

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.

The BMB reviews the application including the required supporting documents and endorse the same to the Office of the Secretary for the approval of the draft SAPA.

Office or Division:	National Parks Division	
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 and government agencies.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
General Requirements		
1. Duly accomplished application Form	PA Management Office	
2. Certified copy of birth certificate (for individuals) or ownership (for corporations)	PSA, SEC	
3. Project description supported by maps and pictures of the proposed area, development plan, timetable and description of activities from preparation to project implementation. Maps should include overlay of project site with the management zone and easements with bodies of water.	Project Proponent	
4. 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	
5. Free and Prior Informed Consent (FPIC) of concerned IPs (Certification Precondition or CNC from NCIP)	NCIP	
6. Comprehensive Development and Management Plan (CDMP)	Project proponent	

7. Rehabilitation Plan	Project proponent
8. PAMB Clearance and a PAMB endorsement of the SAPA application (through PAMB Resolutions)	PAMB
9. Environmental Compliance Certificate	DENR-EMB
10. Copy of Official Receipt for Administrative Fee amounting to PhP 5,000.00	Proponent (PENRO to receive payment)
11. SEP Clearance (for projects in Palawan)	PCSD
<i>For Individual Applicants</i>	
12. For tenured migrant/s, a certification from the concerned Protected Area Superintendent	PA Management Office
13. 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
14. 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
<i>For Groups/Corporations/Associations/Cooperatives/NGOs</i>	
15. 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
16. 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
17. For cooperatives, a Certificate of Registration with the Cooperative Development Authority	Cooperative Development Authority

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. The DENR Regional Office indorses the SAPA application together with complete requirements through a memorandum with completed staff work document to BMB.	1. The Records unit receive SAPA application package and routes it to the Office of the Director	None	10 mins	BMB Records Unit
	2. The Director goes over the application document, provides instructions, and routes the application to the AD and to the proper Division (NPD/CMD)	None	10 mins	Director
	3. The clerk of the OD records the transaction and carry document to the AD	None	10 mins	Clerk, OD
	4. The AD goes over the document and provides further instruction, as necessary	None	10 mins	Asst. Director
	5. Concerned Division receives SAPA application document, records it into logbook and	None	10 mins	Clerk of the Division

	forwards to the Division Chief.			
	2. Division Chief does initial evaluation of the application and forwards the document to the concerned Section Chief with instructions/guidance.	None	35 mins	Division Chief
	3. Section Chief does initial evaluation based on the DC's instruction and assign to concerned Technical Staff with further guidance.	None	30 mis	Section Chief
	<p>4. Technical Staff evaluates the SAPA application as to:</p> <ul style="list-style-type: none"> i) Applicability of SAPA; ii) Completeness of applicable requirements; iii) Consistency of information across documents (i.e. ECC viz-a-viz CDMP) iv) Correct computation of user fee; and v) Completeness of the draft SAPA Terms and Conditions. <p>Drafts action documents. Action may either:</p> <ul style="list-style-type: none"> a) Return the SAPA application with comments and 	None	10 days	Technical Staff

	recommendations if it fails the review; or b) Prepares draft memorandum for the Secretary and repacks the application documents.			
	5. Section Chief reviews the draft action documents and provides comments/inputs/further instructions	None	1 day	Section Chief
	6. Technical Staff revise/update draft action documents	None	2 days	Technical Staff
	7. Review the revised action documents and forwards to Division Chief	None	4 hrs	Section Chief
	8. Review and provide comments/inputs/instructions and refer to the Section Chief	None	4 hrs	Division Chief
	9. Take note of the comments/instructions and refers it to the Technical Staff	None	2 hrs	Section Chief
	10. Revise/finalize action documents	None	2 hrs	Technical Staff
	11. Final review and affix initials and forward to Division Chief	None	30 mins	Section Chief
	12. Final Review and affix initials	None	30 mins	Division Chief
	13. Assistant Director reviews the action document and affixes her initial.	None	30 mins	Assistant Director

	14. Director reviews the action document and provides comments or affixes his signature on the letter and the draft SAPA.	None	30 mins	Director
	15. NPD Clerk scan/photocopy relevant basic documents, record action memo/documents and forward to the Records Unit	None	35 mins	Clerk
	16. Record Unit logs the transaction and sends the document through courier.	None	30 mins	Records Unit
TOTAL:			<i>15 days, 1 hour and 0 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*

Notes:

1. *The administrative fee amounting to Php5,000.00 is payable at the concerned PENRO.*
2. *BMB does not impose additional charge for the review of SAPA applications.*
3. *SAPA Fee is computed as follows: five percent (5%) of the most recent zonal value of the commercial zone in the nearest barangay or municipality where the project area is located, multiplied by the size of the area for development, plus one percent (1 %) of the project cost.*