

# **PCSDS CITIZEN'S CHARTER 2016**

*A Guidebook on Government Services*

# **I. FOREWORD**

## **A. The Citizens Charter in Brief**

The Strategic Environmental Plan for Palawan Act or Republic Act 7611 is a special law unique only to Palawan that provides a comprehensive framework for Palawan's sustainable development. The balance between development and conservation is realized through its main strategy, the Environmentally Critical Areas Network (ECAN), a graded system of control, management and utilization of the province's natural resources which ensures that most critical areas are protected and development areas are properly utilized and enhanced.

Enforcing the SEP Law and other laws, rules and regulations to achieve sustainable development is a challenging responsibility. The PCSDS has a significant role in providing the professional and technical support particularly to the Palawan Council for Sustainable Development (Council) mandated to exercise governance, implementation and policy direction of the SEP Law. To effectively implement the provisions of the law, the PCSDS Citizen's Charter was, therefore, 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.

The Charter's main objective is to improve the quality of public service through transparency, efficiency and prompt delivery of services. It introduces clients to the organization's vision and mission, various frontline services, systems and procedures to effect delivery of services, performance pledge, organization's service profile, directory and feedback mechanism to determine whether the organization's delivery of services are within prescribed standards, quality and time frame. Review and revision of this Charter will be done periodically to ensure its conformity with new resolutions, orders and regulations.

## **B. Message**

### **Quality Public Service, Our Pride!**

To our valued clients:

There is growing awareness worldwide of the fact that eliminating bribery and other shady business practices paves the way for economic growth. I believe so. Global experiences reveal that corruption undermines trust and erodes development gains that

results to institutional failure. For when corruption becomes ingrained in the culture and is made part of the daily struggle for survival, reforming governance becomes particularly difficult.

PCSDS should not turn a blind eye on this reality; **anti-corruption** therefore should be a primordial tenet of this institution. To be world class for global competitiveness, reducing red tape in all agencies must be done primarily to cut business costs. This brings to fold RA 9485 known as the "Anti Red-Tape Act of 2007" wherein all government instrumentalities are urged to implement this Law. PCSDS wholeheartedly accept this Order and the challenge.

I envisioned that PCSDS will not only be a highly competitive technical office, but one that provides excellent public service with significantly reduced bureaucratic red tape, zero graft and corruption and one that endorses principles of ethical business and public service transactions.

It is therefore with utmost pride that I endorse this PCSDS Citizen's Charter for 2016. This chronicles the procedures involved in transacting with PCSD/S including the types of services, the persons responsible for each service, the requirements one need to obtain the service, the length of time to deliver such service, fees to be paid and procedures to be followed in cases of complaints.

Perfecting the services of PCSDS is a continuing evolution. We intend to institute hotline numbers, short message service, information/communication technology, or other mechanisms by which the clients may adequately express their complaints, comments or suggestions. It is also our plan to set-up one-stop shops or walk-in service counters and special lanes for pregnant women, senior citizens, and persons with disabilities. Moreover, we also intend to establish monitoring and self-audit mechanisms to ensure that the public gets the best service they deserve.

"We take pride with this responsibility and accountability...we must carry on!"



**NELSON P. DEVANADERA**  
Executive Director III

## **II. VISION - MISSION STATEMENT**

### **A. Vision**

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

### **B. 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.

### **C. Core Values (I-Get-SEP)**

- I – Integrity and honor
- G – Gender and cultural sensitivity
- E – Ethical decision-making
- T – Transparency and accountability
- S – Service – oriented and exemplary professionalism
- E – Excellence
- P – Participatory/Mutual respect

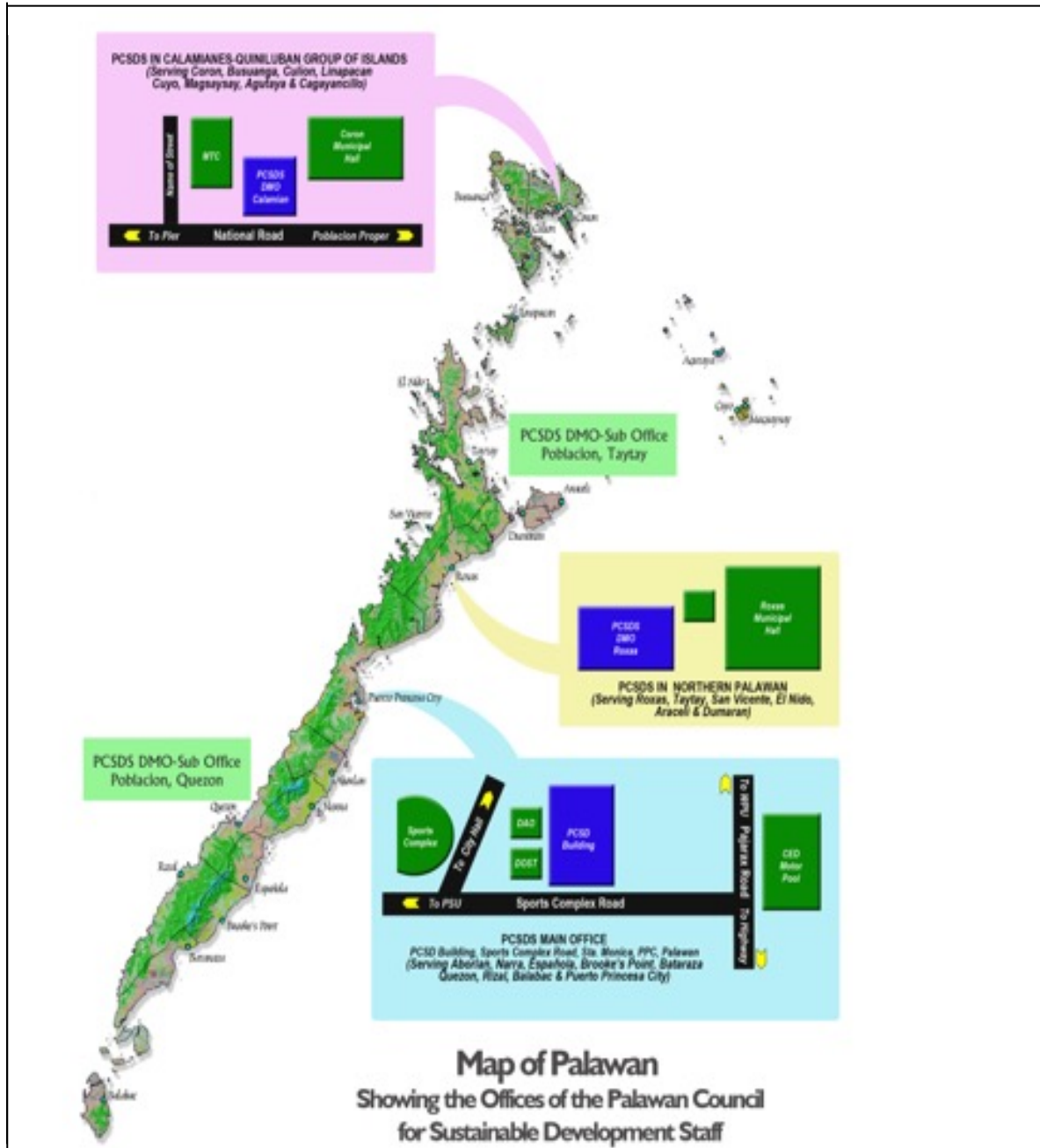
### **D. Quality Statement**

- We are committed to establish/transform Palawan into an innovative and dynamic global center of sustainable development.
- We pledge to serve the people with integrity and honor, sensitivity to gender and culture, and in accordance with excellent governance and professionalism.
- We adhere to participatory, ethical, and science-based decision-making processes.
- We remain faithful to the principle of sustainable development through quality management system and continually strive for excellence for intergenerational benefits.
- We abide to the principle of transparency and accountability.

### III. PCSDS CITIZEN’S CHARTER

**Republic of the Philippines**  
**Republic Act 7611**  
**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF**  
**PCSD Building, Sports Complex Road, Bgy. Sta. Monica,**  
**Puerto Princesa City, Palawan 5300**  
Contact Numbers: Landline: (048)434-4235, Telefax: 434-4234  
Website: [pcsd.gov.ph](http://pcsd.gov.ph), Email: [oed@pcsd.gov.ph](mailto:oed@pcsd.gov.ph)

#### A. Location Map and Floor Plans



## **IV. PCSDS FRONTLINE SERVICES**

### **A. SEP Clearance**

#### **1. Securing Area Clearance**

##### **a. About the Service**

This service is provided by the Staff to all proponents of projects and undertakings being done or intended to be implemented in the province of Palawan in accordance with the SEP Clearance System as stipulated in PCSD Administrative Order No. 6 Series of 2008. 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.

Securing ECAN Zoning Certification or Area Clearance applies to all projects and undertakings covered by the SEP Clearance System. Said clearance is considered as the initial step before SEP Clearance application can be processed as it ascertains whether the project is located in the allowable ECAN Zone as defined under the SEP Law. ECAN Zoning Certification is an area clearance issued by the PCSD Staff stating that the project falls within the ECAN allowable zones.

##### **b. Requirements**

The following are the requirements for securing ECAN Zoning Certification:

- Duly accomplished ECAN Zoning Certification Application Form with project brief
- Accomplished ECAN Zoning Certification Evaluation Report
- Tenurial instruments (Land Title/ Tax Declaration)
- 1:50,000 scale Location Map of Titled Land or Land with Tax Declaration and project site with corresponding technical descriptions

##### **c. Location**

Proponents securing ECAN Zoning Certification or Area Clearance Forms may ask assistance from the following District Management Offices. Handphone numbers are also available for further inquiries.

