



MAY 19 2021

MEMORANDUM

TO : The PENRO, Palawan

ATTENTION: The CENRO, Quezon
The Protected Area Superintendent (PASu) of Rasa Island
Wildlife Sanctuary (RIWS)

FROM : The Regional Executive Director

SUBJECT : **SUBMISSION OF MANUAL OF OPERATIONS OF
PROTECTED AREA MANAGEMENT BOARD (PAMB) OF
RASA ISLAND WILDLIFE SANCTUARY (RIWS) IN
NARRA, PALAWAN**

05-31-2021 4-5365

We acknowledge receipt of your memorandum dated 25 January regarding the above subject.

Per review, hereunder are the comments and recommendations to the RIWS PAMB Manual of Operations pursuant to BMB Technical Bulletin No. 2017-04: ✓

I. Article I: Mission and Vision (page 1)

1. **Vision Statement:** The vision should be a complete statement reflecting the long-term goals and guiding principles of the PAMB. Instead of a colon mark, this can be changed to word/s to convey a complete statement.
2. **Logo:** The logo may incorporate the year when the RIWS was proclaimed / established.

II. Article II: Basic Policy (page 2)

3. **Section 1. Basic Policy:** This section can be separately recognized as "Legal Basis" for the relevant laws and regulations in the establishment of RIWS, and as "Basic Policy" on the primary policies governing the PAMB. Specific provisions of the law that create the PAMB can also be highlighted.

III. Article III: The PAMB EnBanc Composition, Functions, Rights and Duties (pages 2-4)

Section 11 of RA 11038 or the ENIPAS Act of 2018 and Rule 11 DAO 2019-05 or the ENIPAS IRR specified the composition, powers and functions of the PAMB. The PAMB Manual of Operations should be consistent with the said provisions and should not deviate especially on the PAMB membership and composition.

4. Section 1. Membership of the RIWS-MB:

- a. This section can be titled as "Membership of the RIWS-PAMB" (general comment)
- ✓ b. The Executive Director of Palawan Council of Sustainable Development (PCSD) is not considered as a part of the PAMB membership. PCSD representative can be invited to PAMB meetings to serve as resource speaker only.

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- c. Only one (1) representative from academic institution is required for the PAMB membership. He/she may serve a maximum of two (2) terms (six years, three years per term). Additional representation from another academic institution can be invited to PAMB meetings as resource speaker only or may take turns after expiration of the membership.
- d. ENIPAS has specifically indicated the composition of PAMB membership and the admission of non-voting members can be considered inconsistent with the law. The enlisted non-voting members should be regarded as resource speakers together with other representatives that are considered to have vital roles in the PA management but are not included in the PAMB membership. These resource speakers may be invited as deemed necessary or depending on the concerns or agenda of the PAMB.
- e. Incorporate the provision of RA 9710 or The Magna Carta for Women, at least forty (40%) of the PAMB members shall be women.
- f. PAMB Organizational chart with terms of office is highly recommended.

5. Section 2:

- a. This section can be titled as "Official Representatives and Alternates"
- b. It is recommended to enlist the PAMB members who can only be allowed to have permanent alternates as specified in the law which are:
 - i. Governor
 - ii. District representative/s
 - iii. Mayor/s
 - iv. Regional Directors of DA, NEDA and DND

6. Section 3: Powers and Functions of the PAMB (pages 4-5)

- a. The functions can also be categorized into two: policy-making and administrative functions.
- b. (m) Delineation and demarcation of the PA boundaries are functions of DENR and not the PAMB. However, the PAMB should facilitate and be informed on the conduct of such activities and its results. (Consider revising / rephrasing)
- c. (o) "General Management Plan" should be revised to "Protected Area Management Plan (PAMP)".

IV. Article IV: Selection, Qualifications, Term of Office and Ground for Removal (pages 6-7)

7. Section 1. Selection and Appointment of RIWS-MB:

- a. This can be merged with Section 2 since Section 1 is more of qualifications / requirements to be a PAMB member. It can be titled as "Qualifications, Selection Process and Appointment of RIWS-PAMB".
- b. Section 2 can be referred to as "General Qualifications" while the specific selection criteria in Section 1 can be merged together and referred to "Specific Criteria / Qualification".
- c. The actual selection process and requirements listed under DAO 2019-05 Rule 11.4 to 11.7 should also be incorporated for reference and can be referred to as "Selection Process and Documentary Requirements".
- d. (1.1.) NGOs and POs should have been in existence for at least five (5) years and with track record in or related to PA management. (RA 11038; Section 11 h)
- e. (1.2) Ex-officio members of the PAMB by virtue of their elective position shall serve for the duration of their respective terms of office in their respective elective government positions. (RA 11038, Section 11, paragraph 1). Allowing continuity of representation depending on the option of incoming PAMB member will be inconsistent with this provision.
- f. (1.3) IP representative should be recognized by the NCIP (RA 11038; Section 11 i)

- g. Only the qualified NGO / PO, IPs, academe and private sector representatives will be issued with Certificate of Appointment signed by the DENR Secretary. (RA 11038, Section 11, paragraph 2)

8. Section 3. Term of Office and Compensation:

- a. Term of Office for ex-officio members: Ex-officio members of the PAMB by virtue of their elective or appointive position shall serve for the duration of their respective terms of office in their respective elective or appointive government positions. (RA 11038, Section 11, paragraph 1)
- b. Term of Office for NGOs/POs, IP, academe and private sector: They shall each serve a term of three (3) years and may be reappointment for another term. (RA 11038, Section 11, paragraph 2)
- c. Compensation: The members of the PAMB shall serve without compensation, except for the actual and necessary travelling and subsistence expenses incurred in the performance of their duties subject to existing rules and regulations (RA 11038, Section 11, paragraph 3)
- d. Actual and necessary travelling and subsistence expenses incurred in the performance of the duties of a PAMB member is subject to availability of funds and authorized through a PAMB resolution. Fund source, requirements and allowable claims for this matter can be specified on this section.

