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BMB MEMORANDUM CIRCULAR

No. 2017 - 03

SUBJECT: ADOPTION OF THE BMB FUNCTIONAL AND ORGANIZATIONAL STRUCTURE ON TECHNICAL CONCERNS

Pursuant to Executive Order No. 366 entitled "Directing a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees Who may be Affected by the Rationalization of the Functions and Agencies of the Executive Branch", and consistent with the DENR Rationalization Plan approved by the Department of Budget and Management on 16 October 2013, and DENR Administrative Order No. 2014-01, the functions of BMB and its technical divisions under the rationalized DENR Structure and Functions are hereby defined and adopted.

SECTION I. Mandate

The BMB, as one of the staff Bureaus of the DENR, shall be responsible for the formulation of policies, plans and programs for the management of an integrated protected area system (NIPAS) and Other Effective Area-Based Conservation Measures (OECMs), wildlife and coastal and marine ecosystems conservation. It shall likewise monitor and assess the implementation of policies, plans and programs on conservation of biological diversity and other relevant laws, rules and regulations. As part of mainstreaming biodiversity across sectors, BMB shall link up with appropriate governmental and non-governmental entities, including the academe, civil society organizations and the private businesses through partnership development in biodiversity conservation and management at the ecosystems, species, and genetic level. The BMB shall push for the attainment of its vision "*Philippine Biodiversity that provides natural resiliency and sustained benefits for all*".

SECTION II. Mission and Goals

To accomplish the BMB's mandate and to realize its vision, the BMB shall pursue and implement the following:

Mission: To conserve and sustainably manage the country's biodiversity.

Goals :

- a. Preventing species extinction;
- b. Strengthening the implementation of NIPAS and fostering other effective area-based conservation measures;
- c. Promoting biodiversity-friendly practices/enterprises; and
- d. Mainstreaming biodiversity across local, sectoral and national development plans and programs.

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SECTION III. Organizational Structure and Functions

The BMB shall consist of five (5) technical Divisions namely, National Parks Division, Wildlife Resources Division, Coastal and Marine Division, Biodiversity Policy and Knowledge Management Division, and Caves & Wetlands and other Ecosystems Division. The Ninoy Aquino Parks and Wildlife Center and the administrative and finance units including the Office of the Assistant Director of BMB shall be directly under the Office of the Director. The BMB Director shall have the authority and responsibility to carry out the mandates of the Bureau, discharge its powers, authorities and functions and accomplish its goals. She/He shall be assisted by the Assistant Director, Division Chiefs and junior officials and staff in the discharge of his/her functions. The Organizational Structure is attached as an Annex A.

The different Divisions and their functional responsibilities are as follows:

1. National Parks Division (NPD)

The National Parks Division shall formulate, review and recommend policies, strategies, plans and programs for the management and development of terrestrial protected areas as well as the local communities pursuant to the National Integrated Protected Areas System Act (RA 7586); develop standards on tenurial instruments, ecotourism program including buffer zone; conduct policy-related studies and provide technical assistance for the management of terrestrial protected areas, as well as the local communities and indigenous peoples within and around these Protected Areas (PAs) and Buffer Zones (BZs); develop and undertake capacity building programs; update and maintain data and information on PAs under NIPAS; and perform other functions that may be assigned by higher authority.

1.1 Protected Area Resources Management and Protection Section

- a. Develop an integrated program/master plan for the Philippine protected areas system;
- b. Formulate and recommend policies, guidelines, strategies, plans and programs governing the management and protection of the bio-physical resources of terrestrial protected areas under NIPAS;
- c. Review and recommend terrestrial areas for establishment or disestablishment as protected areas under NIPAS;
- d. Recommend systems and procedures for assessment, monitoring and reporting of bio-physical resources within protected areas;
- e. Develop and implement capacity building programs on the effective management and protection of terrestrial protected areas;
- f. Provide technical assistance to DENR field offices on the management of the biophysical resources of terrestrial protected areas;

- g. Monitor and evaluate implementation of policies, plans and programs on the management and protection of the national protected areas system and component terrestrial protected areas;
- h. Support the preparation and implementation of communications, education and public awareness program for the management and protection of terrestrial protected areas;
- i. Provide inputs to the protected area database; and,
- j. Perform other functions as may be assigned.

