
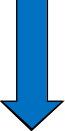
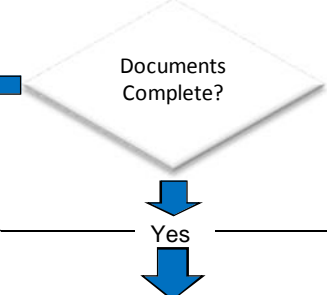













CITIZEN'S CHARTER PROCESS NO. 7

Name of Agency : BIODIVERSITY MANAGEMENT BUREAU
Frontline Service : Processing of CITES Permit Applications for the Import of Wildlife, including by-products and derivatives
Schedule of Availability of Service : 7:00 AM - 6:00 PM, Monday - Friday
How to Avail of the Service :

No. (A)	CUSTOMER ACTIVITY (B)	DENR ACTION (C)	OFFICE/PERSON RESPONSIBLE/ LOCATION (D)	DURATION (E)	DOCUMENTARY REQUIREMENTS (F)	AMOUNT OF FEES (G)
1	File application together with requirements 	Receive & forward documents to Wildlife Regulation Section (WRS) 	Records Unit	10 minutes	1. Duly accomplished application form 2. Export permit/certification of origin from exporting country 3. For live specimens, Phytosanitary (for wild plants)/Veterinary Certificate (for wild animals) issued by the authorized government agency of the country of origin	
		Evaluate documents 	CITES Officer, WRS	2 hours		
2	Receive the incomplete application	Prepare Order of Payment	CITES Officer, WRS	15 minutes		
3	Pay the required fees  	Receive payment and issues Official Receipt	Cashier Unit	15 minutes	Order of Payment	PhP 350.00
4	Present the original copy of the Official Receipt to WRS 	Receive the original copy of Official Receipt 	CITES Officer, WRS	5 minutes		
		Draft Import Permit 	CITES Officer, WRS	2 hours		
		Review, initial & endorse permit to the Chief, Wildlife Resources Division 	Chief, WRS	1 hour		
		Review, initial & endorse permit to the Assistant Director's Office 	Chief, Wildlife Resources Division	1 hour		

		Review, initial & forward permit to the Director's Office 	Assistant Director	1 hour		
		Approve/sign permit and forward signed permit to Records Unit 	Director	1 hour		
		Affix permit number, CITES and agency seal, and date of issuance and expiry 	Records Unit	20 minutes		
		 Release permit to the applicant	Records Unit			
5	Applicant receive the original copy of CITES Import Permit					