



*Republic of the Philippines*  
( Republic Act 7611)

**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF**  
PCSD Bldg., Sports Complex Rd., Bgy. Sta. Monica, Puerto Princesa City, Palawan



May 16, 2016

**ATTY. ERNESTO D. ADOBO, JR., CESO I**

Undersecretary

Administration and Information Systems

Over-all Quality Management Representative

Department of Environment and Natural Resources (DENR)

Visayas Avenue, Diliman, Quezon City

**Dear Usec. Adobo:**

Greetings!

In compliance to Executive Order No. 605, s. 2007 and Performance-Based Bonus (PBB) requirement for 2016, we are submitting herewith the updated Manual of Operations of the Palawan Council for Sustainable Development Staff (PCSDS) for your reference.

Thank you very much and best regards.

Very truly yours,

  
**NELSON P. DEVANADERA**  
Executive Director

*"PCSDS: Working together towards sustaining the future"*

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Republic of the Philippines

Republic Act 7611

Palawan Council for Sustainable Development Staff

# PCSDS

## MANUAL OF OPERATION

May 2016

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# PCSDS

## Manual of Operations



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## MANUAL OF OPERATIONS

### MANUAL OF OPERATIONS

#### I. INTRODUCTION

This **Manual of Operations (MOP)** defines and clarifies policies, systems, and procedures adopted to implement and continually improve the **Quality Management System (QMS)** of the **Palawan Council for Sustainable Development Staff (PCSDS)**.

This MOP, together with associated documents mentioned hereto, aims to:

- Describe the basic elements of the MOP of the PCSDS and serve as reference in its implementation and continual improvement;
- Inform the internal and external stakeholders and enable them to observe and implement the MOP that is being maintained at the PCSDS; and
- Serve as reference and guide for newly-hired personnel and make them familiar and appreciate the PCSDS's MOP.

Introduction of new procedures or services may necessitate amendments to existing MOP and relevant procedures. Requests or suggestions are made in writing to the Overall Quality Management Representative (QMR) for his/her consideration to ensure that such changes are reflected in the Manual.

The controlled copies of this MOP are issued to Copy Holders identified by the PCSDS' Records Officer who is responsible for safekeeping and prompt distribution of updated/ revised documents. It is the responsibility of the Records Officer to distribute and keep a list of authorized Copy Holders of the Manual of Operations, as indicated in the Control of Documents procedure.

This Manual is intended to be used by all the units and divisions of PCSD/S.

#### II. DEFINITION OF TERMS AND ACRONYMS

The following are abbreviations and acronyms commonly used in this plan:

<b>ADR</b>	- Alternative Dispute Resolution
<b>AIP</b>	- Annual Investment Plan
<b>AO</b>	- Administrative Order
<b>AO 5</b>	- Revised Guidelines for the Accreditation, Regulation, and Monitoring of Live Fish Catching, Culture, Trading and Transport in Palawan



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<b>AO 6</b>	- Revised Guidelines in the Implementation of the SEP Clearance System
<b>AO 7</b>	- Implementing Rules and Regulations of the Chainsaw Act of 2002 in the Province of Palawan
<b>AO 8</b>	- Adopting and Revising the DENR Rules and Regulations of the National Caves and Cave Resources Management and Protection Act as Applicable in the Province of Palawan
<b>AO 10</b>	- Guidelines in the Creation and/or Reconstitution of ECAN Boards in the City/Municipalities of Palawan
<b>AO 12</b>	- Detailed Guidelines in the Implementation of Republic Act No. 9147 and Joint DENR-DA-PCSD Administrative Order No. 01
<b>APCPI</b>	- Agency Procurement Compliance and Performance Indicator
<b>APP</b>	- Annual Procurement Plan
<b>ARE</b>	- Acknowledgement Receipt for Equipment
<b>BAC</b>	- Bids and Awards Committee
<b>BR</b>	- Biosphere Reserves
<b>BTOR</b>	- Back to Office Report
<b>CAL</b>	- Calamianes
<b>CBS</b>	- Competency-based System
<b>CITES</b>	- Convention on the International Trade in Endangered Species of Wild Fauna and Flora
<b>CLUP</b>	- Comprehensive Land Use Plan
<b>CLWUP</b>	- Comprehensive Land and Water Use Plan
<b>COA</b>	- Commission on Audit
<b>CSC</b>	- Civil Service Commission
<b>CSW</b>	- Completed Staff Work
<b>DA</b>	- Department of Agriculture
<b>DAO 30</b>	- Implementing Rules and Regulations (IRR) for the Philippine Environmental Impact Statement (EIS) System
<b>DENR</b>	- Department of Environment and Natural Resources
<b>DIO</b>	- Desk Information Officer
<b>DMO</b>	- District Management Office
<b>DOT</b>	- Department of Tourism
<b>DPCR</b>	- Division Performance Commitment and Review
<b>DV</b>	- Disbursement Voucher
<b>EB</b>	- ECAN Board
<b>ECA</b>	- Environmentally Critical Areas
<b>ECAN</b>	- Environmentally Critical Areas Network



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<b>ED</b>	- Executive Director
<b>EEED</b>	- ECAN Education and Extension Division
<b>EIS</b>	- Environmental Impact Statement
<b>EKMD</b>	- ECAN Knowledge Management Division
<b>EMED</b>	- ECAN Monitoring and Evaluation Division
<b>EMES</b>	- Environmental Monitoring and Evaluation System
<b>EOD</b>	- ECAN Operations Department
<b>EPPD</b>	- ECAN Policy and Planning Division
<b>EPPKMD</b>	- ECAN Planning, Policy and Knowledge Management Department
<b>ERED</b>	- ECAN Regulation and Enforcement Division
<b>ERMP</b>	- ECAN Resource Management Planning
<b>EZC</b>	- ECAN Zoning Certification
<b>EZMD</b>	- ECAN Zones Management Division
<b>FAD</b>	- Finance and Admin Division
<b>GAA</b>	- General Appropriations Act
<b>GIS</b>	- Geographic Information System
<b>GO</b>	- Government Organization
<b>GP</b>	- Gratuitous Permit
<b>GSU</b>	- General Service Unit
<b>HLURB</b>	- Housing and Land Use Regulatory Board
<b>HR</b>	- Human Resource
<b>HRM</b>	- Human Resource Management
<b>IEP</b>	- Integrated Environmental Plan
<b>IEE</b>	- Initial Environmental Examination
<b>IT</b>	- Information Technology
<b>IP</b>	- Indigenous Peoples
<b>IPCR</b>	- Individual Performance Commitment and Review
<b>IQA</b>	- Internal Quality Audit
<b>IRR</b>	- Implementing Rules and Regulations
<b>ISO</b>	- International Organization for Standardization
<b>LGSWMP</b>	- Local Government Solid Waste Management Plan
<b>LGU</b>	- Local Government Unit
<b>LTP</b>	- Local Transport Permit
<b>MAB</b>	- Man and the Biosphere
<b>MIS</b>	- Management Information System
<b>MOP</b>	Manual of Operations
<b>MOU</b>	- Manila Operations Unit
<b>MTP</b>	- Medium Term Plan
<b>NAMRIA</b>	- National Mapping and Resource Information Authority



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<b>NGA</b>	- National Government Agency
<b>NGO</b>	- Non-government Organization
<b>NHI</b>	- National Historical Institute
<b>NM</b>	- National Museum
<b>NOV</b>	- Notice of Violation
<b>OED</b>	- Office of the Executive Director
<b>OPCR</b>	- Office Performance Commitment and Review
<b>PAB</b>	- PCSD Adjudication Board
<b>PCSD</b>	- Palawan Council for Sustainable Development
<b>PCSDS</b>	- Palawan Council for Sustainable Development Staff
<b>PEAR</b>	- Project Evaluation and Assessment Report
<b>PET</b>	- Planning and Evaluation Team
<b>PIADP</b>	- Palawan Integrated Area Development Project
<b>PIADPO</b>	- Palawan Integrated Area Development Project Office
<b>PMP</b>	- Procurement Monitoring Report
<b>PO</b>	- Peoples Organization
<b>PRIME-HRM</b>	- Program for Institutionalization of Meritocracy and Excellence in Human Resource Management
<b>PSB</b>	- Personnel Selection Board
<b>PSDTI</b>	- Palawan Sustainable Development Training Institute
<b>PSWMB</b>	- Provincial Solid Waste Management Board
<b>QMR</b>	- Quality Management Representative
<b>QMS</b>	- Quality Management System
<b>RA 7160</b>	- Local Government Code of 1991
<b>RA 7611</b>	- Strategic Environmental Plan for Palawan Act or SEP Law
<b>RA 8550</b>	- Philippine Fisheries Code of 1998
<b>RA 9003</b>	- Ecological Solid Waste Management Act of 2000
<b>RA 9072</b>	- National Caves and Cave Resources Management and Protection Act
<b>RA 9147</b>	- Wildlife Resources Conservation and Protection Act
<b>RA 9175</b>	- Chainsaw Act of 2002
<b>RA 10067</b>	- Tubbataha Reefs Natural Park Act of 2009
<b>RFF</b>	- Reef Food Fish
<b>RIS</b>	- Requisition and Issue Slip
<b>RSMI</b>	- Report of Supplies and Materials Issued
<b>SAP</b>	- Scientific Advisory Panel
<b>SB</b>	- Sannguniang Bayan
<b>SC</b>	- Special Concerns
<b>SEP</b>	- Strategic Environmental Plan
<b>SMF</b>	- SEP Monitoring Fund



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<b>SMT</b>	- SEP Monitoring Team
<b>SP</b>	- Sangguniang Panlalawigan
<b>SPMS</b>	- Strategic Performance Management System
<b>SUP</b>	- Special Use Permit
<b>TPAMB</b>	- Tubbataha Protected Area Management Board
<b>TRNP</b>	- Tubbataha Reefs Natural Park
<b>UNESCO</b>	- United Nations Educational, Scientific and Cultural Organization
<b>WC</b>	- Wildlife Clearance
<b>WCP</b>	- Wildlife Collector's Permit
<b>WEO</b>	- Wildlife Enforcement Officer
<b>WFP</b>	- Wildlife Farm Permit
<b>WFP</b>	- Work and Financial Plan
<b>WSUP</b>	- Wildlife Special Use Permit
<b>WTMU</b>	- Wildlife Traffic Monitoring Unit

### **III. PCSD PROFILE**

#### **A. PCSD History**

The Palawan Integrated Area Development Project (PIADP) – Phase I was approved in 1979. Its approval ushered Palawan's serious attempt in protecting the environment with the inclusion of the Integrated Environmental Plan (IEP) in the implementation of the project. IEP was intended to formulate and implement an ecologically sound developmental strategy towards attaining sustainable development for the province of Palawan.

In 1982, a province-wide study on the right course of development for Palawan was undertaken by the Palawan Integrated Area Development Project Office (PIADPO). The study came up with holistic findings and published them in a document called the Strategic Environmental Plan (SEP) for Palawan. Among the significant findings are the critical configuration of Palawan as an island ecosystem with long and narrow geography, steep topography, highly erodible soils, impermeable soils, and small watersheds and narrow river courses. The narrow mountain spine, river courses, and steep run-off slopes make the mountain ecosystems at the center of Palawan vulnerable to soil erosion once the forest cover is removed. In the 1980s, the forest cover of Palawan is already under considerable threat from commercial logging and shifting cultivation.





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Recognizing the need to protect the forests and resources of Palawan and anticipating the pressures that will be exerted by the high rates of migration and population increase, the environmental managers, in consultation with stakeholders, lobbied for the enactment of the SEP document as a landmark environmental legislation. This initiative was achieved in 1992, with the passage of Republic Act No. 7611, the Strategic Environmental Plan for Palawan Act (SEP Law). The rationale of the SEP Law is the reversal of the trends in environmental degradation and the provision of new development opportunities for Palawan and its people. The major provision in the SEP Law is its handing down a ban on total commercial logging to allow the forest cover to regenerate which in past times have been subjected to land use conversion. The authority to implement the SEP Law lies with a multi-sectoral executive body called the Palawan Council for Sustainable Development (PCSD).

The Environmentally Critical Areas Network (ECAN) is the core strategy of the SEP Law. It is a zoning strategy and graded system of protection and development control over the whole Palawan province. ECAN is strategically configured after the biosphere reserves (BR) of UNESCO. Zoning of biosphere reserves is aimed at the protection of environmentally critical habitats, and the zoning scheme is typified by a nucleus or a ring. Generally, the core area is strictly protected to meet conservation objectives, the buffer zone is delimited for non-extractive uses, and the transition area is where sustainable development activities with local communities are organized (*Batisse 1992*). A network of such reserves is often created inside a management or conservation unit called a corridor, an ecoregion, or a protected landscape and seascape.

The question of scale in zoning is concomitant to conservation and management objectives of the area. Under the Man and the Biosphere (MAB) Programme of UNESCO, the Palawan Biosphere Reserve (*Sandalo and Baltazar 1997*) is recognized as part of the international biosphere reserves network. The Palawan BR is singled out as a representative sample of ecosystem types as it provides a standard against which the effects of man's impact on environment can be measured. As with ECAN, the coverage of the reserve is the entire province. The ECAN satisfies the zoning requirements of Palawan BR.

An ECAN zoning map is produced from biophysical and socio-economic criteria that includes the elevation of the land, its slope, its forest cover, watershed properties, the habitat of threatened species, land classification, and the existing land uses. The management zones range from the Core Zone or the maximum area of protection, the Buffer Zone surrounding the Core Zone, and the Multiple Use or multi-purpose zone. All



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twenty-three (23) municipalities of Palawan and the City of Puerto Princesa have adopted their ECAN zones maps for their respective planning and regulatory agenda.

The adoption of maps is done through the approval of local government resolutions. The Palawan ECAN zones, aside from being the on-ground implementation of Palawan BR, serve as the blueprint for the sustainable development as the municipal Comprehensive Land and Water Use Plans (CLWUPs) are based on the ECAN map. The regulatory function of the map is evident as each zone, from the Core Zone to the Multiple Use Zone, is prescribed with allowable and prohibited activities.

### **B. Mandate**

The Palawan Council for Sustainable Staff (PCSDS) serves as the regular professional staff of the Palawan Council for Sustainable Development (PCSD) and provides the machinery to coordinate the policy and functions, implement programs, and organize services as required by the Council in the governance, implementation, and policy direction of the Strategic Environmental Plan for Palawan. Based on the mandates, the PCSD is a policy making, monitoring, coordinating, and implementing body.

### **LEGAL BASIS**

**Republic Act No. (RA) 7611 (June 19, 1992)**, the Strategic Environmental Plan (SEP) for Palawan Act, provided for the adoption of a comprehensive framework for the sustainable development of Palawan, compatible with protecting and enhancing the natural resources and endangered environment of the province. It created the PCSD to be responsible for the governance and implementation of and provision of policy direction to the SEP.

Also pursuant to RA 7611, the PCSD is vested with the following functions:

1. Plan, policy, and rule making, coordinating, oversight, enforcement, and implementing body under RA 7611 (Strategic Environmental Plan (SEP) for Palawan Act). Also, the enforcement of other existing laws, rules and regulations similar to or complementary with RA 7611 as per Section 19 (9) of RA 7611.
2. Jurisdiction conferred under Section 4 of RA 9147 (Wildlife Resources Conservation and Protection Act). Specifically, Section 4 states that The Department of Environment and Natural Resources (DENR) shall have jurisdiction over all terrestrial plant and animal species, all turtles and tortoises and wetland species, including but not limited to crocodiles, waterbirds and all amphibians and dugong. The Department of Agriculture (DA) shall have jurisdiction over all declared aquatic





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critical habitats, all aquatic resources including but not limited to all fishes, aquatic plants, invertebrates and all marine mammals, except dugong. The secretaries of the DENR and the DA shall review, and by joint administrative order, revise and regularly update the list of species under their respective jurisdiction. In the Province of Palawan, jurisdiction herein conferred is vested to the Palawan Council for Sustainable Development pursuant to Republic Act No. 7611.

3. Lead implementing agency to implement the provisions of RA 9072 (National Caves and Cave Resources Management and Protection Act). Specifically, Section 4 states that the DENR shall be the lead agency tasked to implement the provisions of this Act in coordination with the Department of Tourism (DOT), the National Museum (NM), the National Historical Institute (NHI) and concerned local government units (LGUs) for specific caves, except that in the Province of Palawan, the Palawan Council for Sustainable Development shall be the lead implementing agency pursuant to Republic Act No. 7611 or the Strategic Environmental Plan for Palawan Act.

4. Implementation of the provisions of RA 9175 (Chainsaw Act of 2002).

Specifically provided in Section 9, “To effectively implement the provisions of this Act, the Secretary shall issue the implementing rules and regulations within 90 days upon approval of this Act. He shall likewise organize an office within the Department to ensure that the requirements imposed by this Act may be complied with by qualified persons, within the shortest possible time, at the least possible expense. In the Province of Palawan, the provisions of this Act shall be implemented by the Palawan Council for Sustainable Development pursuant to Republic Act No. 7611 or the Strategic Environmental Plan for Palawan.”

5. Regulatory body by granting fishing privileges in municipal waters under Section 17 of RA 8550 (The Philippine Fisheries Code of 1998).
6. Chairmanship to the Provincial Solid Waste Management Board (PSWMB) (Section 11) and approving body for the Local Government Solid Waste Management Plans (LGSWMP) (Section 16) of RA 9003 (Ecological Solid Waste Management Act of 2000).
7. Enforcement, along with other authorized persons and entities, of RA 10067 (Tubbataha Reefs Natural Park (TRNP) Act of 2009) and the authority to file administrative cases before the proper agencies and bodies, or initiate criminal



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proceedings in accordance with the Rules of Court, for offenses committed within the TRNP, as per Sec. 35 of the law.

The PCSD chairperson or his/her representative shall serve as co-chairperson of Tubbataha Protected Area Management Board (TPAMB) (Sec. 10). The DENR and the PCSD shall coordinate closely to ensure the sound management and conservation of the TRNP and shall provide technical and financial assistance to the TRNP as may be needed (Sec. 16). Under Sec. 43 (Appropriations), the DENR and the PCSD shall include in their respective program the implementation of RA 10067, the funding of which shall be included in the annual General Appropriations Act (GAA).

### Summary of Functions

REPUBLIC ACT	FUNCTION (S)	SECTION (S)
<b>RA 7611</b> (Strategic Environmental Plan (SEP) for Palawan Act)	Plan, policy, and rule making, coordinating, oversight, enforcement, and implementing body	4, 6, 7, 13, 14, 15 & 19
<b>RA 9147</b> (Wildlife Resources Conservation and Protection Act)	Implementing, policy and rule making, enforcement, and coordinating body	4, 6, 7-19, 21, 22, 24, 25, 27, 28, 30, 33, 35, & 36
<b>RA 9072</b> (National Caves and Cave Resources Management and Protection Act)	Implementing, policy and rule making, enforcement, and coordinating body	4, 5, 6, 7, 8, & 9
<b>RA 9175</b> (Chainsaw Act of 2002)	Implementing, policy and rule making, enforcement, and coordinating body	4,5,6,7,8, & 9
<b>RA 8550</b> (The Philippine Fisheries Code of 1998)	Regulatory body	17
<b>RA 9003</b> (Ecological Solid Waste Management Act of 2000)	Oversight and approving body	11 & 16
<b>10067</b> (Tubbataha Reefs Natural Park (TRNP) Act of 2009)	Oversight, enforcement, and coordinating body	10, 16, 35, & 43





## Palawan Council for Sustainable Development Staff

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#### C. Vision

Palawan, an innovative and dynamic global center of sustainable development.

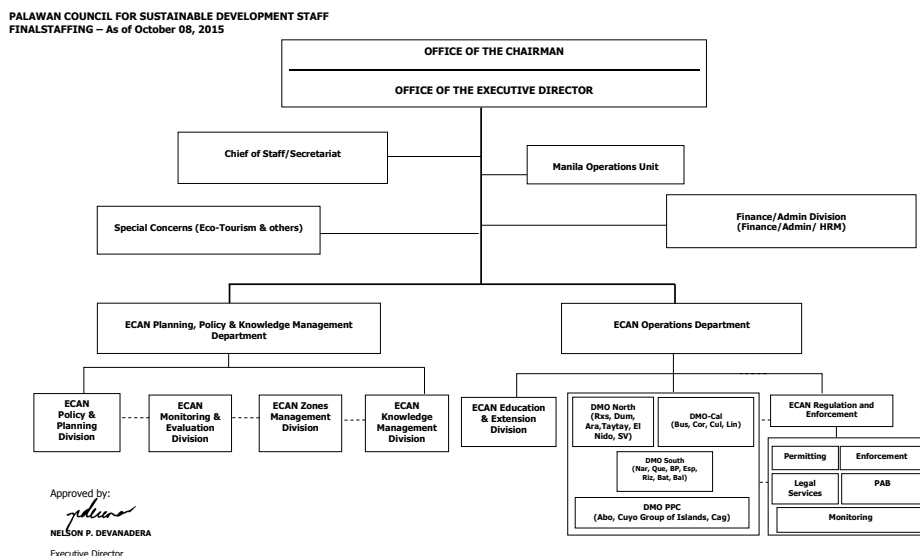
#### D. Mission

PCSDS as the driver of environmental conservation and inclusive development in Palawan, a biosphere reserve and science-for-sustainability site, guided by the Strategic Environmental Plan.

#### E. Organizational Structure

The approved PCSDS organizational structure (Figure 1) below is currently being adopted by the agency. The PCSD headed by its Chairman is the lead environmental policy making body in Palawan. Created in 1992 under RA 7611, the sustainable development of the whole Province is concretized as a policy with the PCSD as the administrative machinery and the PCSD Staff as its professional and technical support staff. The PCSDS Executive Director (ED) has the authority and responsibility to carry out the mandates of the PCSD, discharge its powers, authorities and functions and accomplish its objectives.

**Figure 1. Organizational Structure**





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### **F. Functional Descriptions**

The major functional responsibilities of the agency are as follows:

#### **1. The Palawan Council for Sustainable Development (PCSD)**

The PCSD's role is to formulate plans and policies as may be necessary to carry out the provisions of RA 7611; coordinate with the local governments to ensure that the latter's plans, programs and projects are aligned with the plans, programs and policies of the SEP; coordinate with local government and private agencies/ organizations for cooperation and assistance in the performance of its functions; arrange, negotiate for, and accept donations, grants, gifts, loans, and other funding from domestic and foreign sources to carry out the activities and purposes of the SEP; recommend to the Congress of the Philippines such matters that may require legislation in support of the objectives of the SEP; delegate its powers and functions to its Support Staff; establish policies and guidelines on compensation and staffing pattern; adopt, amend and rescind such rules and regulations related to the SEP; enforce the provisions of the SEP Law; and perform related functions which shall promote the development, conservation, management, protection, and utilization of the natural resources of Palawan.

#### **2. Office of the Executive Director (OED)**

The OED's responsibilities are to provide overall direction and supervision of the internal day-to-day operation & administration of the agency; implement policies, programs & measures approved by the Council; represent the Council in all dealings with other offices, agencies & government instrumentalities with regard to SEP implementation; oversee image building activities of PCSD/S; strengthen public relations, communications and promotions of PCSD/S; evaluate environmentally critical projects; involve in the co-management of protected areas; and oversee operation of the Scientific Advisory Panel (SAP). The OED is headed by the Executive Director who is being assisted by the Planning and Operations Directors including the Director for Finance and Administration, the Division/Unit Heads and other officers in the discharge of his functions.





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### **3. Chief of Staff/Secretariat**

The responsibilities of the Chief of Staff/Secretariat are to provide legal assistance and secretariat works; manage strategic agenda of the Office of the Executive Director ensuring that all directives are implemented and initiatives are sustained; and manage press conferences, press releases, and media affairs of the organization.

### **4. Manila Operations Unit (MOU)**

The MOU's main tasks are to facilitate promotion, networking and fund sourcing to support SEP Law implementation; facilitate the preparation and timely submission of financial accountability reports required by DENR, DBM, COA and other agencies in coordination with the Finance Unit; and provide management timely financial status reports for information and reference.

### **5. Special Concerns (SC)**

The SC is responsible for the development/packaging of programs and projects of special concern that are crucial for development and protection of natural resources like ecotourism, energy, agriculture, infrastructure and environmental resource accounting, among others; networking and funding for implementation of special programs and projects; and maintaining and establishing linkages with provincial, national, regional and international institutions for the implementation of special projects.

### **6. Finance and Admin Division (FAD)**

The FAD provides general and administrative and logistic support services to PCSDS operations; responsible for the accounting, budgeting and cash receipt and disbursements; implements personnel services & Human Resource Management (HRM); takes charge of general services (office/building & equipment maintenance) & land improvement, property and supply management, motorpool management; and spearhead the operationalization, management and maintenance of information technology (IT) facilities and databases.



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### **7. ECAN Planning, Policy and Knowledge Management Department (EPPKMD)**

The ECAN Planning, Policy and Knowledge Management Department consists of the following divisions:

#### **7.1 ECAN Zones Management Division (EZMD)**

The EZMD is in charge of the development and implementation of projects/ programs for ECAN Components (terrestrial/coastal/tribal zones) for the province that would focus on ECAN zone management; and conduct of continuing research in support of ECAN.

#### **7.2 ECAN Policy and Planning Division (EPPD)**

The EPPD is in charge of the preparation of annual, medium and long term programming to implement SEP and program and project proposals; development of ECAN resource management plans and programs and integration to CLUPs; review of existing laws, rules and regulations related to environment and the crafting/adoption of policies applicable or relevant to Palawan; development and implementation of researches and policies to support ECAN components; harmonization of ECAN components into the CLUPs; and sustainable conservation financing.

#### **7.3 ECAN Monitoring and Evaluation Division (EMED)**

The EMED is responsible for the development of monitoring indicators for each of the ECAN components; operationalization of PEENRA for terrestrial and coastal; implementation of WAVES Project; operation of the Management Information System (MIS); operation and maintenance of Environmental Laboratory; operation and maintenance of GIS Unit; and conduct of continuing research in support of ECAN.

#### **7.4 ECAN Knowledge Management Division (EKMD)**

The EKMD is responsible for the conduct of policy studies and additional researches as identified by the Council; establishment and maintenance of knowledge management databases; management and maintenance of the Palawan Knowledge Platform for Biodiversity and Sustainable Development



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including its website; operation and management of the PCSD Library and Knowledge Center; publishing research studies and updates on Palawan's Environment through the following: a) Publication of the "Our Palawan" Research/Scientific Journal b) "State of Environment of Palawan" updates c) State of Palawan Studies: Annual Research Symposium; facilitating the pursuance of the Palawan Biosphere Reserve and Sustainable Development Agenda; convening the PCSD Scientific Advisory Panel to provide policy recommendations to the Council; and facilitating forging of partnerships with research and other institutions.

### **8. ECAN Operations Department (EOD)**

The ECAN Operations Department consists of the following divisions:

#### **8.1 ECAN Education and Extension Division (EEED)**

The EED is responsible for the development of social marketing strategies to promote SEP/ECAN & other environmental laws, policies & programs of PCSD; social marketing activities with LGUs and partner stakeholders (other agencies and communities); packaging of information & education materials; conduct of environmental education and information campaigns; training of communities and partner stakeholders; capacity building of ECAN Boards; operation, management and maintenance of PSDTI; operation, management and maintenance of PCSDS website, databases and transparency seal.

#### **8.2 ECAN Regulation and Enforcement Division (ERED)**

The ERED is responsible for the review of existing laws, rules and regulations related to environment and the crafting/adoption of policies applicable or relevant to Palawan; management of wildlife and caves; regulation of chainsaws; issuance of SEP Clearances and permits related to the implementation of Wildlife, Chainsaw and Caves Act; enforcement of SEP Law and other laws, approved ECAN guidelines, PCSD Admin Orders, policies and other regulations; provision of legal advice and assistance to partner enforcement agencies; secretariat works for PCSD Adjudication Board; and implementation of Community Learning Posts and Quick Response System.





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### **8.3 District Management Division (DMO)**

The DMO's major functional responsibilities are inter-agency coordination and partnerships with LGUs & other stakeholders to implement SEP/ECAN; field-based monitoring, evaluation and coordination of programs/projects to implement SEP including SEP Clearances & Accreditations; development and implementation/harmonization of local ECAN zones management plans with CLUPs; implementation of special laws & projects on the conservation and development of environment & natural resources; enforcement of approved ECAN Guidelines, PCSD Admin Orders & other laws; secretariat works to ECAN Board; and implementation of ECAN Terrestrial, ECAN Coastal and ECAN Tribal/Ancestral concerns.

## **IV. OTHER GOVERNING/ADMINISTRATIVE POLICIES OF THE OFFICE**

### **A. PCSD Manual of Operations**

The Manual is a compendium of resources designed to guide Council members in carrying out PCSD functions efficiently and effectively. In particular, this document incorporates the procedural system in the conduct of meetings and activities that will further enhance the administration of Council affairs. It is envisioned that with this Manual, among other factors, PCSD shall be in the growing edge of a well run, well managed, innovative Council, making it proactive in the resolution of issues pertaining to sustainable development of Palawan.

### **B. Personnel Handbook**

The Handbook codifies and disseminates personnel and administrative policies, rules and procedures for the easy reference of the PCSDS employees. It is a guide for everyday use by the staff on matters relating to employment and office administration for a better functioning workforce.

### **C. Citizen's Charter**

Conceived to generate greater public awareness on the various services extended to clients, the requirements to avail of the PCSDS services, standards and procedures of performance and, likewise, to guide the Staff to become more responsive to its commitment to public service in a more systematic and client-friendly manner.



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## **MANUAL OF OPERATIONS**

### **D. Guidelines for Training, Scholarship and Study Leave**

Guidelines to provide a standard and uniform arrangement in facilitating/coordinating the training, scholarships and study leave of employees of the Palawan Council for Sustainable Development. It serves as a support mechanism to professionalize the ranks in the PCSDS with the primary aim of providing the employees with educational/training opportunities and exposures to enhance their knowledge and skills toward career, personal and professional growth and advancement.

## **V. LIST OF REFERENCES**

### **A. List of Procedures, Flow Charts and Guidelines**

1. ECAN Resource Management Planning
2. Issuance of SEP Clearance, Permits and Certifications



## MANUAL OF OPERATIONS

### B. List of Legal and other Requirements

<b>Laws/Admin Orders/ Resolutions</b>	<b>Title</b>
<b>Republic Acts</b>	
1. RA 7611	An Act Adopting the Strategic Environment Plan for Palawan, Creating the Administrative Machinery to its Implementation, Converting the Palawan Integrated Area Development Project Office to its Support Staff, Providing Funds Therefor, and for Other Purposes
2. RA 7611 IRR	Amended Rules and Regulations Implementing the Strategic Environmental Plan for Palawan
3. RA 9175	An Act Regulating the Ownership, Possession, Sale, Importation and Use of Chainsaws, Penalizing Violations Thereof and for Other Purposes
4. RA 9147	An Act Providing for the Conservation and Protection of Wildlife Resources and their Habitats, Appropriating Funds Therefor and for Other Purposes
5. RA 9072	An Act to Manage and Protect Caves and Cave Resources and for other Purposes
<b>PCSDS Admin Orders</b>	
1. PCSD AO No. 5, as amended	Revised Guidelines for the Accreditation, Regulation, and Monitoring of Live Fish Catching, Culture, Trading and Transport in Palawan, Providing Therefor the Guidelines for the Implementation of a Quota System (QS) for Live Reef Food Fish to be transported out of Palawan
2. Revised AO No. 7 Series of 2012	Revised Implementing Rules and Regulations of the Chainsaw Act of 2002 (RA 9175)
3. PCSD AO No. 10	Guidelines in the Creation and/or Reconstitution of ECAN Boards in the City/Municipalities of Palawan, Implementing Sections 37-39 of the PCSD Resolution No. 05-250, Otherwise Known as the Revised ECAN Guidelines
4. PCSD AO No. 12	Detailed Guidelines in the Implementation of Republic Act No. 9147 and Joint DENR-DA-PCSD Administrative Order No. 01 as Maybe Made Applicable in the Province of Palawan





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## MANUAL OF OPERATIONS

Laws/Admin Orders/ Resolutions	Title
<b>PCSD Resolutions and Agreements</b>	
1. PCSD Resolution 05-250	Resolution Adopting the Revised Guidelines in Implementing the Environmentally Critical Areas Network, the Main Strategy of the Strategic Environmental Plan (SEP) for Palawan, Amending PCSD Resolution Nos. 94-44 & 99-144
2. PCSD Resolution No. 12-433	Resolution Declaring Sec. 7 of PCSD Administrative Order No. 08 as Null and Void for Being Contrary to the Intents and Purposes of Republic Act No. 9072
3. DENR - PCSD MOA	DENR-PCSD Memorandum of Agreement



## **MANUAL OF OPERATIONS**

### **VI. REFERENCES LISTED IN NO. V**



## **MANUAL OF OPERATIONS**

### **MANUAL OF OPERATIONS**

**(TWO MAJOR CORE PROCESSES: ECAN RESOURCE  
MANAGEMENT PLANNING AND ISSUANCE OF SEP  
CLEARANCE, PERMITS AND CERTIFICATIONS)**





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## MANUAL OF OPERATIONS

### PCSDS MANUAL OF OPERATIONS

#### I. General Requirements

A process-based Manual of Operations is adopted to continually improve the functions and services of the PCSD/S which is mandated to ensure holistic integration of environmental protection with relevant land use planning and rational use of Palawan's natural resources with the Strategic Environmental Plan (SEP) Framework in order to improve the quality of life in Palawan.

