

## CITIZEN'S CHARTER NO. RO10-B-04. ISSUANCE OF GRATUITOUS PERMIT (GP)

This permit authorizes the holder to collect wildlife species from their natural habitat for scientific and other authorized 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</b>	<b>WHERE TO SECURE</b>
	1. Copy of the research/project /thesis/ dissertation proposals, copy of approved MOA (for foreign applicants ;Filipinos affiliated with foreign institutions; non-government institutions), Affidavit of undertaking	Applicant
	2. Prior Clearance from the affected (collection site) neighborhood/ communities, i.e. concerned LGUs, recognized head of the IPs in accordance with RA 8371, or Protected Area Management Board	Applicant
	3. Endorsement letter from the Dean (in case applicant is a student) or in the case of an individual researcher, from a recognized expert or a research institution or conservation organization	Applicant
	<b>For GP renewal, copy of annual report</b>	

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>Jhon 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, 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.	Php100.00 <b>Processing Fee</b> *Php1,000.00 depending on the decision of their respective Protected Area Mg.'t Board	15 min.	<i>Collecting Officer Credit Officer Cashier Unit/Section</i>
	4. Further review/evaluation and prepare the Gratuitous Permit (GP) and memorandum for the	None	3 hours	<b>Reynaldo D. Labis</b> <i>Chief, WPUS</i>

	Regional Executive Director (RED)'s signature			
	5. Review/ initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	3 hours	<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 Regional Office
	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 30 minutes (4 days maximum)</b>	

*Note: For research located in two or more Regions, GP shall be processed by the BMB.*