1.2 Community Management and Sustainable Financing Section

- a. Formulate and recommend policies, guidelines, plans, and programs on community management including conduct of SEAMS, issuance of tenurial instruments and PACBRMA in terrestrial protected areas and their buffer zones;
- b. Develop and recommend strategies and mechanisms for the sustainable financing of the national protected areas system;
- c. Recommend strategies, mechanisms and instruments for promoting sustainable use of biodiversity resources in terrestrial protected areas and their buffer zones;
- d. Formulate policies, standards, systems and procedures for ecotourism development including provisions and maintenance of facilities and infrastructures within protected areas;
- e. Provide technical assistance to DENR field Offices in the implementation of plans and programs related to community-based resource management and sustainable financing mechanisms within protected areas and their buffer zones;
- f. Develop and implement capacity building programs on community management, ecotourism development and sustainable financing;
- g. Support the preparation and implementation of communications, education and public awareness program on community management and ecotourism development in terrestrial protected areas and their buffer zones;
- h. Monitor and evaluate implementation of policies, plans and programs on the community management, ecotourism development and sustainable financing in terrestrial PAs and their BZ;
- i. Provide inputs to the protected area database; and,
- j. Perform other functions as may be assigned.

2. Wildlife Resources Division (WRD)

The Wildlife Resources Division shall formulate, review and recommend policies, strategies, plans and programs for the protection, conservation and sustainable use of wildlife resources in the country pursuant to RA 9147; develop standards on the management of wildlife resources in captivity, including establishment of zoos, botanical gardens, wildlife rescue centers and similar facilities; develop and coordinate implementation of policies and strategic programs to manage the risks of invasive alien species (IAS) to native species and ecosystem/habitats; develop and undertake capacity building programs for wildlife species conservation, including policy implementation and enforcement; be responsible for the implementation of the Philippine commitments to the Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES) as Management Authority for terrestrial species, and relevant provisions of the Convention on Biological Diversity (CBD); serve as focal point of the Bureau on matters pertaining to the Convention on Migratory Species of Wild Animals (CMS); update and maintain data and information on Philippine wildlife resources and critical habitats; provide guidance and technical assistance on the management of wild flora and fauna; and perform other functions that may be assigned by higher authority.

2.1 Wildlife Regulation Section

- a. Formulate and recommend policies, plans and programs for the sustainable use of wildlife resources;
- b. Serve as the focal unit in the implementation of the Philippine commitments under the Convention on International Trade in Endangered Species in Wild Fauna and Flora (CITES) and as such:
 - i. Regulate the international trade of wild flora and fauna following the system and standards established by the CITES;
 - ii. Review/evaluate trade in Philippine wildlife and prepare proposals for the amendment/updating of Philippine species under CITES listings;
 - iii. Review and endorse applications for registration of commercial wildlife breeding operations to the CITES;
 - iv. Monitor facilities engaged in the commercial breeding/propagation of CITES-listed species;
 - v. Administer the CITES Electronic Permitting and Management Information System (CEPMIS); and,
 - vi. Comply with reporting requirements of the CITES.
- c. Prepare/update the list of economically-important wildlife species (wild plants and animals) for harvest and direct trade purposes;

- d. Develop/recommend standards for the sustainable utilization of wildlife resources and formulate measures for the equitable sharing of benefits derived from such utilization;
- e. Monitor and evaluate implementation of plans, programs and policies related to the utilization of wildlife resources;
- f. Monitor compliance to wildlife permits /instruments including access and benefit sharing agreements;
- g. Coordinate with and provide technical assistance to DENR Regional/Field Offices in the implementation of activities on sustainable use of wild flora and fauna and enforcement of wildlife laws, rules and regulations;
- h. Maintain updated data /information and prepare reports on wildlife regulations and compliance;
- i. Develop and implement capacity building programs on wildlife policy implementation and enforcement;
- j. Facilitate dissemination and exchange of information on wildlife regulations, including compliance status and sustainable use of wildlife resources;
- k. Coordinate with and provide technical assistance to DENR Field Offices in the implementation of activities on sustainable resource use of wild flora and fauna and enforcement of wildlife laws, rules and regulations; and,
- l. Perform other functions as may be assigned.

2.2. Wildlife Conservation Section

- a. Formulate and recommend policies, plans and programs for the conservation, protection and management of wildlife resources and critical habitats;
- b. Recommend strategies for in-situ and ex-situ conservation of wildlife, including measures to maintain/enhance genetic diversity and prevent/control invasive alien species;
- c. Develop and coordinate implementation of programs, policies and strategies for the management of risks of invasive alien species (IAS);
- d. Develop/enhance standards on wildlife baselining and population monitoring;

- e. Facilitate the documentation of, and maintain updated data/information on, Philippine wildlife, including species distribution, uses, population and conservation status;
- f. Update the national list of threatened wildlife;
- g. Develop and implement technical capacity building programs for regional/field counterparts on the conservation and management of wildlife;
- h. Develop communication, education, participation and awareness (CEPA) programs on wildlife conservation;
- i. Spearhead the mobilization and operation of special bodies, committees, and working groups created by the DENR such as the National Wildlife Management Committee, the Philippine Plant Conservation Committee (Philippine Red List Committee for Wild Flora), the Philippine Wild Fauna Conservation Committee (Philippine Red List Committee for Wild Fauna), the Philippine Eagle Working Group, the National Committee on the Conservation of Crocodile, etc.; and, provide support in the mobilization of the Sub-Committee on Biological Diversity;
- j. Develop and update research agenda on Philippine wildlife for dissemination to and possible implementation by ERDB, academe, and other research institutions; Monitor and evaluate the implementation of plans, policies, projects and programs on the conservation and protection of wildlife resources by regional/field counterparts;
- k. Provide technical assistance and guidance to DENR Regional/Field Offices and other entities on matters pertaining to wildlife conservation;
- l. Handle the technical concerns of the National Wildlife Rescue & Rehabilitation Center (veterinary care, animal management and nutrition, disease prevention, and disposition of wild animals in accordance with existing policies, as well as internship/volunteer program of students/wildlife enthusiasts, and other related concerns of NWRCC);
- m. Be directly responsible for the implementation of the Philippine commitments under the CMS, including related concerns such as the Asian Waterfowl Census, East Asia Australia Flyway Partnership Program (EAAFP), IOSEA MoU on Marine Turtle & Habitat Conservation, etc.; and,
- n. Responsible for the implementation of commitments to the World Organization for Animal Health (OIE) on Wildlife Health and Diseases, including prevention and control of zoonosis; and,
- o. Prepare and submit regular reports on wildlife conservation.

3. Caves, Wetlands and Other Ecosystems Division (CAWED)

The Caves, Wetlands and Other Ecosystems Division shall formulate, review and recommend policies, strategies, plans and programs for sustainable use and multi-stakeholder participation in the management of caves and cave resources pursuant to RA 9072 (National Cave and Cave Resources Conservation and Protection Act), inland wetlands based on the National Wetland Action Plan, Urban Biodiversity, Agro-Biodiversity, and Other Effective Area-based Conservation Measures (OECM) except critical habitats; develop standards and safeguards related to program implementation on caves, inland wetlands, urban biodiversity and agro-biodiversity; establish or strengthen linkages, cooperation, networks, and partnerships with relevant institutions or organizations in the conservation and management of caves, inland wetlands, urban biodiversity and agro-biodiversity as well as to assist in the promotion of biodiversity-based products and mainstreaming of biodiversity in wider agricultural landscape and urban settings with other agencies; implement programs on ecotourism development for caves, inland wetlands, urban biodiversity and agro-biodiversity; update and maintain data and information on caves, inland wetlands, urban biodiversity and agro-biodiversity; facilitate the implementation of Philippine commitments to the Ramsar Convention on Wetlands; and perform other functions that may be assigned by higher authority.

3.1 Special Ecosystems Standard Section

- a. Formulate and recommend policies, strategies, plans and programs on the sustainable use of caves, inland wetlands, urban biodiversity and agro-biodiversity, and on Other Effective Area-based Conservation Measures (OECM) except critical habitats;
- b. Provide technical inputs in the formulation of communication, education, and public awareness strategies and activities for the management, protection and conservation of caves, inland wetlands, urban biodiversity and agro-biodiversity;
- c. Develop modules for capacity building programs on the management, protection and conservation of caves, inland wetlands, urban biodiversity and agro-biodiversity;
- d. Monitor and evaluate the implementation of policies, plans, and programs on the management, protection and conservation of caves, inland wetlands, urban biodiversity and agro-biodiversity;
- e. Act as Secretariat to national committees or technical working groups for inland wetlands and caves;
- f. Provide technical assistance in the implementation of policies, plans, and programs of the Division;
- g. Document field experiences/lessons learned and recommend best practices; and,

- h. Perform other duties as may be assigned.

