



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 (per DAO 2004-55, DAO 2016-25)			WHERE TO SECURE	
1. Duly accomplished Application Form with two recent 2"x2" photo			Regional Office	
2. Copy of issued/active CWR			Applicant	
3. Copy of invitation or engagement letters, contracts or written agreements indicating the date and venue of the show, exhibition or educational events			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)			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.	<i>Receiving/ Releasing Clerk</i>
	2. Wildlife Permitting and Utilization Section (WPUS) receive, review/evaluate and prepare Order of Payment (in accordance to DAO 2004-29, section	None	30min.	<i>Chief, WPUS</i>



	9), and forward the same to client.			
2. Pay to the cashier the processing fee	3. Accept fees and issue Official Receipt.	Processing Fee – Php100.00	15 min.	<i>Collecting Officer Credit Officer Cashier Unit/Section</i>
	4. Further review/evaluation and prepare the Wildlife Special Use Permit (WSUP) and memorandum for the Regional Executive Director (RED)'s signature	None	3 hours	<i>Chief, WPUS</i>
	5. Review/ initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	3 hour	<i>Chief, LPDD</i>
	6. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	3 hours	<i>ARD, TS, Regional Office</i>
	7. Sign/approve the permit and memorandum instruction	None	1 day	<i>RED, Regional Office</i>
TOTAL:		Php100.00	1 day, 10 hours and 15 minutes	