



DEC 22 2016

TECHNICAL BULLETIN
NO. 2016 - 07

SUBJECT: GUIDELINES IN THE PREPARATION OF CERTIFICATES OF APPOINTMENT OF THE PROTECTED AREA MANAGEMENT BOARD

Pursuant to Republic Act No. 7586 otherwise known as the "National Integrated Protected Areas System" Act of 1992, and DENR Administrative Order No. 2008-26 or the Revised Implementing Rules and Regulations of the NIPAS Act, and in order to facilitate the processing and approval of the appointments of the respective Protected Area Management Board (PAMB) members, the Guidelines in the preparation of the Certificate of Appointment of the members of the PAMB, is hereby promulgated.

Section 1. Objective. The Guidelines aims to provide the Regional/Field Offices and/or the respective Protected Area Offices with the standard specifications in the preparation of the Certificates of Appointment of the PAMB.

Section 2. Scope. The Guidelines shall apply to all appointments of the PAMB of all protected areas proclaimed by the President and/or legislated by Congress under the NIPAS. This shall also cover the renewal of appointments of the Management Board.

Section 3. Specifications. The individual Certificate of Appointment shall have the following specifications:

Parameters	Requirements
Paper type	Parchment paper
Paper size	Letter (8.5" x 11")
Font type	Baskerville Old Face with specific words in "bold" format for emphasis
Font size	From 18 to 26

Other specifications are as follows:

- 1) In writing the name of a PAMB member, reflect the first name, middle initial and last name. Refrain from using titles such as Honorable, Mr., Ms. or Mrs. However, professional titles such as Dr., Atty., or Engr. may be used.
- 2) Ensure that the position and/or designation of the PAMB member is reflected immediately under his/her name.

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- 3) When applicable, use “Punong Barangay” instead of Barangay Captain and “Barangay Kagawad” instead of Barangay Councilor, as these positions are in the Local Government Code.
- 4) Spell-out the name of the organization or institution being represented and refrain from using acronyms.

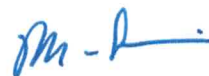
The sample PAMB appointment is attached as **Annex A**.

The electronic copy of the Certificate of Appointment, **for elective and non-elective** PAMB members, can be downloaded from the Biodiversity Management Bureau website, www.bmb.gov.ph.

Section 4. Processing the Certificates of Appointment. The processing of Certificates of Appointment shall be governed by the following:

- 1) The Certificates of Appointment shall be endorsed by the concerned Regional Directors where the protected area is located.
- 2) Only the Certificates of Appointment, together with the endorsement shall be forwarded to the Office of the DENR Secretary through the Biodiversity Management Bureau. The supporting documents, such as the bio-data with picture, Local Government Resolutions, and endorsement/nomination from respective heads of Organizations, among others, shall remain with the respective Regional/Field Offices. As such, the endorsement from the Regional Director shall include a certification that the proposed members of the Management Board have provided the required documents for their appointment. The endorsement shall likewise reflect an enumeration of the names of the proposed PAMB members, position/designation and the sector being represented, and indication whether the appointment is new or a renewal.

Section 5. Effectivity. This Technical Bulletin shall take effect immediately and shall be circulated for the information and guidance of all concerned.



THERESA MUNDITA S. LIM
Director

Sample for non-elective PAMB member

For elective PAMB members, the last paragraph should read as follows: "This appointment takes effect upon signing hereof and shall be co-terminus with his/her term of Office as <state elective position> pursuant to RA 7586 or the NIPAS Act of 1992 and its Implementing Rules and Regulations."

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Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel. Nos. (632) 929-66-26 to 29 · (632) 929-65-52
926-66-20 to 29 · to 35
929-70-41 to 43

This

CERTIFICATE OF APPOINTMENT

is issued to

JUAN S. DELA CRUZ

Punong Barangay
Consocep, Tigaon, Camarines Sur

as **Member** of the **Management Board** of

MT. ISAROG NATURAL PARK

Given this ____ day of _____, 2016

This appointment takes effect upon signing hereof and shall be co-terminus with his/her term of office as Punong Barangay pursuant to RA 7586 or the NIPAS Act of 1992 and its Implementing Rules and Regulations.

REGINA PAZ L. LOPEZ

Secretary

Let's Go Green



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929-70-41 to 43

This

CERTIFICATE OF APPOINTMENT

is issued to

JUAN S. DELA CRUZ

Municipal Planning and Development Coordinator
Tigaon, Camarines Sur

as **Member** of the **Management Board** of

MT. ISAROG NATURAL PARK

Given this ____ day of _____, 2016

This appointment takes effect upon signing hereof and shall remain in force for five (5) years pursuant to R.A. 7586 or the NIPAS Act of 1992 and its Implementing Rules and Regulations.

REGINA PAZ L. LOPEZ

Secretary

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