3.2 Partnership and Engagement Section

- a. Formulate and recommend policies, plans and programs in stakeholder engagement and partnership in the management, protection and conservation of caves, inland wetlands, urban biodiversity and agrobiodiversity, and in OECMs except critical habitats;
- b. Develop an integrated communication, education, and public awareness strategies and activities for the management, protection and conservation of biological diversity, including social marketing, and documentation of lessons learned and best practices;
- c. Disseminate relevant information and press releases to media and other stakeholders on BMB programs and activities;
- d. Implement capacity building programs on the management, protection and conservation of caves, inland wetlands, urban biodiversity and agrobiodiversity;
- e. Establish or strengthen linkages, cooperation, coordination and network with relevant institutions or organization in the management, protection and conservation of caves, inland wetlands, urban biodiversity and agrobiodiversity;
- f. Assist the Secretariat to the national committees or technical working groups for inland wetlands and caves;
- g. Monitor and evaluate the implementation of policies, plans, and programs on stakeholder engagement and partnerships in the management, protection and conservation of caves, inland wetlands, urban biodiversity, agrobiodiversity, and in OECMs except critical habitats; and,
- h. Perform other duties as may be assigned.

4. Coastal and Marine Division (CMD)

The Coastal and Marine Division shall formulate, review and recommend policies, plans and programs for the implementation of DAO 2016-26 dated 17th of October 2016; management of NIPAS Marine Protected Areas and other important coastal and marine areas and resources pursuant to Executive Order No. 533 and 797 on the Integrated Coastal Management Program and the Coral Triangle Initiatives; develop safety nets and standards on developments in coastal areas; update and maintain data and information on coastal and marine biodiversity; develop and undertake capacity building programs for coastal and marine; coordinate, integrate and monitor national compliance to relevant international commitments; provide technical assistance and coordinate with concerned governmental and non-governmental stakeholders in the

implementation of coastal and marine related programs and projects; and perform other functions that may be assigned by higher authority, and in coordination with other relevant agencies.

4.1. Coastal and Marine Ecosystems Management Section

- a. Formulate policies, guidelines, plans, programs and develop standards and benchmarks for the management of coastal and marine areas under NIPAS and LGU-managed protected areas;
- b. Monitor and evaluate the implementation of policies, guidelines, plans and programs on coastal and marine ecosystems management;
- c. Update and maintain database and information system on coastal and marine biodiversity, including socio-economic profile of coastal communities;
- d. Identify gaps on the management of coastal and marine ecosystems;
- e. Recommend appropriate regulatory mechanism as necessary, for the management of coastal and marine ecosystem services;
- f. Provide technical assistance in the implementation of coastal and marine programs such as CMEMP and rehabilitation programs for associated ecosystems;
- g. Responsible in the implementation of commitments and negotiations to the Conservation and Sustainable Use of Marine Biodiversity Beyond National Jurisdiction (BBNJ); and,
- h. Perform other related functions and activities.

4.2. Integrated Coastal and Marine Partnership Section

1. Formulate policies, guidelines, plans, programs and develop coordination mechanisms on establishing linkages/networks with partners;
2. Monitor and assess the implementation of policies, guidelines, plans and programs on ICM partners' involvement on coastal and marine management;
3. Develop relevant training programs on coastal and marine ecosystems management for LGUs, other government agencies and stakeholders in the coastal and marine sector;
4. Assist in the development and implementation of a Master Plan for the Philippine PA System including coordination mechanisms, ecotourism and sustainable livelihood for coastal and marine;
5. Develop and implement Information Education and Communication (IEC) program for coastal communities and other partnership;

6. Act as Secretariat in the National Coral Triangle Coordinating Committee of the Philippines; and,
7. Perform other related functions and activities.

