








SECSIME NO. RO-_____ . ISSUANCE OF WILDLIFE GRATUITOUS PERMIT (WGP)




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.

Office or Division:	Regional Office, Licenses Patents and Deeds Division, PENRO, CENRO
Classification:	Complex – 7 working days (Study Areas outside PA) Highly Technical – 20 working days (Within PA)
Type of Transaction:	Government to Students, Academe, NGO or Foreign Entity/Institution affiliated with Filipino
Who may avail:	External: Students, Academe, NGO or Foreign Entity/Institution affiliated with Filipino
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> FOR A FOREIGN ENTITY/INSTITUTION/INDIVIDUAL OF A FILIPINO CITIZEN AFFILIATED WITH A FOREIGN INSTITUTION 	
1. Research/Project Proposal	Requesting Party
2. Institution's Profile, if applicable	Requesting Party
3. Endorsement from the Head of the Institution; or in the case of an individual researcher, from a recognized expert or a research institution or a conservation organization;	Requesting Party
4. Prior clearance of affected communities (concerned LGUs or recognized head of the indigenous people in accordance with RA 8371, or PAMB)	LGU / Protected Area Management Board (PAMB)
5. Processing and Permit Fee	
<ul style="list-style-type: none"> For purposes of thesis of students affiliated with local academic institutions and other government initiated or implemented research or scientific projects 	
1. Research/Project Proposal	Requesting Party
2. Endorsement from the Head of the Institution; or in the case of an individual researcher, from a recognized expert or a research institution or a conservation organization;	Requesting Party
3. Prior clearance of affected communities (concerned LGUs or recognized head of the indigenous people in accordance with RA 8371, or PAMB)	LGU / Protected Area Management Board (PAMB)
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ADDITIONAL REQUIREMENT				
6. Letter Request duly signed by the applicant		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accomplish request form and forward to Receiving CENRO/RO	1.1 Receive and record the application	None	45 min.	<p>Receiving Officer</p>  <p>HELEN GRACE A. GARCISO MATH AIDE I</p>  <p>DENNIS A. CAYA LMO I</p>
	1.2 Initial review of document and refer to Action Officer	None	5 min.	<p>Chief, Licenses, Patents & Deeds Division</p>  <p>MA. CLEA A. ARCEÑO DMO V</p>
	1.3 Review /evaluate application document, if document complete prepare Order of Payment (if Study Areas outside PA); if within PA forward application to RWMC <i>Note: If there's a lacking document prepare letter to the proponent for compliance</i>	None	1 day	<p>Action Officer</p>  <p>ELAINE GAY S. JOSOL Chief, Wildlife Permitting Section/ FMS II</p>  <p>ABEGAIL D. FORTICH EMS I</p>







	1.4 Final evaluation of application, prepare Endorsement with Recommendation of approval to Regional Executive Director and returned application to LPDD for Payment and preparation of Permit	none	Maximum of 15 days DAO 2004-55 Sec. 5.1.2.C	Regional Wildlife Management Committee, Region 7
	1.5 Prepare Order of Payment	None	5 min.	<p style="text-align: center;">Action Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  ELAINE GAY S. JOSOL Chief, Wildlife Permitting Section/ FMS II </div> <div style="text-align: center;">  ABEGAIL D. FORTICH EMS I </div> </div>
2 Pay to the Cashier the Payment Fee	1.6 Received Approved Order of Payment, Accept payment and Issue Official Receipt	Application & Processing Fee: ₱100.00	5 min.	<p style="text-align: center;">Cashier Officer</p> <div style="text-align: center;">  SHERYL MAE B. SORIA Credit Officer I </div>



<p>2.1 Present the Original copy of the Official Receipt to Action Officer</p>	<p>1.7 Received the original copy Official Receipt and prepare Wildlife Gratuitous Permit (WGP) and Memorandum to Regional Executive Director. Refer back to Chief, LPDD</p>	<p>None</p>	<p>2 hours</p>	<p style="text-align: center;">Action Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  ELAINE GAY S. JOSOL Chief, Wildlife Permitting Section/ FMS II </div> <div style="text-align: center;">  ABEGAIL D. FORTICH EMS I </div> </div>
	<p>1.8 Final review of documents and counter sign Permit and Memorandum</p>	<p>None</p>	<p>30 min.</p>	<p style="text-align: center;">Chief, Licenses, Patents & Deeds Division</p> <div style="text-align: center;">  MA. CLEA A. ARCEÑO DMO V </div>
	<p>1.9 Record documents and forward to ARD for Technical Services for counter signature prior to the approval of the Regional Executive Director</p>	<p>None</p>	<p>5 min.</p>	<p style="text-align: center;">Releasing Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  NEMFA RELIGIOSA J. CUYOS Admin Aide VI </div> <div style="text-align: center;">  JELI B. GATIS Clerk </div> </div>
<p>Processing under LPDD (For Approval) Sub-Total:</p>		<p>Application & Processing Fee: ₱100.00</p>	<p>Complex</p> <p>Highly Technical</p>	<p>6 hours and 55 min (Outside PA)</p> <p>15 days and 6 hours and 55 min (Within PA)</p>



<p>3. Receive Approved Application</p>	<p>1.10 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;">Receiving Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  HELEN GRACE A. GARCISO MATH AIDE I </div> <div style="text-align: center;">  DENNIS A. CAYA LMO I </div> </div> <p style="text-align: center;">Releasing Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  NEMFA RELIGIOSA J. CUYOS Admin Aide VI </div> <div style="text-align: center;">  JELI B. GATIS Clerk </div> </div>
<p>Approved Permit from ORED to LPDD to Records Sub-Total:</p>				<p>1 hour</p>
<p>TOTAL</p>			<p>Complex</p>	<p>7 hours and 55 min (Outside PA)</p>
			<p>Highly Technical</p>	<p>15 days and 7 hours and 55 min (Within PA)</p>