

**DENR ADMINISTRATIVE ORDER**  
**No. 2000-45**  
**June 06, 2000**

**SUBJECT : Amendment of DAO 25, S. Of 1992, Re: Duties and Responsibilities of Protected Area Superintendents (PASus) and their Functional Relationships with Other DENR Officers**

Pursuant to Republic Act No. 7586 and in line with the provisions of its of protected Implementing Rules and Regulations, the duties and responsibilities of Protected Area Superintendents (PASus) within protected areas and established buffer zones, as defined in Section 38 of DAO 25, Series of 1992, are hereby amended to read as follows:

**I. REGULATORY MATTERS**

1. Enforces established rules and regulations to protect and preserve the protected area from trespass, and illegal occupancy
2. In addition to the Seizure Officers designated by the DENR under DAO 97-32, the PASu, likewise, serves as a Seizure Officer within his area of operation thereby assuming custody of apprehended items.
3. Issues Seizure Receipts after conducting a Summary Administrative Seizure proceedings in accordance with Section 6 of DAO 97-32.
4. Upon prior clearance and approval of the PAMB, recommends to the CENRO disposal of confiscated cultural and natural resources such as artifacts, forest products, wild flora and fauna, marine or fishery and mineral resources, except those resources that are held under *custodia legis*; those that are the subject of donation; those that must be deposited with appropriate government agency; and

resources that will be utilized for the DENR's own infrastructure needs.

5. Issues special uses permit for game fishing, camping and other short-term and low-impact recreational activities to be undertaken for not more than one week.
6. Recommends the issuance of Certificate of Land Classification (CLC).
7. Recommends the issuance of Certificate of Management Zoning Classification in accordance with approved General Management Plan (GMP).
8. Recommends the issuance of cutting permits for trees manifested in multiple use and buffer zone for a volume up to five (5) cubic meters per applicant per year, for traditional and subsistence uses only. Provided, that the issuance of said permit is in accordance with General Management Plan (GMT) and will not adversely affect the ecological balance of the area.
9. Recommends the issuance of cutting permits only for planted trees manifested in established buffer zones for volume above five (5) cubic meters but not exceeding twenty (20) cubic meters per applicant per year, for commercial purposes. Prior clearance from the PAMB shall be secured after it had determined the ecological implications of the activity.
10. Recommends for the issuance of Certificate of Origin, discharge and transport permits, and other relevant permits for natural resources and other protected area products collected/gathered from the area in accordance with approved research agreements, gratuitous permits and MOAs approved by the PAMB and DENR, where applicable.
11. Recommends for the issuance or renewal of special use permits on public infrastructure projects in designated multiple-use and established buffer zones where no timber-cutting is involved, subject to the approved GMP of the area, provided, that the issuance of a special use permit is subject to the submission by the applicant of the required Environmental Compliance Certificate (ECC) for the

project. Provided, further, that special uses permit shall be renewed only upon determination by an appropriate DENR Office that no condition of the ECC for the project has been violated.

12. Assists the DENR Field Office in reviewing the Environmental Impact Statement (EIS) or Initial Environmental Examination (IEE) of project proposed to be implemented.

## **II. ADMINISTRATIVE**

1. Establishes a productive partnership with the local community, particularly with groups concerned in the planning, protection and management of the protected area.
2. Integrates the roles of Non-government organizations (NGO), DENR and other Government Agencies (OGAs) in the operation of the protected area.
3. Coordinates the implementation of all relevant activities related to tenured migrants and the ancestral domain claims, subject to Republic Act No. 8371 (IPRA Law) and related issuances.
4. Takes the lead in the preparation and implementation of the General Management Plan of the protected area, specifically in the implementation, monitoring and evaluation of research studies, survey and inventory, ICC, ecotourism, restoration, rehabilitation and alternative livelihood activities within the appropriate management zones and other projects of the protected area and its buffer zone.
5. Takes the lead in the implementation of various activities related to the establishment and management of the protected area.
6. Evaluates the performance of staff based on the prescribed evaluation system.
7. Recommends the designation of a protected area staff to perform functions other than those inherent to their position in the Protected Area Office (PAO), provided, that it does not entail reassignment or detail to another office.

8. Approves the application of leave of absence of PA staff with or without commutation.
9. Approves the local travel of PA staff outside the protected area and/or established buffer zone not exceeding 30 days.
10. Approves the flexi-time schedule of PA staff subject to existing Civil Service Rules and Regulations.
11. Serves as Head Secretariat to the PAMB and its Executive Committee.
12. Submits reportorial requirement to the concerned PENRO and the PAMB regularly.
13. Observes and/or complies with the proper flow of PA Office documents

### **III. FINANCIAL MATTERS**

1. Collects and/or receives pertinent fees, charges, donations, and other income provided, that all fees, charges, donations, and income received shall be reported quarterly per DAO No. 96-22 to the PAMB. Provided, further, that all monies collected and/or received shall be held in trust in a special account in the name of the protected area. Provided, finally, that a book of accounts shall be maintained which shall be certified by the Accountant of the Region or the nearest PENR Office in accordance with DAO 96-22.
2. Recommends approval of payrolls, contracts, disbursement vouchers, RIVs, purchase orders and other expenses.
3. Prepares and recommends for PAMB approval the Annual Work and Financial Plan (AWFP) of the protected area.

The PASus shall be directly responsible to the Provincial Environment and Natural Resources Officer (PENRO), except for Turtle Islands Wildlife Sanctuary, where the PASU shall be directly responsible to the Regional Executive Director, DENR Region 9, Zamboanga City.

In cases where the CENRO/PENRO of the Protected Area encompasses the whole or substantially the whole of the jurisdiction, the CENRO/PENRO shall be designated as the PASu and shall be responsible to the PAMB, ARED for Operations and RED.

In cases further, where the protected area is within the jurisdiction of more than one PENRO, the PASU shall be directly responsible to the PENRO who has jurisdiction over a larger portion of the protected area and shall coordinate with the other PENROs for the implementation of the protected area management and development programs and activities.

This Order takes effect immediately and repeals or amends all previous orders, memoranda, circulars and other issuances inconsistent herewith.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary