

## CITIZEN'S CHARTER NO. RO10-B-01. ISSUANCE OF CERTIFICATE OF WILDLIFE REGISTRATION (CWR)

This Registration serves as a legal proof of ownership of non-threatened animal species.

|   |  |                        |                         |  |
|---|--|------------------------|-------------------------|--|
| <b>Office or Division:</b>  | DENR CENR Offices, PENR Offices to Regional Office   |                        |                         |  |
| <b>Classification:</b>  | Complex  |                        |                         |  |
| <b>Type of Transaction</b>  | G2C - Government to Citizen  |                        |                         |  |
| <b>Who may avail:</b>   | All natural born and naturalized Filipino  |                        |                         |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  |                        | <b>WHERE TO SECURE</b>  |  |
| 1. Duly accomplished Application Form   |  |                        | Concerned CENR Office   |  |
| 2. Inventory List of wildlife   |  |                        | Concerned CENR Office   |  |
| 3. Documents supporting that wildlife species are from the legal source (e.g. captive-bred certificate, official receipt, deed of sale, deed of donation, local transport permit, etc.) |  |                        | Wildlife keepers/owners |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>  | <b>PERSONS RESPONSIBLE</b>                               |
| <b>CENRO</b>  |  |                        |                         |  |
| 1. Submit duly accomplished application form with supporting documentary requirements   | 1. Check completeness of application form and supporting documents, Receive and forward the application to CENR Officer. | None                   | 30 min.                 | <i>Receiving/Releasing Clerk,<br/>CENRO Records Unit</i> |

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|  | 2. Refer the application to concerned Technical Staff   | None  | 30 min.                            | <i>CENR Officer</i>   |
|  | 3. Receive, review/evaluate the document and prepare Order of Payment, and forward the same to client           | None  | 1 hour                             | <i>Chief, WPUS</i>  |
| 2. Receive Order of Payment and pay the corresponding fee to the CENRO Cashier (Php 50.00 for 1-50 hd,). | 4. Accept fees and issue Official Receipt.  | <b>Processing Fee – Php 50.00</b><br><br>(Registration fee vary as to the number of heads applied for registration) | 15 min.                            | <i>Collecting Officer<br/>Credit Officer<br/>Cashier Unit/Section</i> |
|  | 5. Assign personnel to conduct inspection/ inventory of wildlife species (DAO 2004-60)                          | None  | 1 hour                             | <i>Chief, Wildlife Resources Permitting Unit</i>                      |
|  | I.1 Prepare inventory report and affix signature of the inspecting officer. Sign the endorsement to PENR Office | None  | 1 day                              | <i>CENRO Staff<br/>CENR Officer</i>                                   |
|  | I.2 Record and transmit to PENR Office the application with   | None  | 2 days (to include transit period) | <i>Releasing Clerk,<br/>CENRO Records Unit</i>                        |

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|   | supporting documents (thru courier or hand-carry)   |      |                                    |  |
| <b>PENRO</b>  |   |      |                                    |  |
|   | 5.3 Receive documents and forward to Chief, Technical Services Division (TSD)                                     | None | 30 min.                            | <i>Receiving/Releasing Clerk,<br/>PENRO Records Unit</i>                           |
|   | 5.4 Review, evaluate application and prepare Memorandum endorsement to Regional Office                            | None | 2 hours                            | <i>Chief/Staff<br/>Concerned Unit/Section/<br/>PENR Officer</i>                    |
|   | 5.5 Record and transmit to Regional Office the application with supporting documents (thru courier or hand-carry) | None | 2 days (to include transit period) | <i>PENRO Records Unit</i>  |
| <b>REGIONAL OFFICE</b>  |   |      |                                    |  |
| 3. Submit duly accomplished application form with supporting documentary requirements <b>(to include the inspection / inventory report of CENROs concerned, as per DAO 2004-60)</b> | 5.6 Receive, review and forward the application to the LPDD Chief   | None | 30 min.                            | <b>Steve Jumawan</b><br><i>Receiving/Releasing Clerk<br/>Records Section - R.O</i> |
|   | 5.7 Wildlife Permitting and Utilization Section (WPUS) receive, review/evaluate and prepare Order                 | None | 1 hour                             | <b>Reynaldo D. Labis</b><br><i>Chief, WPUS</i>                                     |

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|   | of Payment, and forward the same to clients ( <i>in case, payment has not been made at DENR field offices</i> ).  |  |         | <i>Collecting Officer<br/>Cashier Unit/Section</i>   |
| 4. Pay to the cashier the processing fee (Php 50.00 for 1-50 hd,) | 5.8 Accept fees and issue Official Receipt.   | <b>Php50.00<br/>Processing<br/>Fee</b> | 30 min. | <i>Collecting Officer<br/>Credit Officer<br/><br/>Cashier Unit/Section</i>                     |
|   | 5.9 Further review/evaluation and prepare the Certificate of Wildlife Registration (CWR) and memorandum for the Regional Executive Director (RED)'s signature | None                                   | 2 hours | <b><i>Reynaldo D. Labis</i></b><br><i>Chief, WPUS</i>  |
|   | 5.10 Review/ initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)                                    | None                                   | 1 hour  | <b><i>Dario P. Barbarona</i></b><br><i>Chief, LPDD</i>   |
|   | 5.11 Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature   | None                                   | 2 hours | <b><i>Felix S. Mirasol, Jr.</i></b><br><i>ARD - TS<br/>Regional Office</i>                     |
|   | 5.12 Sign/approve the permit and memorandum instruction   | None                                   | 1 day   | <b><i>Henry A. Adornado, PhD</i></b><br><i>Regional Executive Director<br/>Regional Office</i> |

|                                  |  |                  |   |   |
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| 5. Receive the approved permit   | 5.13 Record and release approved CWR to the applicant. | None             | 30 min.   | <b>Early Rose J. Nilles</b><br>Receiving/Releasing Clerk<br>RO LPDD |
| <i>CENRO SUB-TOTAL</i>           |  | <i>Php150.00</i> | <i>3 days, 3 hours &amp; 15 mins</i>                                |   |
| <i>PENRO SUB-TOTAL</i>           |  | <i>None</i>      | <i>2 days 2 hours &amp; 30 min.</i>                                 |   |
| <i>REGIONAL OFFICE SUB-TOTAL</i> |  | <i>Php50.00</i>  | <i>1 day, 7 hours &amp; 30 mins</i>                                 |   |
| <b>TOTAL:</b>                    |  | <b>P 200.00</b>  | <b>6 days, 13 hours &amp; 15 min. (inclusive of transit period)</b> |   |

Note:

**Registration Fee for fauna classified as non-threatened species:**

- a.) 1-50 heads - Registration fee except for the minimal fee of 50.00 to cover the Administrative Cost and Services
- b.) 51-100 hd - Php500.00
- c.) 101-200 hd - Php750.00
- d.) 201 and above - Php1,000.00

**Fauna Classified as Threatened Species (mammals, birds, reptiles, amphibians and insects)**

- a.) 1-5 hd -Php3,000.00
- b.) 6-10 hd - Php4,000.00
- c.) 11-20 hd - Php5,000.00
- d.) 21-30 hd - Php6,000.00
- e.) 31 and above - Php7,000.00