5. Biodiversity Policy and Knowledge Management Division (BPKMD)

The Biodiversity Policy and Knowledge Management Division shall integrate and analyze policies, plans and programs on biodiversity conservation and management based on the Philippine biodiversity strategy and action plan and other related conservation strategies consistent with national programs and priorities, as well as the Philippine commitments to the Convention on Biological Diversity (CBD) and ASEAN; responsible in the Bureau-wide planning, monitoring, reporting and evaluation; provide mechanism and strategies for improvement of plans and programs based on changing needs; establish, develop and maintain database and information systems; serve as the national focal unit for the implementation of the Philippine Clearing House Mechanism pursuant to the commitments under the CBD; assist in the evaluation of proposals and projects with biodiversity components for the Global Environment Facility (GEF) and other international funding mechanisms; and perform other functions that may be assigned by higher authority.

5.1. Policy, Program Planning and Monitoring Section (PPPMS)

- a. Integrate and analyze policies, guidelines, short, medium and long-term plans and programs on biodiversity conservation and management based on the Philippine Biodiversity Strategy and Action Plan and other related conservation strategies, and international commitments;
- b. Prepare annual work and financial plans including progress reports of the Bureau;
- c. Facilitate program monitoring, analysis and documentation of good practices and lessons learned;
- d. Assist in the development and implementation of an integrated communication and awareness programs and strategies on biodiversity conservation in support to the PBSAP;
- e. Identify research needs for policy development and information gaps on biodiversity such as resource valuation, and recommend and institute actions to address these gaps;
- f. Facilitate and coordinate implementation of activities to support international commitments such as ASEAN Working Group on Nature Conservation and Biodiversity (AWGNCB), ASEAN Center for Biodiversity; Global Environment facility (GEF), etc;

- g. Monitor and evaluate physical accomplishments of local and foreign-funded plans, programs and projects including the implementation of Multilateral Environmental Agreements;
- h. Facilitate the preparation of the National Report to the CBD;
- i. Provide technical assistance to DENR Field Offices and other organizations/institutions; and,
- j. Perform other functions that may be assigned.

5.2. Knowledge and Information Management Section (KIMS)

- a. Formulate and review policies, guidelines, plans and programs on the management of biodiversity information;
- b. Develop, maintain and update the Bureau's database, information systems and websites including the Philippine Clearing House Mechanism (CHM) of the Convention on Biological Diversity;
- c. Gather, integrate and analyze biodiversity information to facilitate the Bureau's roles as the CBD's Clearing House Mechanism in the country, the national contact point for the ASEAN Centre for Biodiversity, and the Global Biodiversity Information Facility;
- d. Provide biodiversity information to National Government Agencies and other stakeholders concerned to facilitate integration of information on biological diversity in their respective plans and programs;
- e. Develop and maintain a GIS-based statistical database and disseminate the information to various stakeholders;
- f. Develop information system on protected area system, coastal and marine environment, wetlands, caves and other important biodiversity areas as well as sustainable utilization of biological resources, in coordination with Divisions concerned;
- g. Provide technical assistance to DENR Field Offices and other organizations/institutions on knowledge management;
- h. Provide and regularly update spatial information on PAs and other important areas for biodiversity conservation;
- i. Publish and disseminate statistical information and knowledge products on protected area system, coastal and marine environment, wetlands, caves and other important biodiversity areas as well as sustainable utilization of biological resources, in coordination with Divisions concerned; and,
- j. Perform other functions that may be assigned.

Ninoy Aquino Parks and Wildlife Center

The Ninoy Aquino Parks and Wildlife Center which shall be under the Office of the Director shall manage and supervise the day-to-day operations of NAPWC including the National Wildlife Rescue and Rehabilitation Center (NWRRC), and shall undertake activities such as the following:

- a. Formulate specific policies, plans and programs for the management and operations of NAPWC and NWRCC following an approved Master Development Plan and other relevant Plans;
- b. Implement plans and programs that will ensure the protection of wildlife resources and safety of visitors inside the NAPWC and NWRCC while providing for meaningful visitor experiences;
- c. Develop and implement an advocacy program for NAPWC visitors and researchers;
- d. Manage the NAPWC facilities and amenities, as well as, the execution of all relevant contracts, Memoranda of Agreements/Understanding and other Agreements related to NAPWC;
- e. Establish linkages with concerned offices and institutions to develop the NAPWC as model urban park under NIPAS;
- f. Coordinate/Liaise with the BMB Divisions for the effective implementation of NAPWC policies, plans and programs; and,
- g. Perform other functions as may be assigned.

This Circular takes effect immediately and all other orders, circulars, or instructions inconsistent herewith are hereby repealed or amended accordingly.


THERESA MUNDITA S. LIM
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