The PCSD/S determines the processes needed for the MOP and their application throughout the organization and the criteria and methods needed to ensure that both the operation and control of these processes are effective; ensures the availability of resources and information necessary to support the operation and monitoring of these processes; monitors, measures, as appropriate, and analyzes these processes; and implements actions necessary to achieve planned results and continual improvement of its **Environmentally Critical Areas Network (ECAN) Zones Management towards the province's sustainable development.**

#### II. Scope

This Manual of Operations applies to the ECAN Management Process that covers the management, core, and support processes of the PCSDS as shown in the PCSD/S Process Map (Figure 1). Specifically, it will discuss the detailed procedures of two (2) major core processes of the PCSDS in compliance to the Strategic Performance Management System (SPMS) qualifying indicators under Support to Operations. These are a) ECAN Resource Management Planning under ECAN Policy, Plan and Program Management and b) SEP Clearance System on the issuance of SEP Clearances, other permits and certifications under ECAN Regulation and Enforcement. This is part of the QMS Manual that is being formulated by PCSDS.

#### III. Process Map

The PCSD/S high level process map is divided into three groups of processes, namely:

- Management Processes – those that are needed for oversight and governance of PCSD/S' environment and natural resource management and sustainable development.



## MANUAL OF OPERATIONS

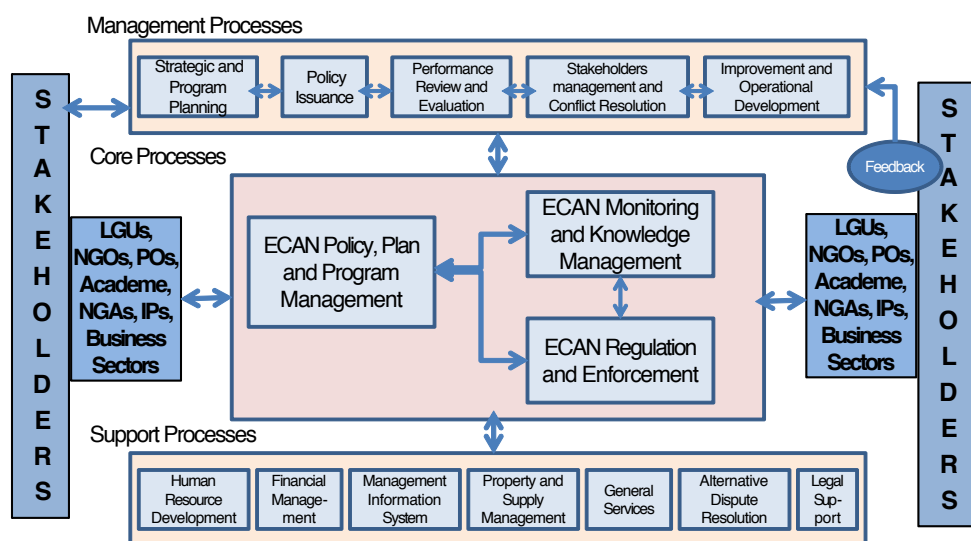
- Core Processes – those that are essential to achieve the planned activities in ensuring the sustainable management of Palawan’s natural resources and allow PCSD/S to deliver the intent of its policy, program and plan development; monitoring and knowledge management; and regulations and enforcement.
- Support Processes - those that are needed to manage the resources necessary to ensure the satisfactory performance of the Core Processes.

Conceptually, these three groups of processes are working together to transform customers’ requirements into customer satisfaction. The three groups of processes complement each other in the satisfactory delivery of services and mandates to the clients and other interested parties/stakeholders.

The PCSD/S clients and stakeholders include but not limited to the local government units (LGUs), non-government organizations (NGOs), peoples organizations (POs), academe, national government agencies (NGAs), indigenous peoples (IPs), other government agencies, international partners, business and private sectors, and PCSDS employees.

The PCSD/S management process includes feedback mechanism in accordance with good governance, principles, continuous interaction and communication for continual updating and improvement.

**Figure 1. PCSD/S Process Map**





## MANUAL OF OPERATIONS

The processes, activities, outputs and responsibility center for the management, core and support processes in the PCSD/S process map are as follows:

Processes	Key Activities	Key Outputs	Division/Unit/ Responsible
<b>Management Processes</b>			
Strategic and Program Planning	<ul style="list-style-type: none"> <li>Strategic Performance Management</li> </ul>	<ul style="list-style-type: none"> <li>OPCR</li> <li>DPCR</li> <li>IPCR</li> </ul>	Planning Department
	<ul style="list-style-type: none"> <li>Work and Financial Planning</li> </ul>	<ul style="list-style-type: none"> <li>WFP</li> </ul>	Planning Department, FAD, All Divisions
Policy Issuance	<ul style="list-style-type: none"> <li>PCSD Policy Development</li> <li>Internal Policy and Guidelines Development and Dissemination</li> </ul>	<ul style="list-style-type: none"> <li>PCSD Admin Orders, resolutions, agreements</li> </ul>	Planning Department, All concerned Divisions
Performance Review and Evaluation	<ul style="list-style-type: none"> <li>Management Mid-year Review</li> <li>Management Annual Review</li> <li>Internal Quality Audit (IQA)</li> <li>Performance Commitment Review</li> </ul>	<ul style="list-style-type: none"> <li>Accomplishment reports</li> <li>Assessment reports and recommendations</li> </ul>	Planning Department, All concerned Divisions
Stakeholders Management and Conflict Resolution	<ul style="list-style-type: none"> <li>FGD</li> <li>Consultations/ dialogues</li> <li>Public hearing</li> <li>Conflict resolution</li> </ul>	<ul style="list-style-type: none"> <li>Documentation report</li> <li>Agreements and resolutions</li> </ul>	Operations Department, DMOs
Improvement and Operational Development	<ul style="list-style-type: none"> <li>Corrective and preventive action planning</li> </ul>	<ul style="list-style-type: none"> <li>Corrective and preventive action plans</li> </ul>	All departments/ divisions/units





## MANUAL OF OPERATIONS

Processes	Key Activities	Key Outputs	Division/Unit/ Responsible
<b>Core Processes</b>			
ECAN Policy, Program and Project Management, and Plan Development	<ul style="list-style-type: none"> <li>• Policy Development</li> <li>• Stock taking, participatory planning workshop; plan formulation and program development</li> <li>• Adoption and integration into CLUP</li> <li>• Program and project development</li> <li>• Capacity building activities</li> <li>• Project and program awareness and social mobilization</li> </ul>	<ul style="list-style-type: none"> <li>• PCSD Admin Orders</li> <li>• PCSD Resolutions</li> <li>• Special Orders</li> <li>• Circulars</li> <li>• ECAN Resource Management Plans</li> <li>• ECAN Management Standards &amp; Protocol</li> <li>• Program &amp; Projects integrated into the LGUs' CLUP, MTDP and AIP</li> <li>• Foreign Assisted Projects</li> </ul>	<p>Council, ERED, EZM</p> <p>EPPD, DMO (ECAN Board)</p> <p>EPPD, DMO (ECAN Board)</p>
ECAN Monitoring and Evaluation System	<ul style="list-style-type: none"> <li>• Knowledge and Information Management</li> <li>• Environmental Monitoring &amp; Evaluation System (Laboratory, GIS)</li> <li>• Resource Assessments</li> <li>• Impact Assessment Reporting</li> <li>• Data Generation &amp; Monitoring</li> <li>• Operation of Knowledge Platform</li> <li>• High Impact Forums</li> </ul>	<ul style="list-style-type: none"> <li>• Researches</li> <li>• State of the Environment</li> <li>• Journal</li> <li>• Thematic maps</li> <li>• Project Evaluation and Assessment Report (PEAR)</li> <li>• Knowledge Platform</li> </ul>	<p>EMED</p> <p>EKMD</p> <p>DMO</p>



## MANUAL OF OPERATIONS

Processes	Key Activities	Key Outputs	Division/Unit/ Responsible
<b>Core Processes</b>			
ECAN Regulation and Enforcement	<ul style="list-style-type: none"> <li>• Processing/Issuance of SEP Clearance</li> <li>• Adjudication of cases by PCSD</li> <li>• Permitting</li> <li>• Law enforcement activities</li> <li>• Legal services</li> <li>• Monitoring activities</li> </ul>	<ul style="list-style-type: none"> <li>• SEP clearance, permits certifications</li> <li>• Resolutions of cases</li> <li>• WTMUs</li> <li>• Deputized WEOs</li> <li>• Investigation/ Apprehension reports</li> <li>• Monitoring reports</li> </ul>	ERED DMO
<b>Support Processes</b>			
Human Resource Development	<ul style="list-style-type: none"> <li>• Personnel Services</li> <li>• Recruitment, Selection &amp; Placement</li> <li>• Learning &amp; Development</li> <li>• Project Management System</li> <li>• Rewards &amp; Recognition</li> </ul>	<ul style="list-style-type: none"> <li>• Updated databases</li> <li>• Appointments of staff</li> <li>• L&amp;D Plan &amp; budget</li> <li>• Assessment/ Evaluation Reports</li> <li>• Outstanding employees</li> </ul>	HRMD Unit FAD
Financial Management	<ul style="list-style-type: none"> <li>• Budgeting</li> <li>• Accounting</li> <li>• Cashiering</li> <li>• Processing of DV &amp; other transactions</li> </ul>	<ul style="list-style-type: none"> <li>• WFP</li> <li>• Funds allocated &amp; disbursed</li> <li>• Financial Reports</li> </ul>	FAD OED



