



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

This Permit authorize 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 (per DAO 2004-55)		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		Regional Office
2. Copy of Certificate of Registration from SEC, CDA		
3. Proof of scientific expertise		Applicant
4. Financial capability to go into breeding		Applicant
5. Facility design		Applicant
6. Prior clearance from affected communities		Applicant
7. In case of indigenous threatened species, letter of commitment to undertake conservation breeding		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		Regional Office
2. Management and breeding plan		Applicant
3. Proof of scientific expertise		Applicant
4. Photo of existing facility or sketch/development plan		Applicant
5. In case of indigenous threatened species, letter of commitment to undertake conservation breeding		Applicant
6. Certified copy of land title or lease contract for the facility		Applicant
7. Financial capability to go into breeding		Applicant
8. Photocopy of Articles of incorporation, in case of corporation		Applicant
9. Prior clearance from the affected communities (LGUs, IPs, PAMBs)		Applicant
10. Copy of BIR registration as exporter, if engage in export		Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
PENRO/CENRO				
1. Submit the duly accomplished application form with supporting documentary requirements	1. Received, review and indorse the application to the Regional Office	Php 500.00 (Application fee)	1 day	<i>PENRO/CENRO</i>
REGIONAL OFFICE				
2. Submit the duly accomplished application form with supporting documentary requirements	1. Receive and forward the application to the LPDD	None	30 min.	<i>Receiving/Releasing Clerk</i>
	2. Check completeness of application form and supporting documents, and prepare Order of Payment, and forward the same to client	None	2 hours	<i>Wildlife Permitting Utilization Section/LPDD</i>
3. Receive Order of Payment and pay the corresponding fee to the Cashier.	4. Accept fees and issue Official Receipt.	Small scale: Php 3,300.00 <i>Application fee-500.00</i> <i>Wildlife Farm Permit 2,500.00</i> <i>Inspection Fee 300.00</i> Large scale: Php 5,800.00 <i>Application fee-500.00</i>	30 min.	<i>Cashier Section</i>



		<i>Wildlife Farm Permit 5,000.00 Inspection Fee 300.00</i>		
	5. Initial evaluation of the documents by the WPUS/LPDD and conduct of site inspection	None	2 days	<i>LPDD</i>
	6. Final evaluation by the Regional Wildlife Management Council (RWMC) with result of evaluation and site inspection	None	13 days (Depending on the schedule of RWMC)	<i>RWMC/LPDD</i>
	7. Preparation and approval of the WFP	None	2 days	<i>LPDD, ARD-TS, RED</i>
	8. Transmittal of approved WFP to concerned parties	None	1 day	<i>LPDD, Regional Receiving/Releasing Unit</i>
CENRO/PENRO SUB-TOTAL		<i>Php500.00</i>	<i>1 day</i>	
REGIONAL OFFICE SUB-TOTAL		<i>Small scale: Php 3,300.00 (less Php500, if submitted thru PENRO/CENRO) Large scale: Php 5,800.00 (less Php500, if submitted thru PENRO/CENRO)</i>	<i>18 days, 3 hours</i>	
TOTAL:		<i>Small scale: Php 3,300.00 Large scale: Php 5,800.00</i>	19 days, 3 hours	

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