



**MEMORANDUM**

MAR 30 2022

**FOR :** **The Regional Executive Directors**  
DENR Regions III, MIMAROPA and XIII

**ATTN :** **Protected Area Superintendents**  
Mt. Mantalingahan Protected Landscape  
Masinloc-Oyon Bay Protected Landscape and Seascape  
Siargao Island Protected Landscape and Seascape  
Puerto Princesa Subterranean River National Park  
Cleopatra's Needle Forest Reserve

**FROM :** The Assistant Director

**SUBJECT :** **INVITATION TO THE INTER-AGENCY TECHNICAL WORKING GROUP (ITWG) FOR THE SUSTAINABLE INTERVENTIONS FOR BIODIVERSITY, OCEANS AND LANDSCAPES (SIBOL) PROJECT ON 11 APRIL 2022 AT SEDA HOTEL, QUEZON CITY**

Pursuant to DENR Special Order No. 2021-664 creating the Project Steering Committee (PSC), Inter-Agency Technical Working Group (ITWG), National Project Coordinating Unit (NPCU), and Regional Project Management Committee (RPMC) for the Philippines Sustainable Interventions for Biodiversity, Oceans and Landscapes (SIBOL) Project, the SIBOL Project will be conducting its first ITWG Meeting on April 11, 2022, Monday, 9:00AM-4:00PM at Seda Hotel, Quezon City.

The said Meeting aims to attain the following objectives:

1. To orient members of the ITWG about SIBOL and present the workplan, progress report and immediate activities,
2. To orient them of their duties and responsibilities as well as their relationship with the Project Steering Committee (PSC), National Project Coordinating Unit (NPCU), and Regional Project Management Committee (RPMC) and,
3. To develop agenda for convening the first Project Steering Committee (PSC) meeting

The Sustainable Interventions for Biodiversity, Oceans and Landscapes (SIBOL) Project is a five-year project being implemented in partnership with the DENR, BFAR and the Philippine Council for Sustainable Development, along with the Research Triangle Institute (RTI) and its consortium partners namely Resources, Environment and Economics Center for Studies, Inc. (REECS), Center for Conservation Innovations (CCI), Forest Foundation Philippines (FFP), and Zoological Society of London (ZSL). It aims to improve natural resources governance, sustainably manage natural resources, and reduce environmental crimes by promoting positive environmental behavior. It has field

offices in Siargao Island Protected Landscape and Seascape (SIPLAS) in Surigao del Norte; Mount Mantalingahan Protected Landscape (MMPL), the Puerto Princesa Subterranean River National Park (PPSRNP) and the Cleopatra's Needle Critical Habitat (CNCH) in Palawan; and Masinloc-Oyon Bay Protected Landscape and Seascape (MOBPLS) in Zambales.

All expenses such as food, supplies and other allowable expenses to be incurred in the conduct of this meeting shall be charged to USAID SIBOL Project. Participants shall also ensure that COVID-19 minimum health and safety protocols issued by the IATF, DOH, concerned Local Government Units, and other relevant authorities are observed.

Please be informed that members of the ITWG are the PASus of abovementioned protected areas. Hence, we would appreciate receiving **confirmation of their attendance through [bit.ly/ITWGMeet](https://bit.ly/ITWGMeet) on or before 6 April 2022**. Attached is the copy of the SO 2021-664 and the provisional program.

For queries or clarifications, you may contact Mr. Mar Guidote, Deputy Chief of Party – USAID SIBOL Project, thru email ([mguidote@ph-sibol.org](mailto:mguidote@ph-sibol.org)) or Mr. Jobert John Bandol of the Bureau's National Parks Division thru email ([jobert.bandol@bmb.gov.ph](mailto:jobert.bandol@bmb.gov.ph)).

For information and consideration.

  
AMELITA D.J. ORTIZ



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



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**Department of Environment and Natural Resources**

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NOV 23 2021

**Special Order**  
No. 2021-661

**SUBJECT : CREATION OF THE PROJECT STEERING COMMITTEE (PSC), INTER-AGENCY TECHNICAL WORKING GROUP (ITWG), NATIONAL PROJECT COORDINATING UNIT (NPCU), AND REGIONAL PROJECT MANAGEMENT COMMITTEE (RPMC) FOR THE PHILIPPINES SUSTAINABLE INTERVENTIONS FOR BIODIVERSITY, OCEANS AND LANDSCAPES (SIBOL) PROJECT**

In the interest of the service and to ensure the efficient and effective implementation of the USAID-funded project entitled, "Philippines Sustainable Intervention for Biodiversity, Oceans and Landscapes (SIBOL)," a Project Steering Committee (PSC), Inter-agency Technical Working Group (ITWG), National Project Coordinating Unit (PCU), and Regional Project Management Committee (RPMC) are hereby created with members and functions, as follows:

**I. Project Steering Committee (PSC)**

**A. Composition**

Chairperson: Undersecretary for Policy, Planning and International Affairs, Department of Environment and Natural Resources

Co-Vice Chairpersons: Director, Biodiversity Management Bureau (DENR-BMB)  
Director, Department of Agriculture-Bureau of Fisheries and Aquatic Resources (DA-BFAR)

Members (members of the PSC shall be composed of at least Director level or its equivalent):