9. Section 4. Disqualification and Removal:

- a. May also refer to RA 11038, Section 11, paragraph 4.
- b. Policies on disciplinary measures should already be identified and incorporated in this PAMB Manual of Operations to ensure that proper code of conduct and work ethics are implemented in the PAMB.
- c. Procedures on disqualification and dismissal should already be identified and incorporated as a separate section.
- d. It is encouraged that a mechanism for PAMB performance review is formulated to support the provisions of this section. PAMB performance review can be incorporated under the duties and functions portion.
- e. The PAMB may assign a specific committee to handle internal conflicts, grievance and dispute resolutions. Procedures on filing of complaints should be identified and handled by the same. Can be incorporated as separate section with subsequent revision of related article title and should be consistent with the provisions on working committees.

V. Article V: The PAMO, PASu Functions and its Duties and Responsibilities (pages 8-9)

10. Section 1. The PAMO:

- a. The provisions should be specific for RIWS.
- b. Indicate the official PAMO address.
- c. Specify the composition / personnel complement of the PAMO thru an organizational chart.

11. Section 2. PASu Functions, Duties and Responsibilities:

- a. Ensure that the enlisted functions are consistent with RA 11038, Section 11-B.

VI. Article VI: Meetings (pages 9-10)

12. Section 1. Regular PAMB En Banc Meetings:

- a. Can be titled "Regular and Special PAMB EnBanc Meetings" or separate section for Special Meetings
- b. Include additional provision/section for the conduct of committee meetings

- c. May include provision for invitation of resource speakers and observers

13. Section 2. Notices:

- a. Specify the office or person responsible for distribution of the notices of the meeting
- b. Specify that the notice shall state the provisional agenda
- c. Pertinent documents such as copy of the minutes of the meeting, proposal and presentations should be given in advance together with the notice of meeting.

14. Section 4. Quorum:

- a. May include provision on the determination of quorum through roll call and how to proceed in the absence of quorum.

15. Section 5. Presiding Officer:

- a. Specify that the DENR Regional Executive Director as the PAMB Chairperson shall preside all PAMB meetings. In the absence of the PAMB Chair, any member may nominate and elect Presiding Officer by highest number of votes of those in attendance. Only duly appointed PAMB member shall be voted as Presiding Officer.

16. Section 6. Minutes of the Meeting:

- a. Should detail the appropriate content and flow of the minutes of the meeting, manner of reading and approval, appropriate signatories and submission to proper offices.
- b. Should also include provision on the PAMB resolutions and subsequent revision of section title

VII. Article VII: Executive Committee and other Working Committees (pages 10-16)

17. Section 1. Executive Committee

- a. May use an organizational chart to reflect the composition of the ExeCom
- b. Only members of the PAMB (as specified in Section 11 of RA 11038) shall compose the ExeCom and other working committee.
- c. The ExeCom shall be formed by virtue of a PAMB resolution and should be specified on this section.

18. Section 2. Meeting of the ExeCom and Determination of Quorum

- a. Can be retained as a section under this article or incorporated in Article VI. Meetings
- b. Determine the frequency or initial schedule of the ExeCom meeting, such as prior weeks before the PAMB EnBanc schedule.

19. Section 3. Delegated Powers and Function of the ExeCom

- a. Since the ExeCom was formed by virtue of a PAMB resolution, its delegated functions and powers should also be incorporated in the said resolution, and should be specified on this section.
- b. The PAMB EnBanc is encouraged to carefully determine functions that can be delegated to the ExeCom especially in the review and recommendation of projects, proposals and policies.

20. Section 4. Working Committees and its Functions

- a. Committee members should come from the members of the PAMB. Experts, resource persons and other representatives can be invited to participate.
- b. May use an organizational chart to reflect the composition of the committees
- c. The composition of committee membership should be determined by the PAMB EnBanc based on relevant experience, expertise and qualifications, not by the head of the committee.

- d. The members shall select among themselves their respective Chairperson
- e. The creation of the committees, its members and functions should be done by virtue of a PAMB resolution.

VIII. Article VII: Funds, Sources and Disbursement (pages 16-18)

- a. Should be Article VIII

IX. Section 4. Amount of Fees and Charges

- a. Fees and charges should be specified in this section consistent with the PAMP.

IX. Article VIII – XII: Calendar - Effectivity (page 18)

- a. Should be Article IX and revise the succeeding article numbers

Other recommendations:

- a. Review proper grammar, form and style
- b. Specific provisions / policies / rules / requirements are better than generalized provisions since this manual will be the reference of the activities and operations of the PAMB
- c. Illustrations, graphs, tables, charts and flowcharts can be employed for better understanding
- d. Include additional provisions:
 - i. PAMB Procedures based on responsibility / function (Checklist / flowchart of activities, proposal / project / policy review, issuance of clearances etc.)
 - ii. Monitoring and Evaluation
 - iii. Administrative Operation
 - iv. Review and Updating of the Manual

In line with this, you are hereby instructed to review and revise the RIWS PAMB Manual of Operations based on the above recommendations. Submit revised manual with corresponding PAMB Resolution for affirmation and submission to BMB.

For your information and compliance.

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Department of Environment
and Natural Resources
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