



CITIZEN'S CHARTER NO. RO10-B-05. ISSUANCE OF NON-CITES PERMIT (EXPORT/RE-EXPORT)

This permit authorizing the holder to bring out Non-CITES Wildlife from Philippines to any other country and/or to bring out of the country the Non-CITES Wildlife which were previously imported.

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)			WHERE TO SECURE	
1. Duly accomplished application form			Regional Office	
2. Documents supporting the legal possession/acquisition of wildlife			Applicant	
3. Phytosanitary Certificate (for plants) or Veterinary Quarantine Certificate (for animals) from the concerned Department of Agriculture (DA) Office			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, 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.	Php100.00 Processing Fee	15 min.	<i>Collecting Officer Credit Officer Cashier Unit/Section</i>



	4. Further review/evaluation and prepare the Non-CITES Permit 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>
TOTAL:		<i>Php100.00</i>	<i>1 day, 10 hours and 30 minutes</i>	