- DMO South - Quezon, Palawan; Mobile: 0917-504-9720
- DMO Central - Palawan Center for Sustainable Development, Sta. Monica, Puerto Princesa City, Palawan; Mobile: 0977-456-9979
- DMO North – Roxas (with sub-DMO in Taytay), Palawan; Mobile: 0999-883-7686

- DMO Calamian – Coron, Palawan; Mobile: 0917-500-8076

**d. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>STEPS/PROCEDURES</b>		<b>DURATION</b>	<b>IN-CHARGE</b>
<b>Customer Activity</b>	<b>PCSDS Action</b>		
1. Secure ECAN Zoning requirements	Provide proponents list of requirements	15 minutes	Rhoda B. Roque, Abegail P. Cruz, Ana Maria G. Genciano, Ian Christian A. Vega, Amelyn E. Dramayo, Princess Jane Rogel, Rodel Lampines, Janet Felizarte, DMO-South
	Explain the process/flow of SEP Clearance requirement	15 minutes	Alejandro S. Marcaida, Apollo V. Regalo, Raul B. Maximo, Daryl C. Licerio, Benjamin L. Adriano Jr, May Ann Rapio, Roque Aurello, Cristy Malirong, DMO-North
	Provide and assist proponent accomplish ECAN Zoning Certification (EZC) Form	15 minutes	Maila Victoria G. Villaos, Felomino O. Racuya, Ronald Amarille, Ariel Penonia, Rosalie Z. Mendoza, DMO-Central
			Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine M. Vigonte, DMO-Calamian

<p>2. Proponent submits filled up application and complete requirements for ECAN Zoning Certification</p>	<p>Examine the documents for completeness and accuracy</p>	<p>2 minutes</p>	<p>Rhoda B. Roque, Abegail P. Cruz, Ana Maria G. Genciano, Ian Christian A. Vega, Amelyn E. Dramayo, Princess Jane Rogel, Rodel Lampines, Janet Felizarte, DMO-South</p> <p>Alejandro S. Marcaida, Apollo V. Regalo, Raul B. Maximo, Daryl C. Licerio, Benjamin L. Adriano Jr, May Ann Rapio, Roque Aurello, Cristy Malirong, DMO-North</p> <p>Maila Victoria G. Villaos, Felomino O. Racuya, Apolinar Dela Torre, Ronald Amarille, Ariel Penonia, , Rosalie Z. Mendoza, DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine M. Vigonte, DMO-Calamian</p>
	<p>Receive and record the date, time and person receiving the documents</p>	<p>1 minute</p>	<p>Rhoda B. Roque, Abegail P. Cruz, Ana Maria G. Genciano, Ian Christian A. Vega, Amelyn E. Dramayo, Princess Jane Rogel, Rodel Lampines, Janet Felizarte, DMO-South</p> <p>Alejandro S. Marcaida, Apollo V. Regalo, Raul B. Maximo, Daryl C. Licerio, Benjamin L. Adriano Jr, May Ann Rapio, Roque Aurello, Cristy Malirong, DMO-North</p> <p>Maila Victoria G. Villaos, Felomino O. Racuya, Apolinar Dela Torre, Ronald Amarille, Ariel Penonia, , Rosalie Z. Mendoza, DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine M. Vigonte, DMO-Calamian</p>



	<p>Forward documents to GIS DMO-South (Amelyn E. Dramayo)</p> <p>Forward documents to GIS DMO-North (May Ann Rapio)</p> <p>Forward documents to GIS DMO-Calamian (Dorcas O. Besa)</p> <p>Forward documents to PCSDS-GIS, Puerto Princesa City (Fernando E. Padilla, EMED)</p>	2 min - 4 hrs	<p>Rhoda B. Roque, Abegail P. Cruz, Ana Maria G. Genciano, Ian Christian A. Vega, Princess Jane Rogel, Rodel Lampines, Janet Felizarte, DMO-South</p> <p>Alejandro S. Marcaida, Apollo V. Regalo, Raul B. Maximo, Daryl C. Licerio, Benjamin L. Adriano Jr, Roque Aurello, Cristy Malirong, DMO-North</p> <p>Leonora D. Labrador, Evarista B. Palanca, Eunice Katherine M. Vigonte, DMO-Calamian</p> <p>Maila Victoria G. Villaos, Felomino O. Racuya, Apolinar Dela Torre, Ronald Amarille, Ariel Penonia, , Rosalie Z. Mendoza, DMO-Central</p>
	Plot technical description and overlay unto ECAN map	4-6 hrs	Amelyn Dramayo, DMO-South May Ann Rapio, DMO-North Dorcas O. Besa, DMO-Calamian Fernando E. Padilla, EMED
	Prepare and forward ECAN Zoning Evaluation Report to District Manager	1 minute	Amelyn Dramayo, DMO-South May Ann Rapio, DMO-North Dorcas O. Besa, DMO-Calamian Fernando E. Padilla, EMED
	Review and certify EZC application	1 minute	Alejandro S. Marcaida, DMO-North Rhoda B. Roque, DMO-South Leonora D. Labrador, DMO-Calamian Maila Victoria G. Villaos, DMO-Central
	Records the EZC	1 minute	May Ann Rapio, DMO-North Amelyn Dramayo, DMO-South Dorcas O. Besa, DMO-Calamian Rosalie Z. Mendoza, DMO-Central

	Forward the EZC to concerned DMO Staff	2 minutes - 4 hrs	May Ann Rapio, DMO-North Amelyn Dramayo, DMO-South Dorcas O. Besa, DMO-Calamian Rosalie Z. Mendoza, DMO-Central
3. Payment of corresponding fees	Receive applicant's payment of EZC fee and ECAN Zoning Map fee and issue official receipt	1 - 15 minutes	PCSDS main office Accounting Unit (Staff on duty) Princess Jane Rogel, DMO-South DMO-Calamian Staff DMO-North Staff
	Record & release of ECAN Zoning Certification	2 minutes	May Ann Rapio, DMO-North Amelyn Dramayo, DMO-South Dorcas O. Besa, DMO-Calamian Rosalie Z. Mendoza, DMO-Central

## **2. Securing SEP Clearance (For New Projects)**

### **a. About the Service**

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 PCSD Administrative Order No. 6 as amended. 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 PCSD (Council) certifying that upon review, evaluation and validation by PCSD Technical Staff, the proposed project is in accordance with the SEP for Palawan Act, that the proponent has complied with all the requirements of the SEP Clearance System and that the proponent is committed to institute all mitigating measures as provided for in the EIS or IEE and to comply with all the terms and conditions stipulated in the SEP Clearance.

