





SECSIME NO. RO-_____ . ISSUANCE OF NON-CITES EXPORT/IMPORT/RE-EXPORT CERTIFICATION




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
Classification:	Complex– 7 working days
Type of Transaction:	G2C - Government to Citizen or Corporation
Who may avail:	External: Private individuals or Corporation
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
• EXPORT	
1. Duly accomplished application form	Public Assistance Desk or Receiving Area
2. Inspection of Wildlife by the DENR	DENR
3. Documents supporting the legal possession or acquisition of wildlife Example for animals: a) Copy of CWR, WFP with Quarterly & Monthly Report, & GP b) Proof of Purchase c) Deed of Donation Example for plants: a) CTPO, Lumber Dealer/Lumber Supply Contract/WPPP b) Proof of Purchase c) Deed of Donation	Requesting Party
4. Bank export declaration, if for commercial purposes	Requesting Party
5. Local Transport Permit, where applicable	Requesting Party and PENRO
6. Phytosanitary (for plants)/ Veterinary (for animals) Health Certificate	Requesting Party and BPI or BAI
7. Payment of fee	
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
• IMPORT	
1. Duly accomplished application form	Public Assistance Desk or Receiving Area






2. Export permit/ certification of origin from exporting country		Requesting Party		
3. For live specimens, veterinary/ phytosanitary certificate issued by the authorized government agency of the country of origin		Requesting Party		
4. Payment fee				
ADDITIONAL REQUIREMENT				
5. Inspection for the proposed facility by DENR personnel		DENR		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• RE-EXPORT				
1. Duly accomplished application form		Public Assistance Desk or Receiving Area		
2. Inspection of Wildlife by the DENR		DENR		
3. CITES/ Non-CITES Import issued by the DENR or other documents supporting legal possession or acquisition of wildlife		Requesting Party		
4. Bank export declaration, if for commercial purposes		Requesting Party		
5. Local Transport Permit, where applicable		Requesting Party and PENRO		
6. Phytosanitary/ Veterinary Health Certificate		Requesting Party and BPI or BAI		
7. Payment fee				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accomplish request form and forward to Receiving	1. 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;">  HELEN GRACE A. GARCISO MATH AIDE I </div> <div style="text-align: center;">  DENNIS A. CAYA LMO I </div> </div>




	1.1 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>
	1.2 Review /evaluate application document, if document complete schedule for actual inspection of the facility (Import) wildlife (Export/Re-export) <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>
2 Accompany/ guide the Inspecting Officer to the site	1.3 Conduct Inspection of facility and wildlife and prepare report (CSW) with attachment (photo documentation & Wildlife Inventory List) and submit reports to Chief LPDD	none	1 day Inspection 4 hours (Inspection Report)	<p>Action Officer</p>  <p>ELAINE GAY S. JOSOL Chief, Wildlife Permitting Section/ FMS II</p>








	1.4 Final review of Inspection Report and signature for notification and refer to Action Officer	none	15 min.	<p>Chief, Licenses, Patents & Deeds Division</p>  <p>MA. CLEA A. ARCEÑO DMO V</p>
	1.5 Prepare Order of Payment	None	5 min.	<p>Action Officer</p>  <p>ELAINE GAY S. JOSOL Chief, Wildlife Permitting Section/ FMS II</p>
2 Pay to the Cashier the Payment Fee	1.5 Received Approved Order of Payment, Accept payment and Issue Official Receipt	<p>Non-CITES EXPORT <u>Commercial:</u> a. Fauna and its by products or derivatives Sales invoice X Exchange Rate X .03 + 300</p> <p>b. Flora (propagated) ₱ 300.00 1st 50 pcs ₱ 2.00/pc for each additional</p> <p><u>Non-commercial:</u> 1-2 pairs of Pet, plants not exceeding 12 pcs. ₱ 150.00</p>	5 min.	<p>Cashier Officer</p>  <p>SHERYL MAE B. SORIA Credit Officer I</p>





		<p>Non-CITES IMPORT ₱ 350.00/permit</p> <p>Non-CITES RE-EXPORT <u>Commercial:</u> a. Fauna and its by products or derivatives Sales invoice X Exchange Rate X .03 + 300</p> <p>b. Flora (propagated) ₱ 300.00 1st 50 pcs ₱ 2.00/pc for each additional</p> <p><u>Non-commercial:</u> 1-2 pairs of Pet, plants not exceeding 12 pcs. ₱-150.00</p>		
2.1 Present the Original copy of the Official Receipt to Action Officer	1.6 Received the original copy Official Receipt and prepare Non-CITES Export/Import/Re-export Certification and Memorandum to Regional Executive Director.	None	1 hour	<p style="text-align: center;">Action Officer</p> <div style="text-align: center;">  <p>ELAINE GAY S. JOSOL Chief, Wildlife Permitting Section/ FMS II</p> </div>



	1.7 Final review of documents and counter sign Certification and Memorandum	None	30 min.	<p>Chief, Licenses, Patents & Deeds Division</p>  <p>MA. CLEA A. ARCEÑO DMO V</p>
	1.8 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>Releasing Officer</p>  <p>NEMFA RELIGIOSA J. CUYOS Admin Aide VI</p>  <p>JELI B. GATIS Clerk</p>
Processing under LPDD (For Approval) Sub-Total:			Complex	1 day and 6 hours and 40 min.
3. Receive Approved Application	1.9 From Office of the Regional Executive Director (ORED) LPDD Clerk receive, segregate and photocopy the approved Permit and forward to Records Section.	None	1 hour	<p>Receiving Officer</p>  <p>HELEN GRACE A. GARCISO MATH AIDE I</p>  <p>DENNIS A. CAYA LMO I</p>



				Releasing Officer  NEMFA RELIGIOSA J. CUYOS Admin Aide VI  JELI B. GATIS Clerk
Approved Permit from ORED to LPDD to Records				1 hour
Sub-Total:				
TOTAL:			Complex	1 day and 7 hour and 55 min