










**SECSIME NO. RO-\_\_\_\_\_ . ISSUANCE OF CERTIFICATE OF WILDLIFE REGISTRATION (CWR)**





This Certification is made upon request of DENR personnel, official or external party of No Records/Appeal/Motion for Reconsideration, etc. being filed in the DENR. The purpose for the request is included in the Certification.

<b>Office or Division:</b>	Regional Office, Licenses Patents and Deeds Division/ CENRO, PENRO			
<b>Classification:</b>	Complex – 7 Working days			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	External: Private individuals or Corporation			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished application form		Public Assistance Desk or Receiving Area		
<ul style="list-style-type: none"> <li>• Legal acquisition of wildlife: <i>Proof of Purchase (Official Receipt/Sales Invoice or Deed of Sale)</i></li> <li>• <i>Deed of Donation with Notary</i></li> <li>• <i>Local Transport Permit, (if applicable)</i></li> </ul>		Acquired/purchased from legal sources (facilities with Wildlife Farm Permit, Wildlife Collector's Permit, Certificate of Accreditation and Registration, Memorandum of Agreement or any DENR clearance/permit)		
2. Inventory list of wildlife		Requesting Party		
3. Prior clearance of affected communities (Barangay Clearance)		Requesting Party, Brgy. Captain		
4. Proof of capability to maintained the wildlife (Financial/Bank Statement)		Requesting Party		
5. Registration fee				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Accomplish request form and forward to Receiving CENRO/RO	1. Receive and record the application	None	45 min.	<b>Receiving Officer</b>  <b>HELEN GRACE A. GARCISO</b> MATH AIDE I  <b>DENNIS A. CAYA</b> LMO I








	1.1. Initial review of document and refer to Action Officer	None	5 min.	<b>Chief, Licenses, Patents &amp; Deeds Division</b>  <b>MA. CLEA A. ARCEÑO</b> DMO V
	1.2. Review /evaluate application document, if document complete schedule for actual inspection of the facility & wildlife <i>Note: If there's a lacking document prepare letter to the proponent for compliance</i>	None	1 day	<b>Action Officer</b>  <b>ELAINE GAY S. JOSOL</b> Chief, Wildlife Permitting Section/ FMS II  <b>ABEGAIL D. FORTICH</b> EMS I
2. Accompany/ guide the inspection/ verifying team to the site	1.3 Conduct Inspection/ evaluation of wildlife and facility and prepare report with attachment (photo documentation & Wildlife Inventory List) and submit reports to Chief LPDD	none	1 day (Inspection) 3 hours (Inspection Report)	<b>Action Officer</b>  <b>ELAINE GAY S. JOSOL</b> Chief, Wildlife Permitting Section/ FMS II  <b>ABEGAIL D. FORTICH</b> EMS I







	1.4 Final review of Inspection Report, signature for notification and refer to Action Officer	none	30 min.	<p><b>Chief, Licenses, Patents &amp; Deeds Division</b></p>  <p><b>MA. CLEA A. ARCEÑO</b> DMO V</p>
	1.5 Prepare Order of Payment	None	5 min.	<p><b>Action Officer</b></p>   <p><b>ELAINE GAY S. JOSOL</b> Chief, Wildlife Permitting Section/ FMS II</p> <p><b>ABEGAIL D. FORTICH</b> EMS I</p>
2 Pay to the Cashier the Registration Fee	1.6 Received Approved Order of Payment, Accept payment and Issue Official Receipt	<p><b>Registration fee:</b>            1-50 heads = P50.00            51-100 heads = P500.00            101-200 heads = P750.00            201 and above = P1,000.00</p>	5 min.	<p><b>Cashier Officer</b></p>  <p><b>SHERYL MAE B. SORIA</b> Credit Officer I</p>



<p>3.1 Present the Original copy of the Official Receipt to Action Officer</p>	<p>1.7 Received the original copy Official Receipt and prepare Certificate of Wildlife Registration (CWR) Memorandum to Regional Executive Director.</p>	<p>None</p>	<p>2 hours</p>	<p style="text-align: center;"><b>Action Officer</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>ELAINE GAY S. JOSOL</b>            Chief, Wildlife Permitting Section/ FMS II         </div> <div style="text-align: center;">   <b>ABEGAIL D. FORTICH</b>            EMS I         </div> </div>
	<p>1.8 Final review of documents and counter sign Certificate and Memorandum</p>	<p>None</p>	<p>15 min.</p>	<p style="text-align: center;"><b>Chief, Licenses, Patents &amp; Deeds Division</b></p> <div style="text-align: center;">   <b>MA. CLEA A. ARCEÑO</b>            DMO V         </div>
	<p>1.9 Record documents and forward to ARD for Technical Services for counter signature prior for the approval of the Regional Executive Director</p>	<p>None</p>	<p>1 hour</p>	<p style="text-align: center;"><b>Releasing Officer</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>NEMFA RELIGIOSA J. CUYOS</b>            Admin Aide VI         </div> <div style="text-align: center;">   <b>JELI B. GATIS</b>            Clerk         </div> </div>
<p><b>Processing under LPDD (For Approval) Sub-Total:</b></p>			<p><b>Complex</b></p>	<p><b>2 days and 7 hours and 45 min.</b></p>



<p>3. Receive Approved Application</p>	<p>1.1 From Office of the Regional Executive Director (ORED) LPDD Clerk receive, segregate and photocopy the approved Permit (copy furnished to CENRO and forward to Records Section.</p>	<p>None</p>	<p>1 hour</p>	<p style="text-align: center;"><b>Receiving Officer</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>HELEN GRACE A. GARCISO</b>            MATH AIDE I         </div> <div style="text-align: center;">   <b>DENNIS A. CAYA</b>            LMO I         </div> </div> <p style="text-align: center;"><b>Releasing Officer</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>NEMFA RELIGIOSA J. CUYOS</b>            Admin Aide VI         </div> <div style="text-align: center;">   <b>JELI B. GATIS</b>            Clerk         </div> </div>
<p><b>Approved Permit from ORED to LPDD to Records</b>  <b>Sub-Total:</b></p>				<p><b>1 hour</b></p>
<p><b>TOTAL:</b></p>			<p><b>Complex</b></p>	<p><b>2 days and 8 hours and 45 min</b></p>