## MANUAL OF OPERATIONS

Processes	Key Activities	Key Outputs	Division/Unit/ Responsible
Management Information System	<ul style="list-style-type: none"> <li>• Monthly monitoring/ review of physical vs financial accomplishments</li> <li>• Updating of transpa seal</li> <li>• Monitoring of OPCR</li> <li>• Monitoring of deliverables (plans, policies, targets)</li> <li>• Submission of forms to DENR for PBB requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplishment Reports</li> <li>• Monitoring Reports &amp; recommendations</li> <li>• Assessment Monitoring Forms</li> </ul>	Planning Department, All Concerned Divisions, DMOs
Property and Supply Management	<ul style="list-style-type: none"> <li>• Property Management</li> <li>• Supply Management</li> <li>• Procurement</li> </ul>	<ul style="list-style-type: none"> <li>• APP</li> <li>• Inventory of supplies and equipment</li> <li>• APCPI Monitoring Report</li> <li>• Procurement Monitoring Report</li> <li>• Property Disposal Report</li> </ul>	Property and Supply Unit and its counterpart at DMOs, All Concerned Divisions
General Services	<ul style="list-style-type: none"> <li>• Infrastructure Maintenance</li> <li>• Transport Vehicle Management</li> <li>• Management of Work Environment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintained/ Improved work place</li> <li>• Functional transport system</li> <li>• Maintained/ Improved facilities</li> </ul>	General Services Unit and its counterpart at DMOs
Alternative Dispute Resolution	<ul style="list-style-type: none"> <li>• Consultations/ Dialogues</li> <li>• Conflict resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation</li> <li>• Resolution of cases</li> <li>• Reports</li> </ul>	ERED
Legal Support	<ul style="list-style-type: none"> <li>• Legal counselling</li> <li>• Rendering legal advice/opinion</li> <li>• Assistance to PCSD Secretary in the exercise of quasi-judicial functions</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation</li> <li>• Resolution of cases</li> <li>• Reports</li> </ul>	ERED





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The PCSD/S identifies two types of clients of its various processes, the internal and external clients. The internal clients are generally the recipients of products and services within the PCSD/S. They may be receiving support services, as well as goods and products from support units, or they are receiving outputs or documents generated by PCSDS from other government agencies.

External clients of PCSD/S are also categorized into two, the direct recipients of the PCSD/S services and products, and other interested parties that have impact or potential impact on the PCSD/S' ability to consistently provide products and services that meet customer and applicable requirements. For instance, LGUs as direct recipients may benefit from the outputs or documents generated by PCSDS from other government agencies such as NAMRIA to serve as inputs to their processes like land cover maps in the updating of ECAN maps. Other interested parties as external clients of PCSD/S are as follows:

<b>Other Interested Parties</b>	<b>Relevant Requirements</b>
Other Government Agencies	Reportorial requirements Compliance to established laws Coordination and Communication
Non-Governmental Organizations	Reportorial requirements Compliance to established laws Coordination and Communication
Indigenous People	Reportorial requirements Compliance to established laws Coordination and Communication
Filipino Citizens	Reportorial requirements Compliance to established laws Coordination and Communication

### **IV. Major Core Processes, Procedures and Flow Charts**

#### **A. Major Core Process 1: ECAN Resource Management Planning (ECAN Policy, Plan and Program Management)**

The types of ECAN Resource Management Plans that are being developed by the agency in collaboration with partner institutions following the SEP Law framework and guidelines are as follows:



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Type of ECAN Resource Management Plan	Costumer	Reference
Municipal/City ECAN Resource Management Plan	ECAN Board/LGUs	PCSD Res. 05-250
Ecosystem Management Plan	NGO, POs/ LGUs	
Caves Management Plan	NGO, POs/ LGUs	RA 9072
Wetland Management Plan	NGO, POs/ LGUs	RA 7611
Watershed/ Catchment Management Plan	NGO, POs/ LGUs	RA 7611
Wildlife Management Plan	NGO, LGU, PO	RA 9147

The Municipal ECAN Resource Management Plan (ERMP or ECAN Plan) is a stand-alone document prepared by the Municipal ECAN Board with the assistance of the Palawan Council for Sustainable Development Staff (PCSDS) pursuant to Republic Act No. 7611 and its guidelines. Its primary objective is to guide the long-term sustainable management of the municipally-adopted ECAN Zones. It uses the ridge-to-reef general strategy of ECAN and applies it strategically over and above other existing planning frameworks. It shall serve as the general physical plan of every municipality or city. Thus, it shall be the basis of other planning activities, such as land use planning, tourism master planning, and resource management planning as a whole. The implementation of the ERMP is a joint responsibility of the local government unit (LGU) and PCSD Staff through the ECAN Board which is created to act in its city or municipal jurisdiction in the same way the PCSD governs SEP concerns at the provincial level.

The formulation, implementation, and institutionalization of the ERMP, as well as its integration into the Comprehensive Land Use Plan (CLUP), requires the strong support of the LGU and all concerned stakeholders. Its formulation shall be initiated by the local ECAN Board and shall be assisted by PCSD Planning Division and the respective DMO.

Its integration into the CLUP must be in a participatory process. The CLUP needs to be compliant to the policies prescribed by the Housing and Land Use Regulatory Board (HLURB), the rules and regulations under the Local Government Code of 1991 (LGC or Republic Act No. 7160), and the SEP and its policies. The formulation of the ERMP is a major step toward harmonizing and aligning the provisions of the SEP into the CLUP. The customer shall undergo several steps to avail of the service.



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Its general formulation processes are the following:

- 1. Map approval and adoption.** Approval and adoption of Municipal ECAN Map
- 2. Formulation of ECAN Resource Management Plan.** Preparation of the Plan by ECAN Board and with the assistance of the PCSDS taking into consideration the following:
  - a. Stakeholders' participation in the protection, conservation, development, exploitation and restoration of natural resources in the area;
  - b. Encroachment of commercial fishing vessels on municipal waters;
  - c. Treatment of protected areas under the NIPAS;
  - d. "Inter-agency participation";
  - e. Protection of coastal/marine areas and enforcement of fishery laws;
  - f. Monitoring and evaluation schemes to include coastal pollution monitoring and control to understand water pollution of the area and to institute measures complementary to PCSDS environmental quality regulation;
  - g. Regulatory measures or permitting system;
  - h. Application of resource rents or user charges;
  - i. Management of funds from proceeds of license fees;
  - j. Allowable activities for each zone;
  - k. Development activities in small islands;
  - l. Waste disposal and sewage;
  - m. Provision of alternative livelihood projects;
  - n. Protection of access rights of the community to natural resources;
  - o. Migration and settlement within the coastal areas; and
  - p. Appropriation of funds for the implementation of the plan and the management of the ECAN zones.

Further, the Plan shall include among others the following:

- a. Description of the Area
- b. Goals/Objectives
- c. Zoning Strategy (priorities, methodologies for marking zone boundaries)
- d. Zone Management (activities, regulatory measures, policy directions)
- e. Administration
- f. Monitoring and Evaluation
- g. Annexes (maps and references)

The ECAN Zoning Plan shall be reviewed and evaluated by the PCSDS to ensure its conformity with the SEP Law and other guidelines formulated by PCSD.



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3. **LGU Adoption of the ERMP.** The Plan shall be presented for public hearing in the respective locality before final adoption by the Sangguniang Bayan (SB)/Panglunsod through a municipal resolution and endorsement to the Sangguniang Panlalawigan (SP) for subsequent approval of the Council through the PCSD Staff.
4. **Declaration of the Plan by the Council.** The Council shall declare the ECAN Zoning Plan defining therein the boundaries with technical descriptions and the allowable activities in each of the zones. Upon approval, the concerned LGU shall integrate and/or harmonize the said Plan with its CLWUP.

### **B. Major Core Process 2: Issuance of SEP Clearance/Permits/Certifications (ECAN Regulation and Enforcement)**

#### **Issuance of SEP Clearance**

1. **General Provisions** - Any person or proponent, natural or juridical who intends to implement a project in Palawan shall be covered by the SEP Clearance System.
2. **SEP Clearance** - Document issued by the PCSDS Executive Director or the PCSD certifying that based on review, evaluation and validation by the ECAN Board and PCSDS, the project is in accordance with the SEP for Palawan Act or RA 7611.
3. **SEP Clearance Process** - This service is provided by the Staff to all project proponents and undertakings being done or intended to be implemented in the province of Palawan in accordance with the SEP Clearance System as stipulated in the Revised PCSD Administrative Order No. 06 "Revised Guidelines in the Implementation of the SEP Clearance System". This is pursuant to Section 19 of RA 7611, PD 1586, DENR DAO 30 S of 2003 and DENR-PCSD MOA dated December 29, 1994.

The SEP Clearance refers to the document issued by the PCSDS Executive Director or the PCSD certifying that based on review, evaluation and validation by the ECAN Board and PCSDS, the proposed project is in accordance with the SEP for Palawan Act or RA 7611 and PCSD AO No. 10 on ECAN Board. As shown in Figure 2, the projects requiring SEP Clearance are categorized into four (4) depending on the following:

- a. **Nature (Extractive or Non-extractive)** - Projects that involve the taking of resources that may cause disturbance of the ecosystems or depletion of resources.



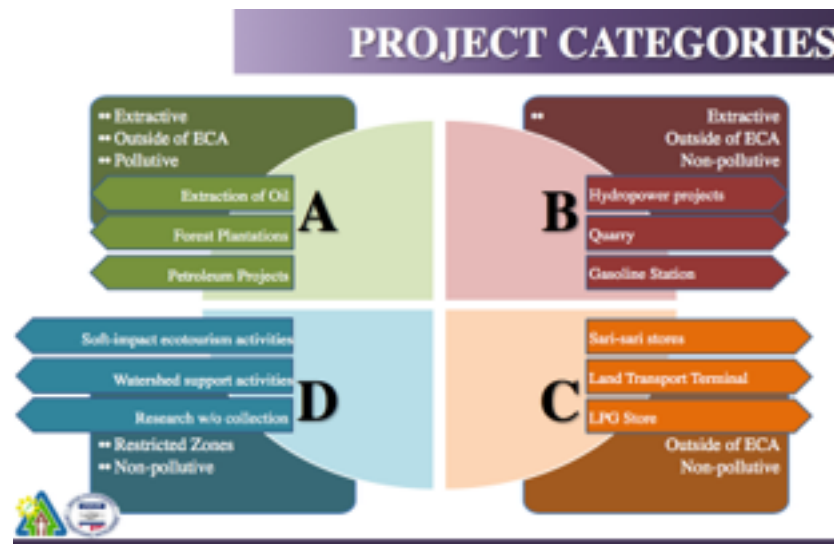


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- b. Location (Outside of Environmentally Critical Areas or Within the Restricted Use Zones)** - Core zone and Restricted use zone.
- c. Impact (Pollutive or Non-pollutive)** - Projects that generate emissions, effluents, chemical substances or energy with risks of breaching government standards resulting to pollution or degradation of the environment.