### **b. Requirements**

The following are the requirements for securing SEP Clearance:

## **General Requirements**

- Location Map of project from DENR, a licensed geodetic engineer, or Assessor's office may be considered under this requirement. The map should contain a technical description with reference points.
- Land Title or any tenurial instrument. Tax declarations may be considered under this requirement.
- Project description that may be in any form for as long as it contains the type of project and its brief description
- Proof of payment of Php200.00
- ECAN Zoning Certification
- Project Environmental Assessment Report (PEAR) for Category A & D projects; and
- Endorsement from any two of the following: Barangay, Sangguniang Bayan or Sangguniang Panlalawigan.

### **c. Location**

Proponents may submit project applications or ask assistance from the following District Management Offices:

- DMO South - Quezon, Palawan
- DMO Central - Palawan Center for Sustainable Development, Sta. Monica, Puerto Princesa City, Palawan
- DMO North – Roxas, Palawan (with sub-DMO in Taytay, Palawan)
- DMO Calamian – Coron, Palawan

**d. Steps to Follow to Avail of Services, Duration and In-charge of Service**

<b>STEPS/PROCEDURES</b>		<b>DURATION</b>	<b>IN-CHARGE</b>
<b>Customer Activity</b>	<b>PCSDS Action</b>		
1. Secure required documents for the application	Receipt of ECAN Zoning Certification issued by PCSD Staff together with the required documents	15 minutes	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/Princess Jane Rogel (Quezon)
	Evaluation of substantive content of submitted documents (only applications with complete requirements submitted shall be evaluated)	15-30 minutes	Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South  Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North  Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian

	<p>Inform proponent of lacking document(s) that must be submitted (if requirements submitted are incomplete)</p>	<p>5-15 minutes</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Gencianeo (Bataraza)  Ian Christian A. Vega/Princess  Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon),  DMO-South</p> <p>Alejandro S. Marcaida/Cristy  Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas),  Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
	<p>ECAN Board evaluates and endorses the same for PCSD/S action</p>	<p>10 days</p>	<p>ECAN Board</p>

	<p>Prepare project brief and forward complete documents to the Office of the Executive Director (OED)</p>	<p>1 day for mainland; 3 days for islands</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Gencianeo (Bataraza)  Ian Christian A. Vega/Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
	<p>For Category A Projects: OED includes the project in the agenda of the next PCSD meeting for action (not later than last Thursday of the month)</p> <p>For Category B and D Projects: OED acts on the application</p>	<p>5 days</p> <p>30 mins</p>	<p>OED/Secretariat</p> <p>Nelson P. Devanadera</p>

	If approved, prepare the SEP Clearance and forwards the same to the Chair for signature	3 days	OED/Secretariat; PCSD Chairman
	Inform the proponent of the Council's action	10 minutes	OED/Secretariat
2. Proponent pays corresponding fees	Receive from applicant payment of clearance and issue official receipt	2-5 minutes	PCSDS main office - Accounting Unit (Staff on duty)  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, DMO-Calamian
	Field evaluation & inspection/validation as to technical aspects, social acceptability, area or biological aspects for critical and non-critical projects (for Category A, B & D)	Field validation/ inspection schedule depends on availability of ECAN Board Committee on Evaluation (1 day) Note: Field validation will be conducted by the ECAN Board with PCSDS Staff prior to submission of complete documents to PCSDS for issuance of SEP Clearance (Not to exceed 15 working days for projects falling under category A)	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South  Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North  Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian

	<p>Field evaluation &amp; inspection/validation as to technical aspects, social acceptability, area or biological aspects for critical and non-critical projects (for Category A, B &amp; D)</p>	<p>Field validation/ inspection schedule depends on availability of ECAN Board Committee on Evaluation (1 day)  Note: Field validation will be conducted by the ECAN Board with PCSDS Staff prior to submission of complete documents to PCSDS for issuance of SEP Clearance (Not to exceed 15 working days for projects falling under category A)</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Gencianeo (Bataraza)  Ian Christian A. Vega/Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/ Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
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	Preparation of project evaluation report/ brief/with recommendations	2 hrs - 5 days for project category A, B & D	<p>Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Gencianeo (Bataraza) Ian Christian A. Vega/Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/ Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
	Submission of final project evaluation report for inclusion in ECAN Board	5 days prior to EB meeting	Concerned DMOs

	<p>Submission of complete documents with ECAN Board endorsement to ED for approval (for category B &amp; D projects)</p> <p>Submission of complete documents of projects approved by the ECAN Board to ED for approval (for category A projects)</p>	<p>1 hour</p>	<p>Concerned DMOs</p>
	<p>Inform the proponents of the action taken by the Council (whether denied, deferred or approved)</p>	<p>30 minutes</p> <p>(Upon completion of the field validation or in the case of projects falling under category A after PCSD meeting which is held every 3<sup>rd</sup> Thursday of the month)</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>

