

## CITIZEN'S CHARTER NO. RO10-B-03. ISSUANCE OF WILDLIFE SPECIAL USE PERMIT (WSUP) TO EXHIBIT/SHOW FAUNA FOR COMMERCIAL PURPOSES

This Permit authorizing the holder to utilize legally possessed/acquired wildlife, or by-products and derivatives therefrom for local shows, exhibitions and educational 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, DAO 2016-25)</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished Application Form with two recent 2"x2" photo	Regional Office	
2. Copy of issued/active CWR	Applicant	
3. Copy of invitation or engagement letters, contracts or written agreements indicating the date and venue of the show, exhibition or educational events	Applicant	
4. In case of animal show using wildlife, clearance of registration with the Animal Welfare Division of the Bureau of Animal Industry pursuant to RA 8485 (Animal Welfare Act)	Applicant	
5. In case of imported animals, a bond shall be deposited with PAWB in an amount equal to the transport cost of the animals back to the owner-country of origin	Applicant	
6. Processing Fee in accordance with DAO 2004-55 Section 9	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.	<b>Steve Jumawan</b> <i>Receiving/Releasing Clerk  Records Section - R.O</i>
	2. Wildlife Permitting and Utilization Section (WPUS) receive, review/evaluate and prepare Order of Payment ( <i>in accordance to DAO 2004-29, section 9</i> ), and forward the same to clients.	None	30min.	<b>Nida G. Picut</b> <i>WPUS Staff</i>
2. Pay to the cashier the processing fee	3. Accept fees and issue Official Receipt.	<b>Processing Fee – Php100.00</b>	15 min.	<i>Collecting Officer  Credit Officer  Cashier Unit/Section</i>
	4. Further review/evaluation and prepare the Wildlife Special Use Permit (WSUP) and memorandum for the Regional Executive Director (RED)'s signature	None	3 hours	<b>Reynaldo D. Labis</b> <i>Chief, WPUS</i>

	5. Review/ initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	3 hour	<b>Dario P. Barbarona</b> Chief, LPDD
	6. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	3 hours	<b>Felix S. Mirasol, Jr.</b> ARD - TS R.O
	7. Sign/approve the permit and memorandum instruction	None	1 day	<b>Henry A. Adornado</b> Regional Executive Director Regional Office
3. Receive the approved permit	8. Record and release approved permit to the applicant.	None	30 min.	<b>Early Rose J. Nilles</b> Receiving/Releasing Clerk RO LPDD
<b>TOTAL:</b>		<b>Php100.00</b>	<b>1 day, 10 hours and 15 minutes</b>	