**Figure 2. Project Categories**

The levels of authority for the approval of the SEP Clearance vary with project categories as follows:



**A** - Council (PCSD) approves the project

**B** - ECAN Board endorses projects

**C** - Exempted from securing SEP Clearance

**D** - Executive Director approves projects

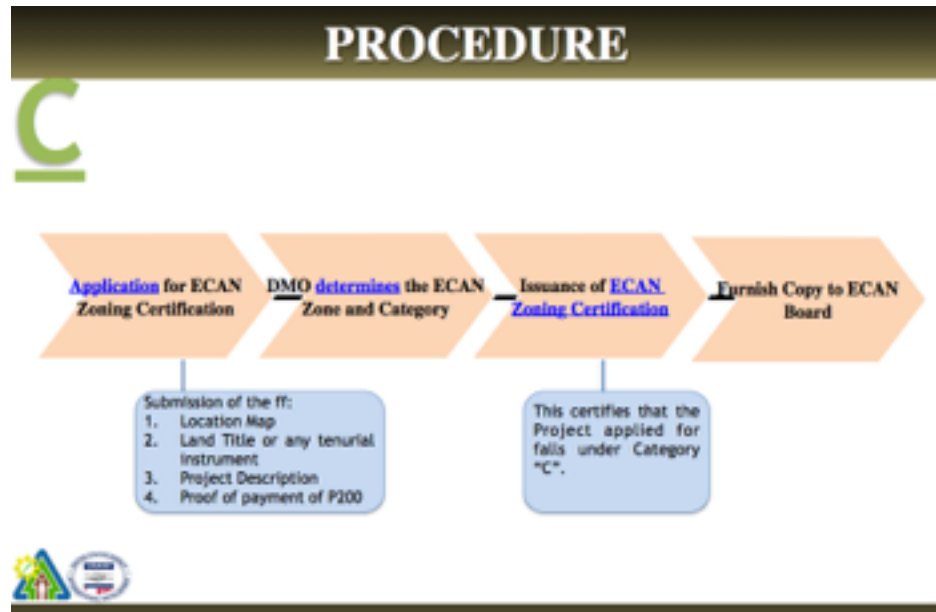
Aside from LGU endorsements, all projects requiring the issuance of SEP Clearance must first be endorsed by the LGU through ECAN Boards. And prior to such endorsement, the ECAN Board itself shall cause the evaluation of the project and the conduct of public consultation whenever necessary.



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The procedures/flow charts for securing SEP Clearance based on project categories are presented below:

Figure 3. Procedures for Project Category C



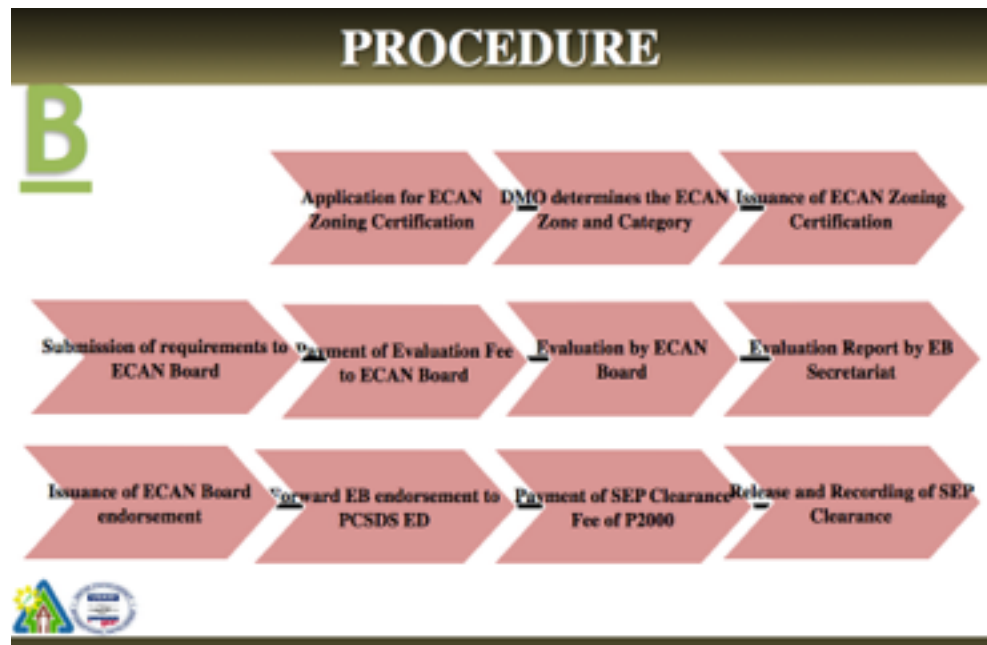
For project category C, the following processes are followed:

- a. The proponent submits duly accomplished application form for ECAN Zoning Certification together with other documentary requirements such as a) Location map b) Land title or any tenurial instrument c) Project description and d) Proof of payment of certification fee of Php200.
- b. The DMO staff upon receipt of the documents and payment fee certification will examine the documents as to completeness.
- c. If complete, the DMO determines the ECAN Zone and project category.
- d. The DMO staff forwards the submitted documents to the GIS.
- e. The GIS prepares the ECAN Zoning Certification Evaluation Report.
- f. The GIS issue the evaluation report and ECAN map.
- g. The District Manager approves the ECAN Zoning Certification (EZO) that certifies that the Project applied for falls under Category "C" (Exempted from securing SEP Clearance).
- h. The DMO staff records and releases to the proponent the EZC.
- i. The DMO furnish a copy of the EZC to the ECAN Board.



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Figure 4. Procedures for Project Category B



For project Category B, the following processes are followed:

### Issuance of ECAN Zoning Certification (EYC)

- The proponent submits duly accomplished application form for ECAN Zoning Certification together with other documentary requirements such as a) Location map b) Land title or any tenurial instrument c) Project description and d) Proof of payment of certification fee of Php200.
- The DMO staff upon receipt of the documents and payment fee certification will examine the documents as to completeness.
- If complete, the DMO determines the ECAN Zone and project category.
- The DMO staff forwards the submitted documents to the GIS.
- The GIS prepares the ECAN Zoning Certification Evaluation Report.
- The GIS issue the evaluation report and ECAN map.
- The District Manager approves the ECAN Zoning Certification (EYC) that certifies that the Project applied for falls under Category “B” (ECAN Board endorses the project).
- The DMO staff records and releases to the proponent the EYC.
- The DMO furnish a copy of the EYC to the ECAN Board.



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### **Issuance of ECAN Board Endorsement**

- a. The proponent submits letter of intent and documentary requirements to the ECAN Board Secretariat such as a) ECAN Zoning Certification b) Barangay endorsement c) SB endorsement and d) SP endorsement.
- b. The proponent makes payment of evaluation fee to the ECAN Board through the Municipal Treasurer. This will shoulder the expenses for evaluation to be undertaken by the ECAN Board. Proof of payment is submitted to the ECAN Board Secretariat as one of the requirements.
- c. The ECAN Board Secretariat (DMO) receives and examines documents as to completeness.
- d. If complete, the DMO staff makes referral to the Planning and Evaluation Team (PET) of the ECAN Board.
- e. The PET of the ECAN Board undertakes evaluation of the project.
- f. The PET prepares the evaluation report. The evaluation criteria shall include the ECAN zoning of Palawan and the ecological viability, social acceptability and integrated approach of the project. The report shall also certify that the project applied for falls under Category “B” (ECAN Board endorses project).
- g. The ECAN Board Secretariat presents the evaluation report to the ECAN Board. This contains the results of the evaluation process, and the recommended terms and conditions. This evaluation report shall be presented to ECAN Board for deliberation and decision.
- h. The Municipal ECAN Board endorses or denies the project. All contest arising from the issuance or non-issuance by the ECAN Board of endorsements shall first be resolved before the ECAN Board. If resolution cannot be arrived thereat, the contest shall be brought before the PCSDS for decision.

### **Issuance of SEP Clearance**

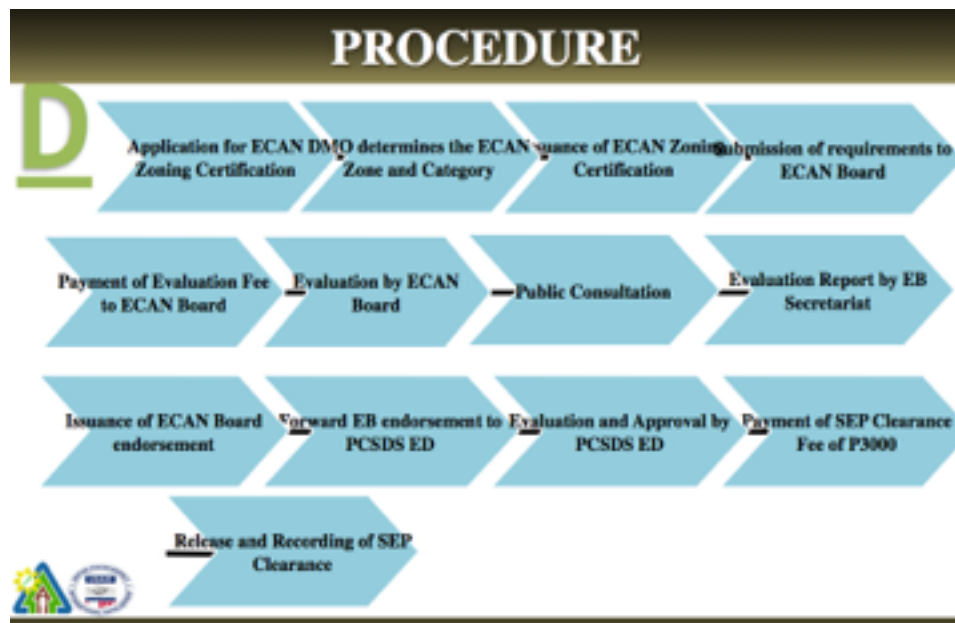
- a. The ECAN Board Secretariat forwards the documentary requirements including the ECAN Board endorsement for the project to the PCSDS Executive Director.
- b. The ECAN Operations Director reviews the submitted documents and prepares the SEP Clearance with the terms and conditions and initials affixed.
- c. The PCSDS Executive Director approves the project.
- d. The proponent pays the SEP Clearance fee of Php 2,000.
- e. The Records Section, after the proponent’s conformity to the SEP Clearance terms and conditions by notarial act, records the SEP Clearance and Control Number.
- f. The Secretariat releases the SEP Clearance to the proponent.





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Figure 5. Procedures for Project Category D



For project category D, the following processes are followed:

### Issuance of ECAN Zoning Certification (Ezc)

- The proponent submit duly accomplished application form for ECAN Zoning Certification together with other documentary requirements such as a) Location map b) Land title or any tenurial instrument c) Project description and d) Proof of payment of certification fee of Php200.
- The DMO staff upon receipt of the documents and payment fee certification will examine the The documents as to completeness.
- If complete, the DMO determines the ECAN Zone and project category.
- The DMO staff forwards the submitted documents to the GIS.
- The GIS prepares the ECAN Zoning Certification Evaluation Report.
- The GIS issue the evaluation report and ECAN map.
- The District Manager approves the ECAN Zoning Certification (Ezc) that certifies that the Project applied for falls under Category “D” (Executive Director approves projects).
- The DMO staff records and releases to the proponent the Ezc.
- The DMO furnish a copy of the Ezc to the ECAN Board.



