



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



Regional Memorandum Circular
No. 2023- 2023 12001

19 DEC 2023

**SUBJECT : GUIDELINES IN THE IMPLEMENTATION OF WILDLIFE
GRATUITOUS PERMIT ONLINE APPLICATION SYSTEM**

In view of the Region's desire to promote paperless transaction by shifting the process from manual to electronic application/automation process, a Wildlife Gratuitous Permit (GP) online application system was developed in order to ease the burden of clients on the in-person submission of application documents and for the DENR to fast track the processing and necessary approval of the desired Permit. For the efficient use and management of the web-based system, the following guidelines are hereby issued, to wit:

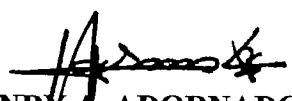
For Clients, URL: <http://denr10.com.ph/r10permits/wgp>

1. Prospective GP applicants shall upload GP application documents thru the link and ensure that the requirements to be attached are properly scanned, clear and readable, in **PDF** format with appropriate file name;
2. For research work that involves groups, or more than one (1) individual, only a representative from the group shall file and/or upload the application documents; and
3. Track the application status using the document **control number**.

For the DENR, URL: <http://denr10.com.ph/r10permits/login>

1. CENROs shall conduct review and evaluation of the application's supporting documents. If deficiencies are observed, immediately inform the applicant for the submission of the lacking documents. If the application is in order, endorse the application to the PENR Office;
2. The PENRO's Technical Service Division (TSD) shall endorse the application to the PENR Officer, and subsequently, the latter shall endorse the application to the Regional Office, thru the Licenses, Patents and Deeds Division (LPDD);
3. For implementing PENRO, the TSD shall conduct the necessary review and evaluation of the application, and if found in order, *to follow step number 2*;
4. The LPDD thru the Wildlife Permitting Utilization Section shall conduct further review of the application, attach the Official Receipt, upload the GP template, and endorse to the Assistant Regional Director for Technical Services (ARD-TS), thru the Chief, LPDD;
5. The ARD-TS shall return to LPDD if correction is needed and/or endorse the application to the Regional Executive Director for approval;
6. All concerned DENR Offices shall at all times check the GP online system for applications awaiting review/evaluation and/or endorsement; and
7. DENR Offices username and default password are attached herewith for your reference.

This Memorandum Circular shall take effect immediately and remain in force unless revoked and superseded by the undersigned.


HENRY A. ADORNADO, PhD
Regional Executive Director