



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

This Registration serve as a legal proof of ownership of non-threatened animals 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			Concerned CENR Office	
2. Inventory List of wildlife			Concerned CENR Office	
3. Documents supporting that wildlife species is from the legal source (e.g. captive-bred certificate, official receipt, deed of sale, deed of donation, local transport permit, etc.)			Wildlife keepers/owners	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Submit 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>Receiving/Releasing Clerk, CENRO Records Unit</i>
	2. Refer the application to concerned Technical Staff	None	30 min.	<i>CENR Officer</i>
	3. Receive, review/evaluate the document and prepare Order of Payment, and forward the same to client	None	1 hour	<i>Technical Staff Wildlife Resources and Permitting Unit</i>



2. Receive Order of Payment and pay the corresponding fee to the CENRO Cashier (Php 50.00 for 1-50 hd.).	4. Accept fees and issue Official Receipt.	Processing Fee – Php 50.00 (Registration fee vary as to the number of heads applied for registration)	15 min.	<i>Collecting Officer Credit Officer Cashier Unit/Section</i>
	5. Assign personnel to conduct inspection/inventory of wildlife species (DAO 2004-60)	None	1 hour	<i>Chief, Wildlife Resources Permitting Unit</i>
	a. Prepare inventory report and affix signature of inspecting officer. Sign the endorsement to PENR Office	None	1 day	<i>-CENRO Staff -CENR Officer</i>
	b. Record and transmit to PENR Office the application with supporting documents (thru courier or hand-carry)	None	2 days (to include transit period)	<i>Releasing Clerk, CENRO Records Unit</i>
PENRO				
	6. Receive documents and forward to Chief, Technical Services Division (TSD)	None	30 min.	<i>Receiving/Releasing Clerk, PENRO Records Unit</i>



	7. Review, evaluate application and prepare Memorandum endorsement to Regional Office	None	2 hours	<i>Chief/Staff Concerned Unit/Section/ PENR Officer</i>
	8. Record and transmit to Regional Office the application with supporting documents (thru courier or hand-carry)	None	<i>2 days (to include transit period)</i>	<i>PENRO Records Unit</i>
REGIONAL OFFICE				
1. Submit duly accomplished application form with supporting documentary requirements (<i>to include the inspection / inventory report of CENROs concerned, as per DAO 2004-60</i>)	1. Receive, review and forward the application to the LPDD Chief	None	30 min.	<i>Receiving/Releasing Clerk</i>
	2. Wildlife Permitting and Utilization Section (WPUS) receive, review/evaluate and prepare Order of Payment, and forward the same to client (<i>in case, payment has not been made at DENR field offices</i>).	None	1 hour	<i>Chief, WPUS</i> <i>Collecting Officer Cashier Unit/Section</i>
3. Pay to the cashier the processing fee (Php 50.00 for 1-50 hd,)	4. Accept fees and issue Official Receipt.	Php50.00 Processing Fee	30 min.	<i>Collecting Officer Credit Officer</i> <i>Cashier Unit/Section</i>



	5. Further review/evaluation and prepare the Certificate of Wildlife Registration (CWR) and memorandum for the Regional Executive Director (RED)'s signature	None	2 hours	<i>Chief, WPUS</i>
	6. Review/ initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	1 hour	<i>Chief, LPDD</i>
	7. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	2 hours	<i>ARD, TS, Regional Office</i>
	8. Sign/approve the permit and memorandum instruction	None	1 day	<i>RED, Regional Office</i>
	9. Record and release approved CWR to applicant.	None	30 min.	Receiving/Releasing Clerk RO Records Section
<i>CENRO SUB-TOTAL</i>		<i>Php150.00</i>	<i>3 days, 3 hours & 15 mins</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	6 days, 13 hours & 15 min. (inclusive of transit period)
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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