

CITIZEN'S CHARTER NO. BMB-NPD-01. Review of Proposed Protected Area Community-Based Resource Management Agreement (PACBRMA)

PACBRMA - is an agreement entered into by and between the DENR and organized tenured migrant communities or interested indigenous peoples in protected areas and buffer zones which has a term of twenty-five (25) years and renewable for another twenty-five (25) years.

Office or Division:	National Parks Division(NPD)
Classification:	Complex
Type of Transaction	G2C - Government to Citizen G2B - Government to Business G2G – Government to Government
Who may avail:	All natural born Filipino Citizen, legally registered business entity or other NGAs including other DENR Regional offices

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished application form		Protected Area Management Office
2. Certificate of Registration of the PO		Registering authority (CDA, SEC, etc...)
3. List of officers or in case of indigenous people, list of council elders or other similar indigenous governing body in the area		Peoples Organization, IP/ICC Organization
4. List of members, including address and complete name of spouse, if any, and certified by PAMB as qualified tenured migrants; and		Peoples Organization, IP/ICC Organization
5. Resolution from the members of the PO allowing its president or head to file the PACBRMA application or in the case of indigenous peoples, proof of consent from the council of elders or other similar indigenous governing body of their interest to apply for PACBRMA		Peoples Organization, IP/ICC Organization
6. List of approved tenured migrants		DENR Regional Office
7. FPIC/NCIP certification		National Commission on Indigenous Peoples (NCIP)

CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit accomplished Application Form with	1. Receives Application Form with complete Supporting Documents	None	8 mins	Clerks NPD

complete supporting requirements to National Parks Division	and forward document to the division chief			
	2. Initial evaluation and referral to the concerned section	None	30 mins	Division Chief, NPD
	3. Review of application and assignment to concerned Technical Staff	None	35 mins	Section Chief, NPD
	4. - Review and evaluation of submitted documents; - Drafting of comments/ recommendations and - action documents for review of Section chief	None	2 days	Technical Staff, NPD
	5. Reviews and provides comments/inputs/further instructions	None	1 day	Section Chief, NPD
	6. Refine draft action documents based on recommendations/inputs of Section Chief	None	2 days (further research)	Technical Staff, NPD
	7. Review of the revised documents	None	4 hrs	Section Chief, NPD
	8. Review and provide comments/inputs/further instructions and refer to Section Chief	None	4 hrs	Division Chief, NPD
	9. Review documents/further instruction from Division Chief and refer to the Technical Staff who drafted document	None	2 hrs	Section Chief, NPD
	10. Refine/finalize action documents, affix initials and forward to Clerks	None	1 hr	Technical Staff, NPD
	11. Scan/photo copy relevant basic	None	30 mins	Clerks, NPD

	documents and forward to Section Chief for initial			
	12. Final review and affix initials and forward to Division Chief	None	30 mins	Section Chief, NPD
	13. Final Review and affix initials	None	30 mins	Division Chief, NPD
	14. Forwards to the Office of the Assistant Director	None	5 minutes	Technical Staff, NPD
TOTAL:			<i>5 days, 13.8 hrs</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. 2004-32 or the Revised Guidelines on the Establishment and Management of Community-Based Program in Protected Areas*