Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: http://www.bmb.gov.ph E-mail: bmb@bmb.gov.ph

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BMB TECHNICAL BULLETIN
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SUBJECT : **PROVIDING THE CHECKLIST FOR THE REVIEW OF PROTECTED AREA MANAGEMENT PLANS**

Pursuant to BMB Technical Bulletin No. 2016-08 entitled, "Clarifying the Protected Area Management Planning Process and Providing the Annotated Outline for Protected Area Management Plan," the attached Checklist for the review of Protected Area Management Plans is hereby adopted.

The Checklist shall serve as guide for the DENR Regional Offices to facilitate the review of the PA Management Plan prior to its submission to the Office of the Secretary through the BMB. The Regional Offices through the Conservation and Development Division shall ensure the thorough review of the Management Plan based on the Checklist.

This Technical Bulletin is hereby circulated for the information and guidance of the DENR Regional Offices.

THERESA MUNDITA S. LIM
Director

Protected Area Management Plan Assessment Checklist				
Name of PA			Date Assessed	
Name of Assessor			Recommendation:	
Section		Guide Questions	Yes/No	REMARKS
Overall				
	1	Does the plan contain all the required parts/sections as outlined in the technical bulletin?		
	2	Are the area's important biodiversity components/elements, its value(s) to people, and key threats/pressures/ issues/concerns identified and described in the Executive Summary?		
	3	Is there a discussion describing the process adopted in the formulation/updating of the management plan?		
	4	Does the plan include an annex of key documents such as biodiversity assessment, socio-economic assessment, minutes of meetings, highlights of consultation workshops, etc?		
	5	Does the plan use standard terminologies in protected area management?		
Description of the Protected Area				
	6	Were both secondary and primary data adequately collected and used in the updating/formulation of the management plan?Were they adequately referenced (author, year, title, source, etc.) and made accessible/available?		
Biophysical	7	Are the various ecosystem and sub-ecosystem types identified (even if only through remote sensing) and depicted on a map?		
	8	Are the key threats/pressures identified, their abundance and distribution mapped?		
	9	Are the key species identified, their abundance and distribution mapped?		
	10	If available, was the diversity index of the various sampling stations (properly computed and) adequately presented for use in management zoning and monitoring?		
Socio-economic	11	Are the key ecosystem services values identified, their (relative) abundance and distribution mapped?		
	12	Does the plan contain a description of the conservation value of the protected area?		
	13	Have the PA's current values been quantified either in peso terms or in relative terms?		
	14	Have the PA's potential values been quantified either in peso terms or in relative terms?		
	15	Does the plan contain a description of the socio-economic conditions of men and women within and adjacent to the protected area and properly reflected in the map showing settlements and extent of economic and social activities?		
Institutional	16	Are there discussions on the institutions that are active in the protected area, including their plans, programs and activities?		
	17	Have disaster risks and climate change adaptation been discussed?		
	18	Have gender and development and indigenous peoples been discussed?		
	19	Are the human resources (quantity and capacity) currently available?		
Situational Analysis				

	20	Have the various threats/pressures/issues/concerns to be addressed and the opportunities for optimizing potential values been identified by sector?		
	21	Are the sectoral criteria/process by which various threats/pressures/issues/concerns to be addressed were prioritized clear?		
	22	Are there discussion on the implications and effects of the identified threats/issues/concerns?		
	23	Are there discussions on the policy implications or management interventions to address the identified issues and concerns?		
	24	Are there maps showing the location of threats, biodiversity, and ecosystem values in and adjacent of the proteted area and graphs showing trends, if available?		
Vision, Goals, and Objectives				
	25	Are objectives specific, measureable, achievable, relevant and time-bound (SMART)?		
	26	Are there objectives that refer to: (1) ecosystem services values, (2) biodiversity, (3) social, and (4) threats and pressures?		
	27	Are there objectives that refer to biodiversity friendly development potentials (e.g., community-based, enterprise, irrigation)?		
	28	Is each objective/desired result fully achievable based upon its supporting programs and activities?		
Management strategies, interventions and activities				
	29	Are various strategies/options for addressing threats/pressures/issues/concerns identified and adequately addressed?		
	30	Did the selection of the management strategies and policy interventions consider the category of the protected area?		
	31	Have climate change adaptation and disaster risk reduction measures been integrated into the formulation of management strategies?		
	32	Are there discussions on gender and development and IP concerns?		
	33	Are there specific strategies and interventions dealing with existing development (e.g., infrastructure, facilities, etc)?		
	34	Does the plan have a management zoning map?		
	35	Was the protected area boundary delineated/demarcated?		
	36	Do the strict protection zones cover at least 20% of each ecosystem type (e.g., 12 forest types, fringing reef, barrier reef, mudflat)?		
	37	Is it clear what activities are prohibited/permitted/allowed in each zone (and sub-zone, if any)?		
Human Resources and Institutional Arrangements				
	38	Is there an organizational structure presented and described in the plan?		
	39	Is there a discussion on the functions and responsibilities of the key units in the organizatinal structure?		
	40	Are there specific measures enhancing the capacity of PA staff as well as communities as de facto managers?		
	41	Are the human resources (quantity and capacity) required quantified?		
	42	Are the sources for bridging the gap between currently available and required human resources clearly indicated?		

	43	Are the human time inputs and financial budgets for each activity realistic?		
	44	Have the potential contributions/roles of the various sectors (e.g. NGOs, academe, religious groups, etc.) been taken into account in the planning of conservation advocacy and protection?		
	45	Is there a coordination and networking mechanism established with the academe and indigenous peoples, if any?		
	46	Have the responsibilities for the various outputs clearly defined and have the requirements for delivering them been committed by those responsible for the outputs?		
Logical Framework				
	47	Are the logical framework matrix and activity based cost adequately presented, discussed and included in the annex?		
	48	Does the objective tree/log-frame have a clear and logical basis on a hierarchy of cause-effect chain?		
Financial Plan				
	49	Was there an analysis of the needed finances relative to the usual (e.g. past 5 years) or guaranteed financial inputs?		
	50	Is the plan budget requirement realistic?		
	51	Are there realistic plans to bridge any shortfalls/differences (e.g. generation of resources, complementation and streamlining of multiple plans)?		
Management Plan Implementation				
	52	Have implementation arrangements for the plan been defined?		
	53	Is there an implementation work plan which includes a breakdown of the proposed 5-year plan?		
Monitoring and Evaluation				
	54	Is there a monitoring plan matrix that includes outcomes, outputs, activities, inputs, identifying clear indicators, frequency, method, where to monitor, and responsible person?		
	55	Have communication strategies been identified, including the state of the protected area reporting?		
	56	Has the process for adjusting the operational plan based upon monitoring and evaluation results been made clear?		