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## **MANUAL OF OPERATIONS**

### **Issuance of ECAN Board Endorsement**

- a. The proponent submits letter of intent and documentary requirements to the ECAN Board Secretariat such as a) ECAN Zoning Certification b) Project Environmental Assessment Report (PEAR) c) Barangay endorsement d) SB endorsement and e) SP endorsement.
- b. The proponent makes payment of evaluation fee to the ECAN Board through the Municipal Treasurer. This will shoulder the expenses for evaluation to be undertaken by the ECAN Board. Proof of payment is submitted to the ECAN Board Secretariat as one of the requirements.
- c. The ECAN Board Secretariat (DMO) receives and examines documents as to completeness.
- d. If complete, the DMO staff makes referral to the Planning and Evaluation Team (PET) of the ECAN Board.
- e. The PET of the ECAN Board undertakes evaluation of the project. If necessary, public consultation about the project is conducted. Whenever any or all of the following circumstances are present, public consultation/hearing is necessary:
  - The magnitude of the project is such that a great number of people are affected;
  - There is mounting public opposition against the proposed project; or
  - There is written request for the conduct of such public hearing from any of the stakeholders.
- f. The PET prepares the evaluation report. The evaluation criteria shall include the ECAN zoning of Palawan and the ecological viability, social acceptability and integrated approach of the project. The report shall also certify that the project applied for falls under Category “D” (Executive Director approves projects).
- g. The ECAN Board Secretariat presents the evaluation report to the ECAN Board. This contains the results of the evaluation process, and the recommended terms and conditions. This evaluation report shall be presented to ECAN Board for deliberation and decision.
- h. The Municipal ECAN Board endorses or denies the project. All contest arising from the issuance or non-issuance by the ECAN Board of endorsements shall first be resolved before the ECAN Board. If resolution cannot be arrived thereat, the contest shall be brought before the PCSD for decision.

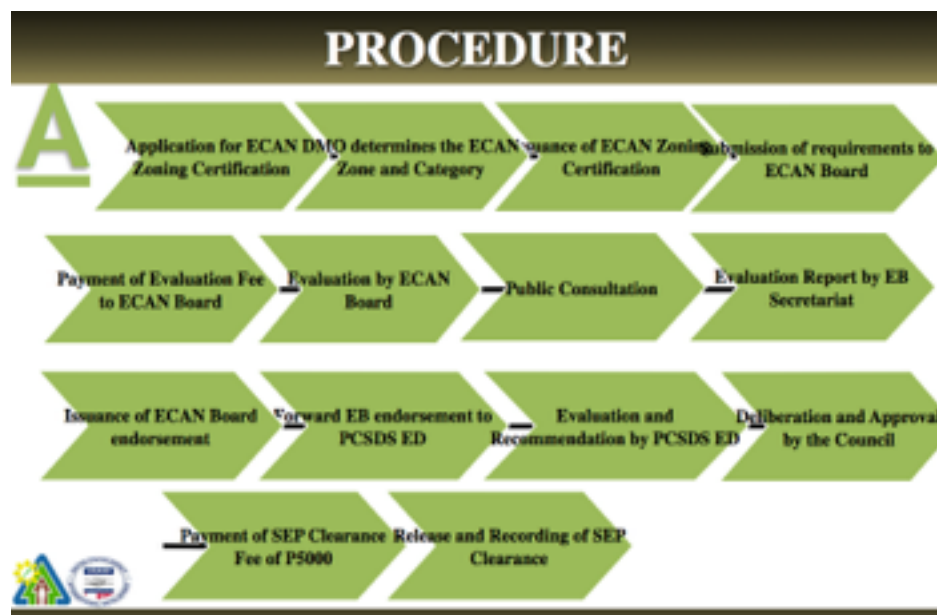


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### Issuance of SEP Clearance

- The ECAN Board Secretariat forwards the documentary requirements including the ECAN Board endorsement for the project to the PCSDS Executive Director.
- The PCSDS Executive Director shall conduct a separate and independent evaluation taking into consideration the findings of the ECAN Board.
- The PCSDS Executive Director approves the project.
- The proponent pays the SEP Clearance fee of Php 3,000.
- The Records Section, after the proponent's conformity to the SEP Clearance terms and conditions by notarial act, records the SEP Clearance and Control Number.
- The Secretariat releases the SEP Clearance to the proponent.

Figure 6. Procedures for Project Category A



For project category A, the following processes are followed:

### Issuance of ECAN Zoning Certification (EZC)

- The proponent submit duly accomplished application form for ECAN Zoning Certification together with other documentary requirements such as a) Location map b) Land title or any tenurial instrument c) Project description and d) Proof of payment of certification fee of Php200.



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- b. The DMO staff upon receipt of the documents and payment fee certification will examine the The documents as to completeness.
- c. If complete, the DMO determines the ECAN Zone and project category.
- d. The DMO staff forwards the submitted documents to the GIS.
- e. The GIS prepares the ECAN Zoning Certification Evaluation Report.
- f. The GIS issue the evaluation report and ECAN map.
- g. The District Manager approves the ECAN Zoning Certification (EZC) that certifies that the Project applied for falls under Category “A” (Council (PCSD) approves projects).
- h. The DMO staff records and releases to the proponent the EZC.
- i. The DMO furnish a copy of the EZC to the ECAN Board.

### **Issuance of ECAN Board Endorsement**

- a. The proponent submits letter of intent and documentary requirements to the ECAN Board Secretariat such as a) ECAN Zoning Certification b) Project Environmental Assessment Report (PEAR) c) Barangay endorsement d) SB endorsement and e) SP endorsement.
- b. The proponent makes payment of evaluation fee to the ECAN Board through the Municipal Treasurer. This will shoulder the expenses for evaluation to be undertaken by the ECAN Board. Proof of payment is submitted to the ECAN Board Secretariat as one of the requirements.
- c. The ECAN Board Secretariat (DMO) receives and examines documents as to completeness.
- d. If complete, the DMO staff makes referral to the Planning and Evaluation Team (PET) of the ECAN Board.
- e. The PET of the ECAN Board undertakes evaluation of the project. If necessary, public consultation about the project is conducted. Whenever any or all of the following circumstances are present, public consultation/hearing is necessary:
  - The magnitude of the project is such that a great number of people are affected;
  - There is mounting public opposition against the proposed project; or
  - There is written request for the conduct of such public hearing from any of the stakeholders.
- f. The PET prepares the evaluation report. The evaluation criteria shall include the ECAN zoning of Palawan and the ecological viability, social acceptability and





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integrated approach of the project. The report shall also certify that the project applied for falls under Category “A” (Council (PCSD) approves projects).

- g. The ECAN Board Secretariat presents the evaluation report to the ECAN Board. This contains the results of the evaluation process, and the recommended terms and conditions. This evaluation report shall be presented to ECAN Board for deliberation and decision.
- h. The Municipal ECAN Board endorses or denies the project. All contest arising from the issuance or non-issuance by the ECAN Board of endorsements shall first be resolved before the ECAN Board. If resolution cannot be arrived thereat, the contest shall be brought before the PCSD for decision.

### **Issuance of SEP Clearance**

- a. The ECAN Board Secretariat forwards the documentary requirements including the ECAN Board endorsement for the project to the PCSDS Executive Director.
- b. The PCSDS Executive Director shall conduct a separate and independent evaluation taking into consideration the findings of the ECAN Board. The ED submits evaluation report and recommendations to the Council.
- c. The DMO Staff prepares project brief.
- d. The PCSD undertakes deliberation of the project.
- e. The PCSD approves the project.
- f. The proponent pays the SEP Clearance fee of Php 5,000.
- g. The Records Section, after the proponent's conformity to the SEP Clearance terms and conditions by notarial act, records the SEP Clearance and Control Number.
- h. The Secretariat releases the SEP Clearance to the proponent.

### **4. Stand-by Power of the Council**

- The Council shall be informed of all ECAN Zoning Certifications and SEP Clearances issued by the Executive Director;
- The Council may take cognizance of applications already pending before the PCSDS Executive Director for issuance of SEP Clearance;
- The Council may refer the project application to its appropriate committees;
- The recommendation of said committees shall be submitted to the PCSD (Council) for its action and the decision of the latter shall bind the ECAN Board and the PCSDS Executive Director.



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**5. Transferability of SEP Clearance** - The **SEP Clearance** may be transferred as long as a document shall be submitted showing the transfer of ownership, operating agreements or rights over the project.

**6. SEP Monitoring Team (SMT)**

- May be constituted within the ECAN Board of every municipality or city. The same may include as its members relevant NGOs, POs and GOs;
- Conducts monitoring activities directly under the supervision of the ECAN Board.

**7. Common Functions of Enforcement and Monitoring Team**

- Conducts monitoring and validation of proponent's compliance to the terms and conditions set forth under the permits or clearances set by the ECAN Board, PCSD and the PCSDS Executive Director;
- Investigates complaints related to ECAN and environmental issues;
- Enforces other special laws and policies implemented and issued by the PCSD;
- Apprehends violators of laws implemented by PCSD;
- Serves as the SEP Monitoring Team (SMT) of the Board which shall monitor activities conducted by projects issued with SEP Clearance;
- Coordinates with other accredited enforcement agencies operating within the territorial jurisdiction of the municipality.

**8. SEP Monitoring Fund**

- Shall be established from monitoring fees of proponents who were issued SEP Clearance;
- Shall be utilized in the monitoring compliance to the terms and conditions embodied in the SEP Clearance including the mitigating measures provided in the submitted EIS or IEE and should be replenished annually;
- The establishment of this fund shall form part of the terms and conditions of the SEP Clearance;
- The ECAN Board shall be authorized by local ordinance to collect fees and accept donations to be used for evaluation and monitoring activities.

**9. Administration of SMF** - Shall be subject to a Memorandum of Agreement (MOA) between and among the concerned project proponents, PCSDS, and the concerned



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LGU through the ECAN Board. The ECAN Board shall formulate its own policy as to the use of the fund for monitoring activities subject to work and financial plan approved by the Sangguniang Bayan/Panglunsod.

### **10. Prohibited Acts**

- Non-compliance or violation of any of the terms and conditions of the SEP Clearance;
- Construction of any structure or conduct of any activity without the required SEP Clearance in an area where such activity may be allowed under the ECAN;
- Construction of any structure or conduct of any activity without the required SEP Clearance in an area where such activity may not be allowed under the ECAN;
- Operating any project without the required SEP Clearance.

