



Republic of the Philippines

Department of Environment and Natural Resources

**BIODIVERSITY MANAGEMENT BUREAU**

Ninoy Aquino Parks and Wildlife Center

Quezon Avenue, Diliman, Quezon City

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FEB 02 2022

**ATTY. JEREMIAH B. BELGICA, REB, EnP**

Director General

Anti-Red Tape Authority (ARTA)

Office of the President

4th & 5th Floor, NFA Building, NFA Compound,

Visayas Avenue, Brgy. Vasra, Diliman, Quezon City

Dear **Dir. Belgica**,

This pertains to the Memorandum requesting all concerned government agencies for the submission of the initial reengineering plan in light of Typhoon Odette pursuant to Memorandum Circular No. 2021-09 (Issuance of the Whole-of-Government Reengineering Manual). From the services listed in the BMB's Citizen Charter (copy attached), this Bureau is proposing for the enhancement in the process of the Review and Indorsement of Special Use Agreement in Protected Areas (SAPA) and provision of technical assistance on Coastal and Marine as follows:

<b>Identified Priority Services for enhancements</b>	<b>Current Status No. of steps processing time, cost (if applicable)</b>	<b>Target Client</b>	<b>Proposed Enhancements</b>
Review and indorsement of Special Use Agreement in Protected Areas (SAPA)	Number of steps: 8 Processing time: 160 days Requirements <ul style="list-style-type: none"><li>• General requirements: 5</li><li>• Additional requirement for individuals: 3</li><li>• Additional requirement for LGUs: 1</li><li>• Additional requirement for Groups/corporations: 2</li></ul>	Filipino citizens LGUs Corporations owned by Filipinos or 60% Filipinos	Number of steps: 6 Processing time: 63 days Requirements <ul style="list-style-type: none"><li>• General requirements: 5, plus 2 optional</li><li>• Additional requirement for individuals: 3, plus 1 optional</li><li>• Additional requirement for LGUs/government agencies: 1</li><li>• Additional requirement for Groups/corporations: 4</li></ul> For communication towers, four (4) of the requirements may be submitted after approval/issuance of the SAPA. Likewise,

			for energy projects of national significance under the EVOSS, two (2) requirements may be submitted 30 days after the issuance/approval of the SAPA.
Provision of Technical Assistance on Coastal and Marine	<p>Number of steps: 7</p> <p>Processing time:</p> <p>Documents classification</p> <ol style="list-style-type: none"> <li>1. Simple: 3days</li> <li>2. Complex: 7days</li> <li>3. Highly technical: 30days</li> </ol> <p>Requirements:</p> <p>Letter, email, FOI/ eFOI portal requests</p>	<p>External Clients:</p> <p>Business, Citizens, other Governemnt Agencies</p> <p>(G2B, G2C, G2G)</p>	<p>Number of steps: 7</p> <p>Processing time:</p> <p>Documents Classification</p> <ol style="list-style-type: none"> <li>1. Simple to complex 3-7days</li> <li>2. Technical to Highly Technical: 20-30days (requiring actual field/ site assessment and evaluation or field coordination/feedback)</li> </ol> <p>Requirements:</p> <p>Letter, email, FOI/ eFOI portal requests</p>

The said submissions will also be uploaded to the link provided as required.

Thank you very much.

Very truly yours,

  
**AMELITA D. ORTIZ**  
Assistant Director



**CITIZEN’S CHARTER NO. BMB-NPD-02. Review and Evaluation of Application for Special Use Agreement in Protected Areas (SAPA)**

Special Use Agreement in Protected Areas (SAPA) refers to a binding instrument between the DENR, as the first party, and the project proponent as the second party, relating to the use and/or development of land, resources or facilities within protected areas, pursuant to the NIPAS Act, as amended

<b>Office or Division:</b>	National Parks Division (NPD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction</b>	G2C - Government to Citizen G2B - Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All natural born Filipino	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>General Requirements</b>		
14. Duly accomplished application Form	Protected Area Management Office (PAMO)	
15. Certified copy of birth certificate (for individuals) or ownership (for corporations)	PSA, SEC	
16. Project description supported by maps and pictures of the proposed area, development plan, timetable and description of activities from preparation to project implementation. The description should show sustainable management and development	Project Proponent	
17. Proof of financial capability to manage and develop the area applied for based on paid-up capital and/or collateral real properties (Audited Financial Statements)	Project Proponent	
18. Free and Prior Informed Consent (FPIC) of concerned IPs, as the case maybe	NCIP, IPs concerned	
<b>For Individual Applicants</b>		
19. For tenured migrant/s, a certification from the concerned Protected Area Superintendent	PA Management Office	

