



CITIZEN'S CHARTER NO. BMB-NPD-01. Review of Proposed Protected Area Community-Based Resource Management Agreement (PACBRMA)

PACBRMA - is an agreement entered into by and between the DENR and organized tenured migrant communities or interested indigenous people s in protected areas and buffer zones which has a term of twenty-five (25) years and renewable for another twenty-five (25) years.

Office or Division:	National Parks Division	
Classification:	Complex / Highly Technical	
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
1. Accomplished application form		PAMO
2. Certificate of Registration of the PO		Registering authority (CDA, SEC, etc...)
3. List of officers or in case of indigenous people, list of council elders or other similar indigenous governing body in the area		PO, IP/ICC Organization
4. List of members, including address and complete name of spouse, if any, and certified by PAMB as qualified tenured migrants; and		PO, IP/ICC Organization
5. Resolution from the members of the PO allowing its president or head to file the PACBRMA application or in the case of indigenous peoples, proof of consent from the council of elders or other similar indigenous governing body of their interest to apply for PACBRMA		PO, IP/ICC Organization
6. List of approved tenured migrants		
Additional requirements if any		
FPIC/NCIP certification		NCIP



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 Division chief	None	8 mins	Clerk
	2. Initial Evaluation of the Application and gives instruction	None	30 mis	Clerk
	3. Records instructions and forward documents to the concerned section	None	10 mins	Clerk
	4. Initial evaluation and forward to concerned Technical Staff	None	30 mins	Section Chief
	5. a) Evaluate documents b) drafts comments and recommendations and action documents c) Forward to Section Chief	None	2 days	Technical Staff
	6. a) Review and provides comments/inputs/further instructions b) Forward to assigned Technical Staff	None	1 day	Section Chief
	7. Refine draft action documents and forward to Section chief	None	1.5 hrs (grammar and style correction) plus 2 days	Technical Staff



			(further research)	
	8. Review the documents and forward to the Division Chief	None	4 hrs	Section Chief
	9. Review and provide comments/inputs/further instructions and return to the Section Chief	None	4 hrs	Division Chief
	10. Review documents/further instruction and forward to the Technical staff	None	2 hrs	Section Chief
	11. Refine/finalize action documents; affix initials and forward to Section chief for review	None	1 hr	Technical Staff
	12. Review, affix initials and forward to Division Chief	None	30 mins	Section Chief
	13. Final Review and affix initials	None	30 mins	Division Chief
	14. Record, scan/photo copy action Memo and relevant basic documents	None	30 mins	Clerk
	15. Forward to the Office of the Assistant Director	None	5 minutes	Clerk
TOTAL:		None	5 days, 14.5 hours and 53 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. 2004-32 or the Revised Guidelines on the Establishment and Management of Community-Based Program in Protected Areas*