





SECSIME NO. RO-_____. ISSUANCE OF WILDLIFE FARM PERMIT (WFP)






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:	Highly Technical – 20 working days
Type of Transaction:	Government to Citizen, Corporation or LGU
Who may avail:	External: Private individuals, Corporation or LGU
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ul style="list-style-type: none"> SMALL-SCALE FARMING 	
1. Duly accomplished application form with two recent 2"x2" photo of applicant	Public Assistance Desk or Receiving Area
2. Copy of Certificate of Registration from appropriate Government agencies: Security & Exchange Commission (SEC), Cooperative Dev. Authority (CDA), for individual applicant Certificate of Business Name Registration (DTI)	Authorized Government agencies
3. Proof of scientific expertise (List of qualifications of manpower and Certification of Veterinarian)	Requesting Party and Registered Veterinarian
4. Financial plan showing capability to go into breeding (Financial/Bank Statement, Cert. of Employment & Payslip)	Requesting Party and authorized agencies
5. Proposed facility design	Requesting Party
6. Prior clearance of affected communities (Barangay Clearance)	LGU / PAMB
7. Legal acquisition of wildlife: <ul style="list-style-type: none"> <i>Proof of Purchase (Official Receipt/Sales Invoice or Deed of Sale)</i> <i>Deed of Donation with Notary</i> <i>Local Transport Permit, (if applicable)</i> 	Acquired/purchased from legal sources (facilities with Wildlife Farm Permit, CITES/Non-CITES Import Permit, Wildlife Collector's Permit, Certificate of Accreditation and Registration, Memorandum of Agreement or any DENR clearance/permit)
8. Processing and Permit Fee	






CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> MEDIUM TO LARGE-SCALE FARMING 				
1. Duly accomplished application form with two recent 2"x2" photo of applicant;		Public Assistance Desk or Receiving Area		
2. Management and breeding plan		Requesting Party		
3. Proof of scientific expertise (List of qualifications of manpower and Certification of Veterinarian)		Requesting Party and Registered Veterinarian		
4. Photocopy of land title or lease contract		Requesting Party		
5. Proof of financial capability to go into breeding (Financial/Bank Statement)		Requesting Party and authorized agencies		
6. Photocopy of Articles on Incorporation (if applicable)		Requesting Party and authorized agencies		
7. Prior clearance from affected communities		LGU / PAMB		
8. BIR Registration as exporter, if applicant will engage in export		BIR		
9. Legal acquisition of wildlife: <ul style="list-style-type: none"> <i>Proof of Purchase (Official Receipt/Sales Invoice or Deed of Sale)</i> <i>Deed of Donation with Notary</i> <i>Local Transport Permit, (if applicable)</i> 		Acquired/purchased from legal sources (facilities with Wildlife Farm Permit, CITES/Non-CITES Import Permit, Wildlife Collector's Permit, Certificate of Accreditation and Registration, Memorandum of Agreement or any DENR clearance/permit)		
10. Processing and Permit Fee				
ADDITIONAL REQUIREMENT				
11. Environmental Compliance Certificate (ECC)		EMB		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. None	1. LPDD Receiving Officer Receive and record the application	None	45 min.	<p style="text-align: center;">Receiving Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>HELEN GRACE A. GARCISO MATH AIDE I</p> </div> <div style="text-align: center;">  <p>DENNIS A. CAYA LMO I</p> </div> </div>







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









	<p>1.4 Final review of Inspection Report, signature for notification and refer to Action Officer with instruction to forward the application to the Chairman of RWMC</p>	<p>none</p>	<p>30 min.</p>	<p>Chief, Licenses, Patents & Deeds Division</p>  <p>MA. CLEA A. ARCEÑO DMO V</p>
	<p>1.5 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</p>	<p>none</p>	<p>Maximum of 15 days DAO 2004-55 Sec. 5.1.2.C</p>	<p>Regional Wildlife Management Committee, Region 7</p>
	<p>1.6 Prepare Order of Payment</p>	<p>None</p>	<p>5 min.</p>	<p>Action Officer</p>  <p>ELAINE GAY S. JOSOL Chief, Wildlife Permitting Section/ FMS II</p>  <p>ABEGAIL D. FORTICH EMS I</p>



<p>3. Pay to the Cashier the Payment Fee</p>	<p>1.7 Received Approved Order of Payment, Accept payment and Issue Official Receipt</p>	<p>Application & Processing Fee: P500.00 Permit fee: Large Scale = P5000.00 Small Scale =P2,500.00</p>	<p>5 min.</p>	<p>Cashier Officer</p>  <p>SHERYL MAE B. SORIA Credit Officer I</p>
<p>3.1 Present the Original copy of the Official Receipt to Action Officer</p>	<p>1.8 Received the original copy Official Receipt and prepare Wildlife Farm Permit (WFP) and Memorandum to Regional Executive Director. Refer back to Chief, LPDD</p>	<p>None</p>	<p>1 hour</p>	<p>Action Officer</p>   <p>ELAINE GAY S. JOSOL Chief, Wildlife Permitting Section/ FMS II</p> <p>ABEGAIL D. FORTICH EMS I</p>
	<p>1.9 Final review of documents and counter sign Permit and Memorandum</p>	<p>None</p>	<p>15 min.</p>	<p>Chief, Licenses, Patents & Deeds Division</p>  <p>MA. CLEA A. ARCEÑO DMO V</p>



	1.10 Record documents and forward to ARD for Technical Services for counter signature prior to the approval of the Regional Executive Director	None	1 hour	<p style="text-align: center;">Releasing Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  NEMFA RELIGIOSA CUYOS Admin Aide VI </div> <div style="text-align: center;">  JELI B. GATIS Clerk </div> </div>
Processing under LPDD (For Approval) Sub-Total:		WFP Ss = P 3,000 WFP Ls = P 5,500	Highly Technical	17 days and 8 hours and 37 min.
4. Receive Approved Application	1.6 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.	None	1 hour	<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>
Approved Permit from ORED to LPDD to Records Sub-Total:				1 hour
TOTAL			Highly Technical	17 days and 9 hours and 37 min

