








SECSIME NO. RO-_____. ISSUANCE OF WILDLIFE SPECIAL USE PERMIT (WSUP) FOR ANIMAL/PLANT SHOWS/ EXHIBITION USING WILDLIFE







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:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	External: Private individuals or Corporation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form with recent 2"x2" photo of applicant		Public Assistance Desk or Receiving Area		
2. In case of animal shows using wildlife, clearance from or registration with the Animal Welfare Division of the Bureau of Animal Industry pursuant to Republic Act 8485 (Animal Welfare Act);		Requesting Party and Bureau of Animal Industry		
ADDITIONAL REQUIREMENTS				
3. Letter Request duly signed by the Applicant		Requesting Party		
4. Invitation Letter from the organizer or the concerned company		Requesting Party		
5. Copy of WFP, CWR or any Agreement issued by DENR				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accomplish request form and forward to Receiving/ Releasing Clerk	1. Receive and record the application	None	45 min.	Receiving Officer  HELEN GRACE A. GARCISO MATH AIDE I  DENNIS A. CAYA LMO I



	<p>1.1. Initial review of document and refer to Action Officer</p>	None	5 min.	<p>Chief, Licenses, Patents & Deeds Division</p>  <p>MA. CLEA A. ARCEÑO DMO V</p>
	<p>1.2. Review /evaluate application document, and prepare Wildlife Special Use Permit (WSUP) and endorsement to Regional Executive Director. Refer back to Chief, LPDD</p> <p><i>Note: If there's a lacking document prepare letter to the proponent for compliance</i></p>	None	5 hours	<p>Action Officer</p>  <p>ELAINE GAY S. JOSOL Chief, Wildlife Permitting Section/ FMS II</p>
	<p>1.3 Final review of documents and counter sign Permit and Endorsement</p>	None	30 min.	<p>Chief, Licenses, Patents & Deeds Division</p>  <p>MA. CLEA A. ARCEÑO DMO V</p>



	1.4 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 J. CUYOS Admin Aide VI </div> <div style="text-align: center;">  JELI B. GATIS Clerk </div> </div>
Processing under LPDD (For Approval) Sub-TOTAL:			Simple	8 hours and 25 min.
2. Receive Approved Application	1.6 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 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:				9 hours and 25 min