1. National Commission on Indigenous People (NCIP)
2. National Economic Development Authority (NEDA)
3. Palawan Council for Sustainable Development (PCSD)
4. Chief, Environment Office, United States Agency for International Development
5. Chief of Party, SIBOL
6. DENR - Forest Management Bureau (DENR-FMB)
7. DENR - Policy and Planning Service (DENR-PPS)
8. DENR - Foreign-Assisted and Special Projects Service (DENR-FASPS)
9. DENR - Knowledge and Information Systems Service (DENR-KISS)
10. DENR - Environmental Law Enforcement and Protection Service (DENR-ELEPS)
11. DENR Regional Office III
12. DENR Regional Office MIMAROPA
13. DENR Regional Office XIII

**B. Functions of the PSC**

The PSC's main function is to provide overall guidance and direction to ensure the effective implementation of the SIBOL project. Specifically it shall:

### **III. National Project Coordinating Unit (NPCU)**

#### **A. Composition:**

The National Project Coordinating Unit (NPCU) for SIBOL Project shall be lodged at the BMB through the National Parks Division and shall be supported by sufficient number of staff from the SIBOL Team. The NPCU shall be under the oversight of the BMB Director.

#### **B. Functions:**

1. Coordinate activities in support of the project;
2. Submit reportorial requirements to concerned oversight offices/agencies;
3. Provide guidance and assistance in organizing activities, workshops and training courses of the Project;
4. Serve as repository of all project information and documents;
5. Make available all information and documents necessary for the accomplishment of the objectives of SIBOL; and
6. Act as Secretariat to the PSC and ITWG.

### **IV. Regional Project Management Committee (RPMC)**

#### **A. Composition**

Chairperson: Regional Executive Director, DENR  
Co-Chairperson: Governors of concerned provinces

#### **Members:**

1. BFAR Regional Offices concerned
2. National Commission on Indigenous People Provincial Offices concerned
3. Environment and Natural Resources Office or equivalent office of Provincial Governments concerned
4. Civil Society Organizations concerned
5. Site Team Leads, SIBOL
6. DENR Provincial Environment and Natural Resources Offices concerned
7. DENR Community Environment and Natural Resources Offices concerned
8. Conservation and Development Division of DENR Regions III, MIMAROPA and XIII
9. Enforcement Division of DENR Regions III, MIMAROPA and XIII
10. Planning and Management Division of DENR Regions III, MIMAROPA and XIII

#### **B. Functions:**

The RPMC's main function is to provide guidance at the regional and local levels.

1. Provide advice at regional and local levels;
2. Review the accomplishments and deliverables of the Project under their administrative jurisdictions; and
3. Ensure that project activities and accomplishments are properly coordinated, documented and reported.

The RPMC shall meet every quarter or as deemed necessary.

The concerned DENR Regional Offices shall designate their own focal field units as PCUs (Field PCUs) through Special Orders signed by their respective Regional Executive Directors (REDs). The Field PCUs shall be supported by sufficient number of staff from the SIBOL Site Teams. All communications by the SIBOL Team to the Field PCUs, other Government Agencies, and stakeholders, shall be coursed through the National



## 1st Inter-Agency Technical Working Group (ITWG) Meeting for USAID SIBOL Project

Venue: Seda Hotel, Quezon City

Date: 11 April 2022

Time: 9:00 AM to 4:00 PM

### *Provisional Program*

Time	Activity	Person Responsible
8:30 AM – 9:00 AM	Arrival and Registration	Secretariat
9:00 AM – 9:15 AM	<b>Opening program:</b> <ul style="list-style-type: none"> <li>Prayer</li> <li>National anthem</li> </ul>	Secretariat
9:15 AM – 9:30 AM	<b>Opening Remarks</b>	<b>Ms. Amelita DJ. Ortiz</b> <i>Assistant Director, BMB</i> <i>Chair, SIBOL ITWG</i>
9:30 AM – 10:00 AM	<b>Introduction of ITWG members</b>	ITWG members to be facilitated by the Chair
10:00 AM – 10:05 AM	Review and Approval of the Agenda	<b>Ms. Amelita DJ. Ortiz</b> <i>Assistant Director, BMB</i> <i>Chair, SIBOL ITWG</i>
10:05 AM – 10:45 AM	<b>Agenda 1:</b> SIBOL Project Orientation	<b>Dr. Ernesto S. Guiang</b> <i>Chief of Party, USAID</i> <i>SIBOL Project</i>
10:45 AM – 11:15 AM	<b>Agenda 2:</b> Presentation of SIBOL Project's Year 2 Work Plan and Project Progress to date	
11:15 AM – 12:00 NN	Open Forum	
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 1:30 PM	<b>Agenda 3:</b> Orientation on the DENR Special Order No. 2021-664 – "Creation of the Project Steering Committee (PSC), ITWG, National Project Coordinating Unit (NPCU), and Regional Project Management Committee (RPMC) for the SIBOL Project"	<b>Mr. Mar Guidote</b> <i>Deputy Chief of Party,</i> <i>USAID SIBOL Project</i> Mr. Mar Guidote
1:30 PM – 2:15 PM	Open Forum	
2:15 PM – 3:00 PM	<b>Agenda 4:</b> Schedule of the next ITWG Meeting and Planning for the convening of the 1 <sup>st</sup> Project Steering Committee (PSC) meeting	
3:00 PM – 3:30 PM	Next steps	<b>Mr. Mar Guidote</b>
3:30 PM – 3:45 PM	<b>Closing Remarks</b>	<b>Dr. Ernesto S. Guiang</b>

