2 None	2.2 Final evaluation by the Regional Wildlife Management Council (RWMC) with result of evaluation and site inspection	None	11 days	<i>Regional Wildlife Management Committee</i>
2.3 None	2.3 Preparation and approval of the WFP	None	2 days	Dario P. Barbarona Chief, LPDD Ronald D. Gadot ARD - TS Regional Office Henry A. Adornado, PhD Regional Executive Director Regional Office
2.4 None	2.4. Record and release approved WFP to the applicant.	None	30 min.	Vanessa Kate P. Paragas Receiving/Releasing Clerk RO LPDD
3. Receive the approved permit				

<i>CENRO-TOTAL</i>		<i>3 days, 3 hours & 30 min</i>
<i>PENRO-TOTAL</i>		<i>2 days 2 hours & 30 min.</i>
<i>REGIONAL OFFICE SUB-TOTAL</i>	<i>Small scale: Php 3,300.00 (less Php500, if submitted thru PENRO/CENRO)</i> <i>Large scale: Php 5,800.00 (less Php500, if submitted thru PENRO/CENRO)</i>	<i>16 days, 3 hours</i>
TOTAL:	<i>Small scale: Php 3,300.00</i> <i>Large scale: Php 5,800.00</i>	21 days, 9 hour (24 days maximum)

Note: WFP applications can be submitted to the nearest PENRO/CENRO/Regional Office concerned.