<p>3. Conform with the terms and conditions; Execute his/her conformity thereof before a notary public; Return the notarized SEP Clearance to the OED; Claim the SEP Clearance</p>	<p>Explain the terms and conditions of the Clearance</p>	<p>2 - 10 minutes</p>	<p>Records/OED-Secretariat  PCSDS Central File (Staff on duty)  Concerned DMOs</p>
	<p>Affix the dry seal and records the date of release of the SEP Clearance</p>	<p>2 - 5 minutes</p>	<p>Records Section  PCSDS Central File (Staff on duty)  Concerned DMOs</p>
	<p>Release SEP Clearance and retain copy for file</p>	<p>1 - 5 minutes</p>	<p>Records Section  PCSDS Central File (Staff on duty)  Concerned DMOs</p>

### 3. Securing SEP Clearance and PCSD Reef-Fish-for-Food (RFF) Permits

#### a. About the Service

For renewal of permits such as in the case of Gravel and Sand and Small Scale Mining projects, proponents are required to secure SEP Clearance or SEP Certification as the case maybe before the issuance of said permits by concerned agencies. However, the concerned Staff shall ascertain proponent’s compliance with the Terms and Conditions of previously issued SEP Clearance during field inspection/ validation.

For renewal of Reef-Fish-for-Food (RRF), the same requirements and procedure shall apply when applying for a new PCSD Wildlife Special Use Permit (WSUP). However, compliance with the Terms and Conditions of previously issued PCSD WSUP will be ascertained during field inspection/validation.

## **b. Requirements**

### **For New and Renewal of Application**

#### **For Wildlife Collectors Permit**

1. Duly accomplished application form with two (2) recent 2" x 2" photo of applicant
2. Certification from CFARMC/MFARMC or, in the absence of the latter, MAO that the applicant is a registered fisherman
3. Proof of payment of a fee amounting to Php100.00
4. For renewal, original copy of permit

#### **For Wildlife Special Use Permit**

1. Duly accomplished application form with two (2) recent 2" x 2" photo of applicant. If the applicant is a corporation, partnership, cooperative or association, the corresponding document (i.e. articles of incorporation) showing that 60 % of their capital is owned by Filipinos must be submitted
2. Brief description of the project
3. Governor's Permit or Mayor's Permit in case of Puerto Princesa City; Provided, that pending the approval of the revised RFF provincial ordinance, the Governor's Permit shall not be require
4. Written commitment to submit to PCSD every quarter a quarterly report of trade and photocopies of auxiliary invoices issued within the quarter
5. Certification from PCSDS concerned division that the applicant-trader has no pending case (before the PCSD Adjudication Board or that the PCSDS has not filed any criminal case against the trader) related to reef-fish-for-food
6. For traders who have been issued Accreditations in 2014, they shall also be required to comply with their commitment to submit their 2014 quarterly reports
7. Proof of payment of fees amounting to Php500.00
8. Certification of no pending case
9. For renewal, original copy of permit

#### **For Wildlife Farm Permit**

1. Duly accomplished application form with two (2) recent 2"x2" photo of applicant

2. In case of corporation, partnership, association or cooperative, certified true copies of the Certificate of Registration from the Cooperative Development Authority (CDA), Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), etc., as the case may be, and its articles of incorporation and by-laws, whenever appropriate, or any other similar instruments showing that 60 % of their capital is owned by Filipinos
3. Certified true copy of BIR registration and Tax Identification Number
4. Governor's Permit or Mayor's Permit in the City of Puerto Princesa; Provided, that pending the approval of the revised RFF provincial ordinance, the Governor's Permit shall not be required
5. Proof of scientific expertise
6. Business and Financial Plan
7. Management and Breeding Plan
8. Proposed facility design
9. Certified copy of Land Title or Lease Contract for the facility
10. Clearances from the affected communities
11. Environmental impact study and/or bioecology study of the proposed commercial breeding operations;
12. Certification of no pending case
13. Proof of Payment of fees amounting to Php1,000.00
14. For renewal, original copy of permit

**For Local Transport Permit (LTP)**

1. Duly accomplished application form
2. Inspection/Verification of RFF to be transported by the concerned PCSDS personnel using the Inspection Report Form (Post-Requirement)
3. Documents supporting the legal possession or acquisition of the RFF to be transported (i.e. WCP, WFP, WSUP, receipt from holders of WFP)
4. FIQS – Final Certification (Post-requirement)
5. Auxiliary invoice from the Municipal/City Government (which should reflect the payment of Marine Environment Protection Fee provided under provincial ordinance on reef-fish-for-food)
6. Proof of payment of fees and charges

