

CITIZEN'S CHARTER NO. RO10-B-06. ISSUANCE OF WILDLIFE EXPORT CERTIFICATION (WEC)

This permit is issued to an individual, academe, research institution, or organization to bring out from the Philippines any other country's wildlife species from their natural habitat for scientific and other authorized purposes.

Office or Division:	DENR Regional Office			
Classification:	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail:	All natural born and naturalized Filipino			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished application form			Regional Office	
2. Documents supporting the legal possession/acquisition of wildlife			Applicant	
3. Phytosanitary Certificate (for plants) or Veterinary Quarantine Certificate (for animals) from the concerned Department of Agriculture (DA) Office			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.	<i>John Steve Jumawan</i> <i>Receiving/ Releasing Clerk</i> <i>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.	Nida G. Picut WPUS Staff
2. Pay to the cashier the processing fee	3. Accept fees and issue Official Receipt.	Php100.00 Processing Fee	15 min.	<i>Collecting Officer</i> <i>Credit Officer</i> <i>Cashier Unit/Section</i>
	4. Further review/evaluation and prepare the Wildlife Export Certification (WEC) and memorandum for the Regional Executive Director (RED)'s signature	None	3 hours	Reynaldo D. Labis Chief, WPUS
	5. Review/ initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	3 hours	Dario P. Barbarona Chief, LPDD
	6. Review/initial and forward the permit and memorandum for the	None	3 hours	Felix S. Mirasol, Jr. ARD - TS Regional Office

	Regional Executive Director (RED)'s signature			
	7. Sign/approve the permit and memorandum instruction	None	1 day	Henry A. Adornado Regional Executive Director, Regional Office
	8. Record and release the approved permit to the applicant.	None	30 min.	Early Rose J. Nilles Receiving/ Releasing Clerk RO LPDD
3. Receive the approved permit				
TOTAL:		Php100.00	1 day, 10 hours and 30 minutes	