



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
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NOV 07 2022

MEMORANDUM

FOR : **The Regional Executive Director**
DENR-MIMAROPA
DENR by the Bay, 1515 L&S Bldg., Roxas Blvd., Manila

FROM : **The OIC-Director**


SUBJECT : **INVITATION TO ATTEND THE ORIENTATION TRAINING ON THE ECITES PH**

This pertains to the eCITES PH, an online permitting system developed by this Bureau to facilitate the processing of permit applications for import, export, and re-export of CITES-listed species under the management jurisdiction of BMB.

In preparation to the pilot-testing, we are organizing an orientation training of the system to be held on December 6-7, 2022 (exclusive of travel time) in Tagaytay City. Relative thereto, may we invite two (2) personnel each from the Licenses, Patents and Deeds Division (LPDD) who are involved in the processing of wildlife permit applications to attend the said activity. We would highly appreciate receiving confirmation of attendance by accomplishing the online registration <https://forms.gle/8U65BtfE839VJmRE9> on or before 16 November 2022. Attached is a copy of the tentative programme of activities for further information and reference.

Should you have queries or clarifications, you may contact Ms. Grace Ulatan of the Wildlife Resources Division, this Bureau through Telefax No. (02) 8925-8952 to 53, or by e-mail at: wrdbmb.gov.ph.

For information and consideration.


NATIVIDAD Y. BERNARDINO



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UNITED NATIONS DECADE ON
**ECOSYSTEM
RESTORATION**
2021-2030

ORIENTATION TRAINING ON ECITES PH

Tagaytay City
December 6-7, 2022

TENTATIVE PROGRAMME OF ACTIVITIES

DATE AND TIME	ACTIVITY	RESPONSIBLE PERSON
DAY 1 (Dec. 6)		
8:30AM – 9:00AM	Registration	BMB Secretariat
9:01AM - 9:15AM	Prayer and National Anthem	BMB Secretariat
	Introduction of participants	
9:16AM - 9:25AM	Opening Message	Atty. Theresa M. Tenazas Officer-In-Charge, Wildlife Resources Division and Head, Legal Unit
9:26AM-9:45AM	Training Objective/Rationale	Ms. Nermalie M. Lita Chief, Wildlife Regulation Section BMB-Wildlife Resources Division
9:46AM-10:00AM	Break	
10:01-10:15AM	Introduction of eCITES PH	Video presentation
10:16AM-11:00AM	Overview of the Ecites PH -Features -Flow of the system Roles and access level of DENR Regional Office and Wildlife Traffic Monitoring Unit in the System	Ms. Mary Grace B. Ulatan EMS II BMB-Wildlife Resources Division
11:01AM-12:00Nn	Walkthrough of eCITES PH -How to create an account in the system -How to change password -How to update the profile details	Mr. Elliot Avena eCITES PH developer
12:01PM – 1:00PM	Lunch Break	
1:01PM – 3:00PM	Continuation on the Walkthrough - How to apply for a permit - Endorsement of application from DENR Regional Office to Director - Online Payment - WTMU Validation	Mr. Avena
3:01PM-3:15PM	Break	
3:16PM-4:30PM	Creation of Accounts	Mr. Alfredo Estigoy, Jr. IT Specialist BMB-Wildlife Resources Division
DAY 2 (Dec. 7)		
9:00AM-12:00Nn	Simulation Exercise	Mr. Avena, BMB-WRS Staff and Participants
12:01PM-1:00PM	Lunch Break	
1:01PM-2:45PM	Continuation on the Simulation Exercise	Mr. Avena, BMB-WRS Staff and Participants
2:45PM-3:00PM	Break	
3:01PM-4:00PM	Plenary Discussion/ Opening Forum	Mr. Avena, BMB-WRS Staff and Participants
4:01PM-4:30PM	Closing Program	Ms. Nermalie M. Lita