



CITIZEN'S CHARTER NO. BMB-NPD-02. Review and Evaluation of Application for Special Use Agreement in Protected Areas (SAPA)

Special Use Agreement in Protected Areas (SAPA) refers to a binding instrument between the DENR, as the first party, and the project proponent as the second party, relating to the use and/or development of land, resources or facilities within protected areas, pursuant to the NIPAS Act, as amended

Office or Division:	National Parks Division	
Classification:	Complex	
Type of Transaction	G2C - Government to Citizen G2B - Government to Business G2G – Government to Government	
Who may avail:	All natural born Filipino	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
General Requirements		
1. Duly accomplished application Form	PA Management Office	
2. Certified copy of birth certificate (for individuals) or ownership (for corporations)	PSA, SEC	
3. Project description supported by maps and pictures of the proposed area, development plan, timetable and description of activities from preparation to project implementation. The description should show sustainable management and development	Project Proponent	
4. Proof of financial capability to manage and develop the area applied for based on paid-up capital and/or collateral real properties (Audited Financial Statements)	Project Proponent	
5. Free and Prior Informed Consent (FPIC) of concerned IPs, as the case maybe	NCIP, IPs concerned	
For Individual Applicants		
6. For tenured migrant/s, a certification from the concerned Protected Area Superintendent	PA Management Office	
7. In case of application of qualified applicants other than the PACBRMA holder within PACBRMA areas, a MOA between the proponent and PACBRMA holder is necessary	Project Proponent	



8. For IPs applying for areas outside their ancestral land/domain, a certification from the Regional/Provincial NCIP that the applicant is an IP living within the protected area		NCIP		
For Groups/Corporations/Associations/Cooperatives/NGOs				
9. Copy of SEC registration, Articles of Incorporation and by-laws. A resolution of the governing board designating the authorized representative of the said corporation, association, or partnership, if applicable		SEC, Proponent		
10. Copy of the Resolution or Ordinance approved by the respective Sangguniang Panlalawigan/Panlungsod/Bayan, if the applicant is a Local Government Unit. It shall specify the authority of the Local Chief Executive of the concerned LGU that he/she is authorized to enter into a contract and she/he acts for and on behalf of the LGU		Sangguniang Panlalawigan/ Panlungsod/ Bayan		
11. For cooperatives, a Certificate of Registration with the Cooperative Development Authority		Cooperative Development Authority		
Other Requirements				
12. Clearance/Disapproval of the Application issued by RED		Office of the RED		
13. Comprehensive Development and Management Plan		Proponent		
14. Environmental Compliance Certificate		DENR-EMB		
15. PAMB resolution recommending the approval of SAPA application		PAMB		
16. Map showing project site overlaid on the Management Zones in the PAMP		PAMO in coordination with the proponent		
17. Administrative Fee amounting to PhP 5,000.00		Proponent (PENRO to receive payment)		
18. Rehabilitation Plan		Proponent		
19. Posting of Rehabilitation/Performance bond in a form of surety bond or cash equivalent to 25% of the rehabilitation cost as reflected in the development plan (CDMP)		Proponent		
20. Map showing the project site location in shapefile in relation to the 40-meter easement shall be submitted		PAMO in coordination with the proponent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE



1. Submit accomplished Application Form with complete supporting requirements	1. Receives Application Form with complete Supporting Documents and forward to the Division Chief	None	5 mins	Clerks National Parks Division
	2. Conduct initial evaluation and forward to concerned section	None	30 mins	Division Chief National Parks Division
	3. Re-evaluate application and forward to assigned Technical Staff	None	30 mins	Section Chief National Parks Division
	4. Evaluate documents and draft comments with recommendations and action documents	None	2 days	Technical Staff National Parks Division
	5. Forward to Section Chief documents and draft comments with recommendations and action documents	None	3 mins	Technical Staff National Parks Division
	6. Review and provides comments/inputs/further instructions and return to assigned Technical Staff	None	1 day	Section Chief National Parks Division
	7. Refine draft action documents and forward to Section Chief	None	1.5 hrs (grammar and style correction) plus 2 days for further research	Technical Staff National Parks Division
	8. Review the documents and forward to the Division Chief	None	7 hrs	Section Chief National Parks Division



	9. Review and provide comments/inputs/further instructions and forward to the Section Chief	None	4 hrs	Division Chief National Parks Division
	10. Review documents/further instruction from Division Chief and forward to the assigned Technical Staff	None	2 hrs	Section Chief National Parks Division
	11. Refine/finalize action documents; affix initials on the memo and forward to Section Chief	None	1 hr	Technical Staff National Parks Division
	12. Review documents, affix initial on the memo and forward to Division Chief	None	30 mins	Section Chief National Parks Division
	13. Final Review and affix initials on the Memo	None	30 mins	Division Chief National Parks Division
	14. Scan/photocopy and record Memo/ basic relevant documents	None	3 mins	Clerk National Parks Division
	15. Forward document to the Office of the Assistant Director	None	2 mins	Clerk National Parks Division
TOTAL:		None	5 days, 17.5 hours and 16 minutes	

This service is under the following laws:

- *Republic Act 7586 or the National Integrated Protected Areas System (NIPAS) Act of 1992, as amended by RA 11038 or the Expanded NIPAS Act of 2018*
- *DENR Administrative Order No. 2007-17 or the Rules and Regulations Governing Special Uses within Protected Areas*
- *DENR Administrative Order No. 2018-05 or the Addendum to DENR Administrative Order No. 2007-17 on the Rules and Regulations Governing Special Uses within Protected Areas*