






SECSIME NO. RO-09. APPLICATION FOR GRATUITOUS PERMIT




Description: This permit is issued to any individual or entity engaged in non-commercial scientific or educational undertaking to collect wildlife.

Office or Division:	Licenses, Patents and Deeds Division, Technical Services DENR Region CAR			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B – Government to Business			
Who may avail:	External Client: LGU and other government agencies or instrumentalities and private individuals or institutions.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of application		Requesting Party		
2. Brief description of the Research/Project Proposal		Requesting Party		
3. Endorsement letter from the Head of the Institution; or in the case of an individual research, from a recognized expert or a research institution or a conservation organization		Requesting Party		
4. Free and Prior Informed Consent of the IPs/prior clearance of the concerned LGUs/PAMB/ private land owner and/or other relevant agencies/institution, where the collection shall be made		NCIP/LGU/PAMB		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE





1. Received Application from ARED-TS	1. Receives and records the application for permit at LPDD	None	3 mins.	 VANESSA S. BALBALIN Admin. Aid IV/ Receiving Officer
1.1 None	1.1 Reviews and assigns processing of permit to Wildlife Resource Permitting Section (WRPS) evaluation/appropriate action	None	10 mins.	 MA. ROWENA M. CACCAM Chief, Licenses, Patents & Deeds Division
1.2 None	1.2 Receive and undertake evaluation of the completeness of the submitted requirements.	None	1 hr.	 JEANETTE P. PAGARAN EMS I



1.3 None	1.3 Preparation of Gratuitous Permit		5 mins.	 YOLANDA C. RUPERTO SEMS
1.4 None	1.4 Reviews Gratuitous Permit and forwards to ARD for Technical for recommending approval	None	10 mins.	 MA. ROWENA M. CACCAM Chief, Licenses, Patents & Deeds Division
1.5 None	1.5 Records the prepared Gratuitous Permit with complete attachments for tracking then forwards it to ARED for Technical Services	None	3 mins.	 VANESSA S. BALBALIN Admin. Aid IV/ Receiving Officer
1.6 None	1.6 For ARD's review, evaluation and initial. Then forward to Regional Executive Director for Approval of Gratuitous Permit. Dispatch the approved permit.			



1.7 None	1.7 Receives approved Gratuitous Permit for release to Permittee	None	2 mins.	 VANESSA S. BALBALIN Admin. Aid IV/ Receiving Officer
1.8 None	1.8 Prepares Order of Payment	None		3 mins.
2. Pay Permit Fee	2. Issue Official Receipt and receive payment	₱ 100.00		Cashier
3. Receives Gratuitous Permit	3. Release Permit	None	2 mins	 VANESSA S. BALBALIN Admin. Aid IV/ Releasing Officer
TOTAL		Permit Fee – P100.00	Simple	1 hour and 38 mins.