

CITIZEN'S CHARTER NO. RO10-B-05. ISSUANCE OF WILDLIFE EXPORT CERTIFICATION (WEC) FOR NON-CITES APPLICATION (EXPORT/RE-EXPORT)

This permit is issued to an individual, academe, research institution, or organization to bring out from the Philippines any other country's wildlife species from their natural habitat for scientific and other authorized 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. Letter of intent to apply for Wildlife Export Certification address to the Regional Executive Director (1 original copy)	Applicant	
2. Inspection Report of the specimens applied for Wildlife Export Certification from the nearest CENRO Office where the wildlife stocks (1 original copy)	Applicant	
3. Local transport permit from the source to the local port (1 original copy)	Applicant	
4. Phytosanitary Certificate (for plants) or Veterinary Quarantine Certificate (for animals) from the concerned Department of Agriculture (DA) Office (1 original copy)	Applicant	
5. Material Transfer Agreement duly signed from the original resource user to the recipient of the research study (1 original copy and/or certified true copy)	Applicant	
6. Copy of issued Wildlife Gratuitous Permit (1 photocopy)	Applicant	

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CENRO				
1. Submit letter of intent to apply for Wildlife Export Certification with complete supporting documentary requirements	1. Check completeness of the application and supporting documents, received and forward the application to CENR Officer.	None	45 min	<i>Receiving/Releasing Clerk, CENRO Record 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 documents and prepare Order of Payment, and forward the same to client and assign personnel to conduct inspection/ verification of the specimen to be exported outside the country	None	30 min	<i>Chief, Wildlife Resources Permitting Unit</i>
2. Receive Order of Payment and pay the corresponding fee to the CENRO Cashier (Php 100.00)	2. Accepts fee and issue Official Receipt.	Processing Fee Php 100,00	30 min	<i>Collecting Officer/ Cashier Unit/Section</i>
2.1 None	2.1 Conduct inspection of the wildlife specimen and submit report	none	1 day	<i>Concerned CENRO staff</i>

2.2 None	2.2 Review the inspection report, initial and submit recommendation and endorse to the CENRO	none	30 min	<i>Chief, Wildlife Resources Permitting Unit</i>
2.3 None	2.3. Record and transmit to PENRO Office the application (thru courier or hand carry)	none	2 days (to include transit period)	<i>Releasing Clerk, CENRO Record Unit</i>
PENRO				
2.4 None	2.4. Receive documents and forward to Chief, Technical Services Division (TSD)	None	30 min.	<i>Receiving/Releasing Clerk PENRO Records Unit</i>
2.5 None	2.5 Review, evaluate application and prepare Memorandum endorsement to Regional Office	None	2 hrs	<i>Chief/Staff Concerned Unit/Section PENR Officer</i>
2.6 None	2.6 Record and transmit to Regional Office the application with complete supporting documents (thru courier or hand carry)	none	2 days (to include transit period)	<i>Releasing Clerk, PENRO Record Unit</i>
REGIONAL OFFICE				
2.7 None	2.7 Receive, review and forward the Application to the LPDD Chief	None	30min.	<i>Shaina Myr A. Asum</i> <i>Receiving/Releasing Clerk Records Section - R.O</i>

2.8 None	2.8 Received and forward to LPDD Chief	None	30min.	Aldrin G. Salarda <i>WPUS Staff</i>
2.9 None	2.9 Chief, LPDD for instruction to Wildlife Permitting and Utilization Section (<i>WPUS</i>)	None	30min.	<i>Collecting Officer</i> <i>Credit Officer</i> <i>Cashier Unit/Section</i>
2.10 None	2.10 Wildlife Permitting and Utilization Section Chief (<i>WPUS</i>) receive, review/evaluate and forward to <i>WPUS</i> staff for processing/preparation of permit	None	30min.	Reynaldo D. Labis Wildlife Permitting Utilization Section Chief
2.11 None	2.11 Wildlife Permitting and Utilization Section Staff (<i>WPUS</i>) receive, review/evaluate and prepare Order of Payment, and forward the same to clients	None	30min.	Reynaldo D. Labis Wildlife Permitting Utilization Section Chief
3. Pay to the cashier the processing fee	3. Accept fees and issue Official Receipt.	Php150.00 Processing Fee	15 min.	<i>Collecting Officer</i> <i>Credit Officer</i> <i>Cashier Unit/Section</i>

3.1 None	3.1 Further review/evaluation and prepare the Wildlife Export Certification (WEC) and memorandum for the Regional Executive Director (RED)'s signature	None	3 hours	Reynaldo D. Labis Chief, WPUS
3.2 None	3.2 Review/ initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	3 hours	Dario P. Barbarona Chief, LPDD
3.3 None	3.3 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
3.4 None	3.4 Sign/approve the permit and memorandum instruction	None	1 day	Henry A. Adornado Regional Executive Director, Regional Office
3.5 None	3.5 Record and release the approved permit to the applicant.	None	30 min.	Vanessa Kate P. Paragas Receiving/ Releasing Clerk RO LPDD
4. Receive the approved permit				
TOTAL:		Php100.00	2 days, 2 hours and 30 minutes	