

CITIZEN'S CHARTER NO. RO10-B-02. ISSUANCE OF WILDLIFE FARM PERMIT (WFP)

This Permit authorizes the holder to develop, operate and maintain a wildlife breeding farm for conservation, trade and/or scientific purpose.

Office or Division:	DENR CENR Offices / Regional Office	
Classification:	Highly Technical	
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
A. SMALL SCALE FARMING (capital of Php 1,500,000.00 and below)		
1. Duly accomplished Application Form with two recent 2"x2" photo of applicant	Regional Office/PENROs/CENROs	
2. Copy of Certificate of Registration from SEC, CDA		
3. Proof of scientific expertise	Applicant	
4. Financial capability to go into breeding	Applicant	
5. Facility design	Applicant	
6. Prior clearance from affected communities	Applicant	
7. In case of indigenous threatened species, letter of commitment to undertake conservation breeding	Applicant	
B. MEDIUM TO LARGE SCALE FARMING (capital of more than Php 1,500,000.00 and above)		
1. Duly accomplished Application Form with two recent 2"x2" photo	Regional Office	

2. Management and breeding plan		Applicant		
3. Proof of scientific expertise		Applicant		
4. Photo of existing facility or sketch/development plan		Applicant		
5. In case of indigenous threatened species, letter of commitment to undertake conservation breeding		Applicant		
6. Certified copy of land title or lease contract for the facility		Applicant		
7. Financial capability to go into breeding		Applicant		
8. Photocopy of Articles of incorporation, in case of corporation		Applicant		
9. Prior clearance from the affected communities (LGUs, IPs, PAMBs)		Applicant		
10. Copy of BIR registration as exporter, if engage in export		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
PENRO/CENRO				
1. Submit the duly accomplished application form with supporting documentary requirements	1. Received, review, and conduct of inspection of the facility and indorse the application to the Regional Office	Php 500.00 (Application fee)	3 days	<i>PENRO/CENRO</i>

REGIONAL OFFICE				
	2. Receive and forward the application to the LPDD	None	30 min.	Steve Jumawan <i>Receiving/Releasing Clerk Records Section - R.O</i>
	3. Check completeness of application form and supporting documents, and prepare Order of Payment, and forward the same to client	None	2 hours	Reynaldo D. Labis <i>Wildlife Permitting Utilization Section/LPDD</i>
2. Receive Order of Payment and pay the corresponding fee to the Cashier.	1. Accept fees and issue Official Receipt.	Small scale: Php 3,300.00 <i>Application fee- 500.00</i> <i>Wildlife Farm Permit 2,500.00</i> <i>Inspection Fee 300.00</i> Large scale: Php 5,800.00 <i>Application fee- 500.00</i> <i>Wildlife Farm Permit 5,000.00</i> <i>Inspection Fee 300.00</i>	30 min.	<i>Cashier Section</i>

	2. Initial evaluation of the documents by the WPUS - LPDD and conduct site inspection, if necessary	None	2 days	Reynaldo D. Labis Wildlife Permitting Utilization Section - LPDD
	3. Final evaluation by the Regional Wildlife Management Council (RWMC) with result of evaluation and site inspection	None	13 days (Depending on the schedule of RWMC)	<i>Regional Wildlife Management Committee</i>
	4. Preparation and approval of the WFP	None	2 days	Dario P. Barbarona Chief, LPDD Felix S. Mirasol, Jr. ARD - TS Regional Office Henry A. Adornado, PhD Regional Executive Director Regional Office
3. Receive the approved permit	7. Record and release approved WFP to the applicant.	None	30 min.	Early Rose J. Nilles Receiving/Releasing Clerk RO LPDD
CENRO/PENRO SUB-TOTAL		<i>Php500.00</i>	<i>3 days</i>	
REGIONAL OFFICE SUB-TOTAL		<i>Small scale: Php 3,300.00 (less Php500, if</i>	<i>18 days, 3 hours</i>	

	<i>submitted thru PENRO/CENRO)</i> <i>Large scale: Php 5,800.00 (less Php500, if submitted thru PENRO/CENRO)</i>	
TOTAL:	<i>Small scale: Php 3,300.00</i> <i>Large scale: Php 5,800.00</i>	21 days, 3 hours (24 days maximum)

Note: WFP applications can be submitted to the nearest PENRO/CENRO/Regional Office concerned.