### **11. Penalty - It could be through:**

- Suspension of project operation
- Cancellation of SEP Clearance
- Termination of project operation
- Fine

### **Issuance of Permits for Wildlife Resource Utilization**

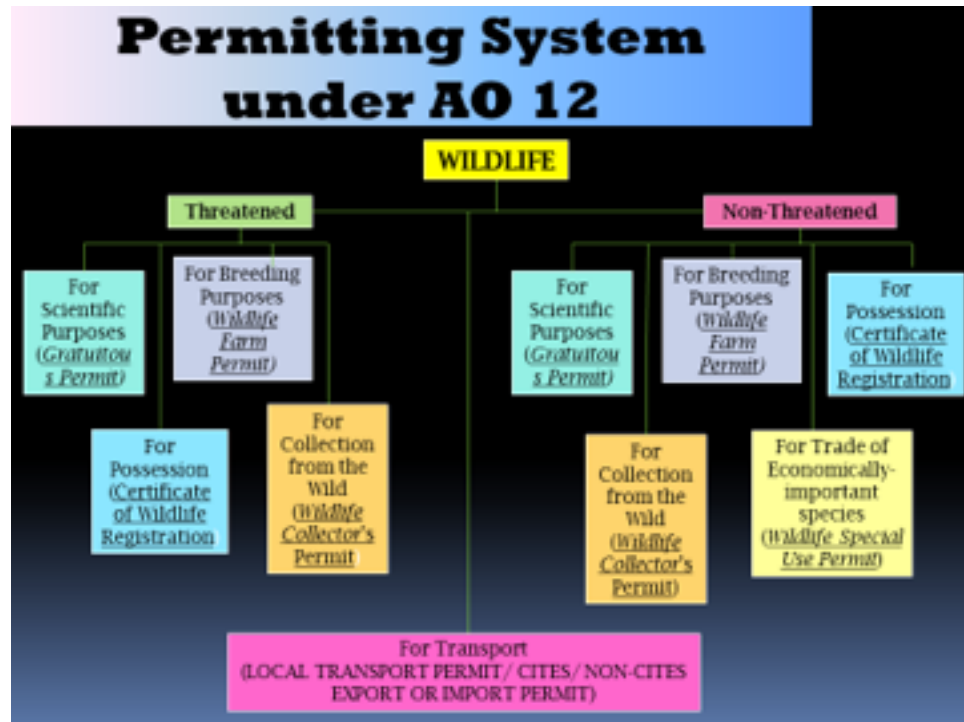
The issuance of permits and certifications for utilization of wildlife resources is based on PCSD's mandate indicated under Republic Act 9147 or the "Wildlife Resources Conservation and Protection Act", RA 9072 or the Caves Act, and PCSD AO No. 12.

Various types of permits are issued depending on the use and conservation status of wildlife as shown in the Figure 7 below:



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Figure. 7. Flowchart on Wildlife Use and Permitting System in Accordance with RA 9147 and PCSD AO No. 12, Series of 2011



The different Wildlife Permits/Clearances/Certifications issued by the PCSD/S pursuant to RA 9147 and PCSD AO No. 12, series of 2011 are as follows:





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Type of Wildlife Permits	Customers	References
Wildlife Clearance (WC)	Research community/ entity, NGO, Academe, government agency	RA 9147, PCSD AO 12, Citizen's Charter, procedural guidelines, Process Flow Chart
Wildlife Farm Permit (WFP)	Business corporation/ entity, NGO, government agency (qualification under AO 12)	RA 9147, PCSD AO 12, Citizen's Charter, procedural guidelines, Process Flow Chart
Wildlife Collector's Permit (WCP)	Business corporation/ entity, NGO, government agency (qualification under AO 12)	RA 9147, PCSD AO 12, Citizen's Charter, procedural guidelines, Process Flow Chart
Gratuitous Permit (GP)	Research community/ entity, researchers, students, academic institutions, (qualification under AO 12)	RA 9147, PCSD AO 12, Citizen's Charter, procedural guidelines, Process Flow Chart
Wildlife Special Use Permit	Business entity, research entity, tourism sector, NGO, government agency (qualification under AO 12 and AO 5 on RFF)	RA 9147, PCSD AO 12, Citizen's Charter, procedural guidelines, Process Flow Chart
Export Permit	Holders of GP, WFP, WSUP	RA 9147, PCSD AO 12, Citizen's Charter, procedural guidelines, Process Flow Chart
Import Permit	Holders of export permit issued by other CITES Mgt Authority	RA 9147, PCSD AO 12, Citizen's Charter, procedural guidelines, Process Flow Chart
Re-export Permit	Holders of import permit	RA 9147, PCSD AO 12, Citizen's Charter, procedural guidelines, Process Flow Chart
Export Certification	Holders of import certification	RA 9147, PCSD AO 12, Citizen's Charter, procedural guidelines, Process Flow Chart



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Type of Wildlife Permits	Customers	References
Import Certification	Holders of export certification	RA 9147, PCSD AO 12, Citizen's Charter, procedural guidelines, Process Flow Chart
Local Transport Permit (LTP)	Holders of WFP, WCP, WSUP, GP	RA 9147, PCSD AO 12, Citizen's Charter, procedural guidelines, Process Flow Chart



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### Operation and Use of Chainsaw

RA 9175 or the Chainsaw Act and PCSD AO 7, series of 2012 provide for the use of chainsaw for valid purposes upon compliance with the requirements set therein. The type of permits issued are as follows:

Type of Chainsaw Permit	Customers	References
Certificate of Chainsaw Registration	Chainsaw owners with legal source and valid type use	RA 9175, PCSD AO 7
Special Use Permit	Holders of Chainsaw registration with valid and authorized reason for a "Special Use"	RA 9175, PCSD AO 7
Permit to manufacture	With business operation permit from DTI, Bureau of Product Standards, and Mayor's Permit	RA 9175, PCSD AO 7
Dealership Permit	With business operation permit from DTI, and Mayor's Permit	RA 9175, PCSD AO 7
Permit to Purchase	Holders of a subsisting Production Sharing Agreement, orchard or fruit tree farmer, industrial tree farmer, licensed wood processor, LGUs, PA Offices, GOCCs	RA 9175, PCSD AO 7
Permit to Transfer by Donation	Qualified heir	PCSD AO 7
Permit to Transfer by Succession	Qualified heir	PCSD AO 7
Permit to Sell	Holders of valid PCSD Certificate of Registration	PCSD AO 7
Transport Permit	Authorized chainsaw manufacturers, authorized dealers	PCSD AO 7



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### 1. Procedures

The PCSD always makes sure that in the issuance of permits, there is fair treatment among the different clients following the procedural guidelines/general flow of issuance of permits and citizen's charter for the purpose. The general procedures for the different wildlife permits issued are as follows:

- a. **Receiving of application.** Applications, together with the corresponding requirements are received by the PCSDS Desk Information Officer (DIO) for proper recording as to the date and time of receipt as well as the name of applicant or his authorized representative. These information are either recorded in the Visitor's Logbook wherein the applicant/or authorized representative affixed his signature, OR the DIO affixed his signature to both copies of documents. It is mandatory for the DIO to ensure that documents submitted are in duplicate so that applicants still have copies of the documents they submit to PCSDS.
- b. **Transmittal of application to the Central Registry.** After complete and proper documentation, application is then transmitted by the DIO to the Central Registry.
- c. **Central Registry Recording.** Once the application is received by the Records Officer at the Central Registry, the required Central Registry process is undertaken. Then, the application is forwarded by the Records Officer to the Office of the Executive Director (OED) for initial assessment.
- d. **Initial Assessment by the Executive Director.** Based from the documents received by the PCSDS Executive Director, he shall determine what expertise of the evaluator is relevant or necessary to conduct technical evaluation of the application, and once identified the ED shall refer the application to the identified technical PCSD Staff.
- e. **Payment for the Application Fee.** The applicant shall pay at the Cashier's Office the required application fee which is non-refundable. The amount of the application fee shall depend on the nature of project application.
- f. **Technical Evaluation of the Application.** The PCSD Staff concerned shall immediately upon receipt, evaluate the submitted documents. If the requirements are not complete, the application shall be returned immediately informing the applicant of the deficiencies. If the requirements are complete, the application



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shall be technically evaluated. The evaluating staff shall submit evaluation report recommending either for the approval or denial of the same application.

Field evaluation shall be conducted by the concerned PCSD Staff, if found necessary, prior to the preparation of evaluation report.

- g. Approval/disapproval of the Application.** The PCSDS Executive Director shall then approve to grant the application and issue the corresponding permit for the purpose. If the application is not approved, a notice of disapproval signed by the ED will be given to the applicant.
- 2. Evaluation and Monitoring** - In order to ensure that customers comply with the policies, rules and regulations of the PCSDS towards attaining a quality environment, the following mechanisms are implemented in accordance with PCSD's mandate; to wit:

  - a. Compliance Monitoring** – Monitoring of the performance/compliance of the permittees against the terms and conditions set in the permit issued through their submission of progress reports and unscheduled inspection to ensure actual compliance. PCSDS through its DMOs or Special Monitoring Team or ECAN Boards conducts inspection for this purpose. Monitoring results are reported to PCSDS Executive Director through Back-to-Office Report.
  - b. For non-compliant stakeholders/customers** – Non-compliant stakeholders/clients are issued with appropriate “Notice of Violation”. NOV serves as proof that non-compliant stakeholders are properly informed of their violation and the demand for an explanation on the violation made must be submitted to PCSDS Executive Director.
  - c. PCSD Adjudication Board (PAB)** – response of non-compliant clients will be referred to PAB for decision and final action whether customers will admit their violation and pay the necessary penalty or, will deny the allegations indicated in the NOV received and be subjected to PAB procedures until the final decision is reached.

The Official Receipt of the payment made for the corresponding penalty shall be enough proof/evidence that the violation has been settled. A “Certificate of No Pending Case” may be issued also by the PAB, if requested.





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- d. **Monitoring** – Compliance of stakeholders/clients are continuously monitored by PCSDS through its Special Monitoring Team or ECAN Boards and Wildlife Traffic Monitoring Units which are assigned in airports and sea ports. These areas have become the entry and exit points in the province thus, very strategic for purposes of monitoring compliance of stakeholders to PCSDS' existing policies.

Likewise, regular monitoring of compliance of permittees is conducted by concerned DMO Staff in order to ensure that the provisions indicated in the terms and conditions of the permit issued are complied. Results of monitoring activities are reported back to the office through submission of "Back-to-Office Report (BTOR)". BTOR indicates the significant findings/assessment and recommendations to address implementation issues and concerns.

3. **Law Enforcement Activities** - Several enforcement activities are employed by the PCSDS through the ECAN Regulation and Enforcement Division (ERED). These activities include surveillance, apprehensions, deputation and designation of Wildlife Enforcement Officers (WEOs), and regular monitoring at air and sea ports as shown in the Table below:

Enforcement Activities	Source of Authority	Reference	Control
Deputation and Designation of Wildlife Enforcement Officers (WEOs)	Deputation Order from PCSD, Designation Order	RA 9147, PCSD AO 12, series of 2012	Regular Performance Assessment, Reporting
Regular monitoring at air and sea ports	Contract Agreement, Memorandum	RA 9147, PCSD AO 12, series of 2012	Regular Performance Assessment, Reporting
Surveillance	Mission Order, Memorandum	RA 9147, PCSD AO 12, series of 2012	Reporting
Apprehensions and confiscations	Mission Order, Memorandum	RA 9147, PCSD AO 12, series of 2012	Seizure receipt Confiscation receipt



**Palawan Council for Sustainable Development Staff**

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## **MANUAL OF OPERATIONS**

### **Legal and other Requirements**