



CITIZEN'S CHARTER NO. RO10-B-07. ISSUANCE OF LOCAL WILDLIFE TRANSPORT PERMIT

Local Wildlife Transport Permit is a legal document required to accompanying the transport/shipment of flora and fauna comes from legal sources place to another (with approved form permit and Certificate of Wildlife Registration) to different point of destination.

Office or Division:	DENR-CENRO			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	CWR/Farm Permit Holder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request with attached duly accomplished Application Form (Annex D) 2. Inspection/verification of wildlife (Annex E) 3. Documents supporting the legal possession or acquisition of wildlife 4. Payment of fee (certification) 5. Phytosanitary Certificate (for plants) or Veterinary Certificate (for animals)		Requesting Party CENRO Concerned Requesting Party, Private Lawyer or Notary Public CENRO DA Office		
CLIENT/EMPLOYEES STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request/application letter with supporting documents.	1. Check completeness of request and attached supporting documents and forward the application to DMO IV/Deputy CENRO. 1.1. Prepare Order of Payment and forward the same to the client.	None	30 minutes	Chief/Technical Staff Regulation and Permitting Section (RPS) Technical Staff (RPS)
2. Pay corresponding fee	2. Accept fees and issue Official Receipt.	Php 100.00 (Certification fee)	30 minutes	Credit Officer



3. Receive OR	3. Receive and review the application and forward to Chief, RPS.	None	30 minutes	Deputy CENRO/CENRO
	3.1. Receive application, assign personnel to conduct inspection and geo-tagging activities.	None	15 minutes	Chief RPS
4. Accompany/guide the verifying team to the flora/fauna subject for transport	4. Conduct field inspection/verification and take geo-tagged photos.	None	1 day	Inspecting Officer RPS
	4.1. Prepare and submit inspection report with geo-tagged photos to Chief, RPS for endorsement to PENRO.	None	1 day	Inspecting Officer
	4.2. Review the inspection report and submit recommendation to CENRO.	None	1 hour	Chief RPS
	4.3. Receive and review inspection report. Approve recommendation Sign the endorsement to PENRO.	None	1 hour	CENR Officer
	4.4. Record and Release the inspection report and attachments and endorse to PENRO Office.	None	2 days or less depending in the location of PENR Office	Releasing Clerk CENRO Records Unit



PENRO				
	4.5. Receive documents and forward to Chief Technical Services Division (TSD)	None	1 hour	Receiving/Releasing Clerk PENRO Records Section
	4.6. Review, evaluate application and prepare Local Wildlife Transport Permit and affix initial on the documents and forward to Chief TSD.	None	2 hours	Chief/Staff Concern Unit/Section
	4.7. Check the completeness of the documents initial and recommend for approval. Forward documents to PENR Office	None	30 minutes	Chief, TSD
	4.8. Review and sign/approved the Local Wildlife Transport Permit.	None	1 hour	PENRO
	4.9. Record and Release the Transport Permit.	None	20 minutes	Receiving/Releasing Clerk Records Unit
5. Receive the approved Local Wildlife Transport Permit				
	CENRO SUB-TOTAL	Php 100.00	4 days, 3 hours and 35 minutes	
	PENRO SUB-TOTAL	None	4 hours and 50 minutes	
	TOTAL	Php 100.00	4 days, 7 hours and 25 minutes	