**ADDITIONAL Requirement for Non-CITES Export Permit:**

Bank export declaration, if for commercial purposes

**c. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>PROCEDURE/STEPS TO FOLLOW</b>		<b>DURATION</b>	<b>IN-CHARGE</b>
<b>Customer Activity</b>	<b>PCSDS Action</b>		
<b>For New &amp; Renewal of Application</b>			
1. Proponent secures application form and inquires requirements in securing Wildlife Special Use Permit for RFF	Provide proponents list of requirements and explain the application process	15 minutes	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra)
	Explain the process/flow of RFF requirements	15 minutes	Amelyn E. Dramayo (Quezon), DMO-South
	Provide and assist proponent accomplish WSUP and WCP/ WFP application forms	15 minutes	Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North
	Evaluate application and prepare report for presentation before ECAN Board		Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/ Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central
			Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian

	Inform/notify ECAN Board Chair of the application and schedule for inclusion in the agenda of the ECAN Board	10 minutes	ECAN Board Secretariat/DMO Staff
	ECAN Board endorses the same for PCSD/S action	10 days	ECAN Board
	Forward complete documents to the PCSDS (ERED)	1 day	DMO
	Prepare WSUP and Certificate of no pending case (ERED) and forward to OED for action	0.5 day	ERED
	OED acts on the application	30 minutes	Nelson P. Devanadera, OED
	Inform the proponent on action taken	30 minutes	OED

<p>2. Submit application with complete documents</p>	<p>Receipt of application together with the required documents</p> <p>Review of documents submitted to check if all documents are submitted or if there are additional/lacking requirements needed</p> <p>Inform proponent of lacking document(s) that must be submitted (if requirements submitted are incomplete)</p> <p>Evaluation of substantive content of submitted documents (only applications with complete requirements submitted shall be evaluated)</p>	<p>15 minutes</p> <p>15 minutes</p> <p>(Provided that the PCSD Staff concerned is at the PCSDS Office upon submission of documents</p> <p>30 minutes - 0.5 day</p>	<p>Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
	<p>Inform proponent of lacking document(s) that must be submitted (if requirements submitted are incomplete)</p>	<p>2 minutes</p>	<p>DMOs</p>



3. Pay corresponding fee	Receipt of payment of required fees and issuance of official receipt	2-5 minutes	Susan Maghanoy or any Staff on duty (Accounting Unit)  Secretariat  DMOs
	Field evaluation for issuance of WSUP/WFP and preparation of documents/Staff evaluation report	2 days  (1 day before the LTP issuance or 5 hours if LTP will have to be released on the same day)	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South  Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North  Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian

	Preparation of evaluation report including recommendation (s) and submission to ECAN Board	2 days	DMOs
	Submission of complete documents and proof of payment for the WSUP approval/ signature of the Executive Director	1 day	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/ Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya),  Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>

4. Secure copy of WSUP/WFP/WCP	Discuss Terms and Conditions of WSUP/WFP/WCP stipulated at the back of permit	15 minutes	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)</p>
	Recording and release of WSUP/WFP/WCP	15 minutes	<p>Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya),  Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>

**For Local Transport Permit (LTP)**

<p>1. File application with supporting document</p>	<p>Receive application  (Greet client, receive application form and conduct inspection of the aquarium)</p>	<p>2-3 minutes</p>	<p>Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
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	Inspection/ Verification of RFF to be transported	15 minutes	<p>Cristy Malirong/Inspectors, DMO- North</p> <p>Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/ Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra), DMO- South</p> <p>Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/ Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
2. Proponent pays the corresponding fees	Receive payment and issue official receipt	15 minutes	<p>Susan Maghanoy or any staff on duty (Accounting Unit)</p> <p>PCSD Staff/thru Palawan Pawnshop</p> <p>Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>

3. Secure copy of LTP	Recording and issuance of Local Transport Permit (LTP) to RFF shipper	5 minutes	<p>Cristy Malirong/Inspectors, DMO- North</p> <p>Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/ Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
	Submit copies of issued LTP to PCSDS	1 day  (Within the day thru e-mail/ weekly basis for island municipalities)	<p>Cristy Malirong/Inspectors, DMO- North</p> <p>Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/ Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra), DMO-South</p> <p>Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/ Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>

#### **4. Forms to be Accomplished and Submitted Together with the Application**

The templates are presented in the Attachments under SEP Clearance.

#### **B. Chainsaw Registration and Permits**

##### **1. Securing Chainsaw Registration (for New Applicants)**

###### **a. About the Service**

The regulations on the use of chainsaw units in the province of Palawan is vested by law to the PCSD. As such, owners or prospective owners of chainsaw units shall renew their certificate of registration or apply for a new registration certificates both old and new units that are intended to be possessed and used in the province and whether the same has been previously registered in another office or agency. Registration of brand new units, however, requires a Permit to Purchase before it can be registered.

###### **b. Requirements**

The requirements for registration differ from one category to another, which are hereunder enumerated as follows:

- **Holder/s of Production Sharing Agreement, Co-Production Sharing Agreement, Private Land Timber Permit (PLTP), Special Private Land Timber Permit (SPLTP), Community-Based Forest Management Agreement (CBFMA), Integrated Forest Management Agreement (IFMA), Socialized Industrial Forest Management Agreement (SIFMA), Philippine Coconut Authority (PCA) issued permits, and other similar tenurial instruments**
  1. Duly accomplished application form;
  2. Copy of tenurial instrument in the name of the applicant or an endorsement from the PCA if the use is for coconut trees;
  3. Proof of ownership of chainsaw (sales invoice, deed of sale, deed of donation, through succession, etc.);
  4. Stencil of engine serial number;
  5. Barangay certificate;
  6. Registration fee.
  
