

CITIZEN'S CHARTER NO. RO10-B-03. ISSUANCE OF WILDLIFE SPECIAL USE PERMIT (WSUP) TO EXHIBIT/SHOW FAUNA FOR COMMERCIAL PURPOSES

This Permit authorizing the holder to utilize legally possessed/acquired wildlife, or by-products and derivatives therefrom for local shows, exhibitions and educational purposes.

Office or Division:	DENR Regional Office	
Classification:	Simple	
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 with two recent 2"x2" photo (1 original copy)	Regional Office	
2. Copy of issued/active CWR (1 photocopy)	Applicant	
3. Copy of invitation or engagement letters, contracts or written agreements indicating the date and venue of the show, exhibition or educational events (1 original copy)	Applicant	
4. In case of animal show using wildlife, clearance of registration with the Animal Welfare Division of the Bureau of Animal Industry pursuant to RA 8485 (Animal Welfare Act) (1 original copy)	Applicant	
5. In case of imported animals, a bond shall be deposited with PAWB in an amount equal to the transport cost of the animals back to the owner-country of origin	Applicant	
6. Processing Fee in accordance with DAO 2004-55 Section 9	Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application form with supporting documentary requirements	1. Receive, review and forward the application to the LPDD Chief	None	45 min.	Shaina Myr A. Asum Receiving/ Releasing Clerk Records Section - R.O
1.1 None	1.1 Wildlife Permitting and Utilization Section (WPUS) receive, review/evaluate and prepare Order of Payment (<i>in accordance to DAO 2004-29, section 9</i>), and forward the same to clients.	None	30min.	Aldrin G. Salarda WPUS Staff
2. Pay to the cashier the processing fee	2. Accept fees and issue Official Receipt.	Processing Fee – Php100.00	15 min.	Collecting Officer Credit Officer Cashier Unit/Section
2.1 None	2.1 Further review/evaluation and prepare the Wildlife Special Use Permit (WSUP) and memorandum for the Regional Executive Director (RED)'s signature	None	3 hours	Reynaldo D. Labis Chief, WPUS
2.2 None	2.2 Review/ initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	3 hour	Dario P. Barbarona Chief, LPDD

2.3 None	2.3 Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	3 hours	Ronald D. Gadot ARD - TS R.O
2.4 None	2.4 Sign/approve the permit and memorandum instruction	None	1 day	Henry A. Adornado, PhD Regional Executive Director Regional Office
2.5 None	2.5. Record and release approved permit to the applicant.	None	30 min.	Vanessa Kate P. Paragas Receiving/Releasing Clerk RO LPDD
3. Receive the approved permit				
TOTAL:		Php100.00	2 days, 2 hours and 15 minutes	