

## CITIZEN'S CHARTER NO. RO10-B-04. ISSUANCE OF GRATUITOUS PERMIT (GP) THRU ONLINE SYSTEM

This permit authorizes the holder to collect wildlife species from their natural habitat for scientific and other authorized purposes.

<b>Office or Division:</b>	DENR Regional Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All natural born and naturalized Filipino	
<b>Link:</b>	<a href="http://denr10.com.ph/r10permits/wgp">http://denr10.com.ph/r10permits/wgp</a>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Government Issued identification Card (PDF)	Applicant	
2. Letter of Intent (PDF)	Applicant	
3. Copy of the research/project /thesis/ dissertation proposals, copy of approved MOA (for foreign applicants; Filipinos affiliated with foreign institutions; non-government institutions), Affidavit of undertaking (PDF)	Applicant	
4. Prior Clearance from the affected (collection site) neighborhood/ communities, i.e. concerned LGUs, recognized head of the IPs in accordance with RA 8371, or Protected Area Management Board (PDF)	Applicant	
5. Endorsement letter from the Dean (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 (PDF)	Applicant	
<b>For Gratuitous Permit renewal</b>		
1. progress report (PDF)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Upload GP application documents thru the link and ensure that the requirements to be attached are properly scanned, clear and readable, in <b>PDF</b> format with appropriate file name	1. CENROs shall conduct review and evaluation of the application's supporting documents. If deficiencies are observed, immediately inform the applicant for the submission of the lacking documents. If the application is in order, endorse the application to the PENR Office	None	2 day	CENRO concerned
1.1 None	1.1 The PENRO's Technical Service Division (TSD) shall endorse the application to the PENR Officer, and subsequently, the latter shall endorse the application to the Regional Office, thru the Licenses, Patents and Deeds Division (LPDD);	None	1 day	PENRO concerned
1.2 None	1.2 The LPDD thru the Wildlife Permitting Utilization Section shall conduct further review of the application, prepare Order of Payment	None	2 days	<b>Aldrin G. Salarda</b> Staff, WPUS

2. Pay to the cashier the processing fee	2. Accept payment and issue Official Receipt	<p>Php100.00</p> <p><b>Processing Fee</b></p> <p>*Php1,000.00 depending on the decision of their respective Protected Area Mg.'t Board</p>		<p><i>Collecting Officer</i></p> <p><i>Credit Officer</i></p> <p><i>Cashier Unit/Section</i></p>
2.1 None	2.1 The Wildlife Permitting Utilization Section shall conduct further review of the application, attach the Official Receipt, upload the GP template, and endorse to the Assistant Regional Director for Technical Services (ARD-TS), thru the Chief, LPDD	None		<p><b><i>Reynaldo Labis</i></b></p> <p><i>Chief, WPUS</i></p>
2.2 None	2.2 Review/ and endorse the permit to Assistant Regional Director for Technical Services (ARD, TS)	None		<p><b><i>Dario P. Barbarona</i></b></p> <p><i>Chief, LPDD</i></p>
2.3 None	2.3 The ARD-TS shall return to LPDD if correction is needed and/or endorse the application to the Regional Executive Director for approval	None	1 day	<p><b><i>Ronald D. Gadot</i></b></p> <p><i>ARD - TS R.O</i></p>
2.4 None	2.4 Sign/approve the permit and memorandum instruction	None		<p><b>Henry A. Adornado, PhD</b></p> <p>Regional Executive Director Regional Office</p>

2.5 None	2.5. Record and release approved permit to the applicant.		30 min.	<b>Vanessa Kate P. Paragas</b> Receiving/Releasing Clerk RO LPDD
3. Receive the approved permit				
<b>TOTAL:</b>		<b><i>Php100.00</i></b>	<b><i>6 days, and 30 minutes (7 days maximum)</i></b>	

*Note: For research located in two or more Regions, GP shall be processed by the BMB.*