

CITIZEN'S CHARTER PROCESS No. 7

Name of Agency : DENR (CENRO)  
 Frontline Service : APPLICATION FOR CERTIFICATE OF WILDLIFE REGISTRATION (CWR)  
 Schedule of Availability of Service : 8:00-5:00/Monday to 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	Files duly accomplished Application Form and submits documentary requirements	Receives/records application and forwards to PAWCZMS	Records Officer	1 Hour	Duly Accomplished Application Form	
		Prepares and signs Order of Payment	PAWCZMS		- Proof of purchase/ Deeds of Donation	
2	Pays fees	Issues Official Receipt	Bill Collector			
3	Submits Official Receipt.	Inspects and validates wildlife for registration	PAWCZMS	2 Days		
		Prepares Inspection Report and Indorsement to RED/RTD PAWCZMS furnishes copy to the PENRO	PAWCZMS			
		Signs Inspection Report and Indorsement	CENRO			
		Forwards documents to the RED,	Records Officer	3 Days		
		Receives, records and forwards documents to RED	ORED Receiving Clerk			
		Refers documents to RTD PAWCZMS	RED/Executive Assistant			
		Evaluates the documents and prepares CWR	PAWCZMS			
		Initials and forwards CWR to the RED	RTD - PAWCZMS			
		Approves the CWR	RED			
		Records, assigns control number and releases CWR to applicant Furnishes copy to CENRO	Records Officer			
4	Receives approved CWR					