- **Orchard or Fruit Tree Farmer or Industrial Tree Farmer**

1. Duly accomplished application form;
2. Proof of ownership of chainsaw (sales invoice, deed of sale, deed of donation, through succession, etc.);
3. Copy of certificate of tree plantation ownership, or similar tenurial instrument;
4. Certification from Barangay Captain concerned that applicant is an orchard or tree farmer with an area of at least 1 hectare;
5. Copy of Original Certificate of Title (OCT), Transfer Certificate of Title (TCT), other documents that can prove ownership or legitimate possession of a piece of agricultural land;
6. Stencil of engine serial number;
7. Notarized certification of legal source of raw materials;
8. Registration fee.

- **Licensed Wood Processors**

1. Duly accomplished application form;
2. Copy of wood processing establishment permit, or similar business permits from LGU;
3. Proof of ownership of chainsaw (sales invoice, deed of sale, deed of donation, through succession, etc.);
4. Stencil of engine serial number;
5. Barangay certificate;
6. Notarized certification of legal source of raw materials;
7. Registration fee.

- **Agencies of the government, such as but not limited to LGU, Protected Area Offices (PAO), GOCCs that use chainsaws in some aspects of their functions**

1. Duly accomplished application form;
2. Certification from Head of Office or his/her authorized representative that chainsaws are owned/possessed by the office and used for legal purpose (specify);
3. Proof of ownership of chainsaw (sales invoice, deed of sale, deed of donation, through succession, etc.);
4. Stencil of engine serial number;
5. Registration fee.



- **Other persons/entities that can show satisfactory proof that the possession and/or use of chainsaws is for a legal purpose**

1. Duly accomplished application form;
2. Affidavit that the chainsaw will be used for personal and for a legal purpose;
3. Proof of ownership of chainsaw (sales invoice, deed of sale, deed of donation, through succession, etc.);
4. Stencil of engine serial number;
5. Barangay certificate;
6. Copy of Original Certificate of Title, Transfer Certificate of Title, other documents that can prove ownership or legitimate possession of a piece of agricultural land;
7. Registration fee.

**c. Location**

The service could be availed at PCSDS main office located at PCSD Building, Sports Complex Road, Santa Monica Heights, Puerto Princesa City, Palawan or PCSDS District Management Offices (DMOs) in the municipalities of Roxas (with sub-DMO in Taytay), Coron and Quezon, Palawan.

**d. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>PROCEDURE/STEPS TO FOLLOW</b>		<b>DURATION</b>	<b>IN-CHARGE</b>
<b>Customer Activity</b>	<b>PCSDS Action</b>		
1. Secure Application Form for Permit to Purchase	Provide the applicant list of requirements including the application form and explain the flow/ process of securing Permit to Purchase	15 minutes	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/ Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra)
	Filing/recording of application and requirements	10 minutes	Amelyn E. Dramayo (Quezon), DMO-South
	Evaluation of application form and documents submitted	15 minutes	Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North
			Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/ Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian
2. Pay corresponding fee	Payment of permit fee and issuance of official receipt	5 minutes	Susan Maghanoy or any staff on duty (Accounting Unit) and DMOs

	Validation/ Field evaluation of submitted documents as to the use and purpose of purchase	1 day	DMOs
	<p>If qualified, preparation of evaluation report and permit to purchase</p> <p>If not qualified, issuance of letter of denial</p>	<p>15 minutes - 1 day</p> <p>(Case to case basis as to the availability of the Staff and proponent who will accompany the PCSD Staff in the project area)</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/  Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/ Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya),  Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador,  Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>

3. Secure copy of Permit to Purchase	Recording and release of Permit to Purchase	10 minutes	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/  Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador,  Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
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## 2. Securing Renewal of Chainsaw Registration

### a. About the Service

Chainsaw registration has a period of validity as provided by the Chainsaw Act of 2002, that is, five (5) years for units registered for personal use or units used for non-commercial purposes and two (2) years for units used for commercial purposes.

**b. Requirements**

1. Requirements for Renewal of Chainsaw Registration are all the same with the requirements for securing a Chainsaw Registration mentioned above, except that applicants for Renewal of Chainsaw Registration must surrender their original copy of Chainsaw Registration to the PCSDS and Proof of ownership is not needed anymore;
2. Permit Fee amounting to Php100; and
3. Certification of No Pending Case Fee amounting to Php60.

**c. Location**

The service could be availed at the PCSDS main office located at PCSD Building, Sports Complex Road, Santa Monica Heights, Puerto Princesa City, Palawan or PCSDS DMOs in the municipalities of Roxas (with sub-DMO in Taytay), Coron and Quezon, Palawan.

