



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

This permit authorize 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>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All natural born and naturalized Filipino			
<b>CHECKLIST OF REQUIREMENTS (per DAO 2004-55)</b>			<b>WHERE TO SECURE</b>	
1. 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			Applicant	
2. 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			Applicant	
3. 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			Applicant	
<b>For GP renewal, copy of annual report</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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, and forward the same to client.	None	30min.	<i>Chief, WPUS</i>



2. Pay to the cashier the processing fee	3. Accept fees and issue Official Receipt.	<b>Php100.00 Processing Fee</b>	15 min.	<i>Collecting Officer Credit Officer  Cashier Unit/Section</i>
	4. Further review/evaluation and prepare the Gratuitous Permit (GP) 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 hours	<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>
<b>TOTAL:</b>		<b>Php100.00</b>	<b>1 day, 10 hours and 30 minutes</b>	

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