20. In case of application of qualified applicants other than the PACBRMA holder within PACBRMA areas, a MOA between the proponent and PACBRMA holder is necessary	Project Proponent
21. For IPs applying for areas outside their ancestral land/domain, a certification from the Regional/Provincial NCIP that the applicant is an IP living within the protected area	NCIP
<b>For Groups/Corporations/Associations/Cooperatives/NGOs</b>	
22. Copy of SEC registration, Articles of Incorporation and by-laws. A resolution of the governing board designating the authorized representative of the said corporation, association, or partnership, if applicable	SEC, Proponent
23. Copy of the Resolution or Ordinance approved by the respective Sangguniang Panlalawigan/Panlungsod/Bayan, if the applicant is a Local Government Unit. It shall specify the authority of the Local Chief Executive of the concerned LGU that he/she is authorized to enter into a contract and she/he acts for and on behalf of the LGU	Sangguniang Panlalawigan/ Panlungsod/ Bayan
24. For cooperatives, a Certificate of Registration with the Cooperative Development Authority	Cooperative Development Authority
<b>Other Requirements</b>	
25. Clearance/Disapproval of the Application issued by RED	Office of the RED
26. Comprehensive Development and Management Plan	Proponent
27. Environmental Compliance Certificate	DENR-EMB
28. PAMB resolution recommending the approval of SAPA application	PAMB
29. Map showing project site overlaid on the Management Zones in the PAMP	PAMO in coordination with the proponent
30. Administrative Fee amounting to PhP 5,000.00	Proponent (PENRO to receive payment)
31. Rehabilitation Plan	Proponent
32. Posting of Rehabilitation/Performance bond in a form of surety bond or cash equivalent to 25% of the rehabilitation cost as reflected in the development plan (CDMP)	Proponent
33. Map showing the project site location in shapefile in relation to the 40-meter easement shall be submitted	PAMO in coordination with the proponent

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit accomplished Application Form with complete supporting requirements to National Parks Division	1. Receives Application Form with complete Supporting Documents	None	5 mins	Clerks, NPD
	2. Forward document to the division chief	None	3 mins	Clerks, NPD
	3. Initially Evaluate	None	30 mins	Clerks, NPD
	4. Retrieve from the outgoing tray and records instructions	None	10 mins	Clerks, NPD
	5. Forward to the concerned section	None	3 mins	Clerks, NPD
	6. Initially evaluate and assign to concerned Technical Staff	None	30 mins	Section Chief, NPD
	7. Forward to assigned Technical Staff	None	3 mins	Section Chief, NPD
	8. Evaluate documents and drafts comments and recommendations and action documents	None	2 days	Technical Staff, NPD
	9. Forward to Section Chief	None	3 mins	Technical Staff, NPD

	10. Reviews and provides comments/inputs/further instructions	None	1 day	Section Chief, NPD
	11. Forward to assigned Technical Staff	None	3 mins	Section Chief, NPD
	12. Refine draft action documents	None	1.5 hrs (grammar and style correction)/2 days (further research)	Clerks, NPD
	13. Forward to Section Chief	None	3 mins	Technical Staff, NPD
	14. Review the documents	None	4 hrs	Section Chief, NPD
	15. Forward to the Division Chief	None	3 mins	Section Chief, NPD
	16. Review and provide comments/inputs/further instructions	None	4 hrs	Division Chief, NPD
	17. Forward to the Section Chief	None	3 mins	Clerks, NPD
	18. Review documents/further instruction	None	2 hrs	Section Chief, NPD
	19. Forward to the Technical Staff	None	3 mins	Section Chief, NPD
	20. Refine/finalize action documents; affix initials	None	1 hr	Technical Staff, NPD
	21. Scan/photo copy relevant basic documents	None	30 mins	Clerks, NPD
	22. Forward to Section Chief	None	3 mins	Technical Staff, NPD
	23. Final review and affix initials	None	30 mins	Section Chief, NPD
	24. Forward to Division Chief	None	3 mins	Section Chief, NPD

	25. Final Review and affix initials	None	30 mins	Division Chief, NPD
	26. Retrieve from the outgoing tray of the Division Chief and Record action Memo/documents	None	3 mins	Clerk, NPD
	27. Forwards to the Office of the Assistant Director	None	5 minutes	Technical Staff, NPD
<b>TOTAL:</b>			<i>6 days, 15 hours and 56 minutes</i>	

*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. 2007-17 or the Rules and Regulations Governing Special Uses within Protected Areas*
- *DENR Administrative Order No. 2018-05 or the Addendum to DENR Administrative Order No. 2007-17 on the Rules and Regulations Governing Special Uses within Protected Areas*