**d. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>PROCEDURE/STEPS TO FOLLOW</b>		<b>DURATION</b>	<b>IN-CHARGE</b>
<b>Customer Activity</b>	<b>PCSDS Action</b>		
1. Secure application form and required documents	Provide the applicant list of requirements including the application form and explain the flow/process of securing Chainsaw Registration	15 minutes	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/ Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South
	Receipt of duly accomplished application form together with the required documents (Inform the applicant of lacking documents if there is any)	15 minutes	Alejandro S. Marcaida/ Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North
	Evaluation of application form and documents submitted	15 minutes	Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian

2. Payment of corresponding fee	Payment of registration fee	5 minutes	Nicasio M. Villena/ Susan K. Maghanoy, FAD  DMOs
	Evaluation of application and documents/ requirements submitted	1 hour	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/ Princess Jane Rogel (Quezon)
	Preparation of Certificate of Registration if qualified	10 minutes	Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South
	Submission of evaluation report to ED for approval	1 hour	Alejandro S. Marcaida/ Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay)
	Attachment of metal seal	5 minutes	Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North  Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian

3. Secure copy of Chainsaw Registration	Discuss Terms and Conditions stipulated at the back of Certificate of Registration	10 minutes	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/ Princess Jane Rogel (Quezon)
	Recording/Filing and release of Certificate of Registration	5 minutes	Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South  Alejandro S. Marcaida/ Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North  Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian



### **3. Securing Transport/Special Use Permit**

#### **a. About the Service**

Chainsaw unit(s) once registered would be confined only in the place/area where it was registered, hence, Transport and/or Special Use Permit is being issued for units that would be transported and/or used outside the area for which it was registered.

#### **b. General Requirements**

##### **For Permit to Transport**

1. Duly accomplished Application Form setting forth the purpose for the transport
2. Certificate of Registration
3. Permit Fee

##### **For Special Use Permit**

1. Duly accomplished Application Form
2. Copy of Certificate of Registration of the chainsaw unit applied for
3. If the trees to be cut are for commercial purpose, copy of the DRAFT contract, memorandum of agreement, special power of attorney or any similar instruments showing the agreement between the applicant and the registered owner of the subject chainsaw unit applied for special use (final execution of any of this instrument should be made after approval of the application for Special Use Permit). If the purpose is not commercial, this requirement may be dispersed with
4. Proof that the use applied for is valid and legal
5. Permit Fee amounting to P 300.00

#### **c. Location**

The service could be availed at the PCSDS main office located at PCSD Building, Sports Complex Road, Santa Monica Heights, Puerto Princesa City, Palawan or PCSDS DMOs in the municipalities of Roxas (with sub-DMO in Taytay), Coron and Quezon, Palawan.

**d. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>PROCEDURE/STEPS TO FOLLOW</b>		<b>DURATION</b>	<b>IN-CHARGE</b>
<b>Customer Activity</b>	<b>PCSDS Action</b>		
1. Secure application form and required documents	Provide applicant list of requirements including the application form and explain the flow/process of securing Transport/Special Use Permit	15 minutes	<p>Rhoda B. Roque (Quezon)            Abegail P. Cruz (Española)            Ana Maria G. Genciano (Bataraza)            Ian Christian A. Vega/            Princess Jane Rogel (Quezon)            Rodel Lampines (Rizal)            Janet Felizarte (Narra)            Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/            Cristy Malirong (Roxas),            Apollo V. Regalo (Dumaran)            Raul B. Maximo (El Nido)            Daryl C. Licerio (Taytay)            Benjamin L. Adriano Jr (San Vicente), May Ann Rapiro (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)            Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)            Ariel Penonia (PPC/Kalayaan)            Apolinar Dela Torre (Magsaysay &amp; Agutaya),            Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador,            Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>

<p>2. Fill up application and complete requirements</p>	<p>Receipt of duly accomplished application form together with the required documents (Inform the applicant of lacking documents if there is any)</p>	<p>15 minutes</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/  Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/  Cristy Malirong (Roxas),  Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya),  Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador,  Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
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<p>3. Participate in field evaluation</p>	<p>Evaluation of application form and documents submitted</p>	<p>15 minutes</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/  Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/  Cristy Malirong (Roxas),  Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya),  Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador,  Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
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4. Payment of corresponding fee	Payment of permit fee and issuance of official receipt	5 minutes	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza)
	Preparation of evaluation report	20 minutes	Ian Christian A. Vega/ Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra)
	Preparation of Transport/Special Use Permit	10 minutes	Amelyn E. Dramayo (Quezon), DMO-South
	Submission of evaluation report to OED for approval	1 day	Alejandro S. Marcaida/ Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North  Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian

5. Secure copy of Permit to Transport/Special Use Permit	Discuss Terms and Conditions stipulated at the back of Permit to Transport/Special Use Permit	10 minutes	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/ Princess Jane Rogel (Quezon)
	Recording/Filing and release of Transport/Special Use Permit	5 minutes	Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South  Alejandro S. Marcaida/ Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North  Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian

## **4. Securing Permit to Purchase**

### **a. About the Service**

In the implementation of the Chainsaw Act, this permit is being issued before a person may purchase a chainsaw unit. This is required so as to ascertain whether the applicant is qualified to own a chainsaw. Such permit is required for individuals intending to own a unit and for chainsaw outlets (stores) intending to sell the same.

### **b. Requirements**

#### **For holders of a subsisting Production Sharing Agreement, Co-Production Sharing Agreement, or a Private Land Timber Permi/Special Private Land Timber Permit, CBFMA, IFMA, SIFMA, PCA issued permits or other similar tenurial instruments**

1. Duly accomplished Application Form
2. Copy of the tenurial instrument/permit in the name of applicant
3. Permit Fee

#### **For orchard or fruit tree farmer/ industrial tree farmer**

1. Duly accomplished Application Form
2. Copy of Certificate of tree plantation from DENR-CENRO or similar tenurial instrument or Tax Declaration
3. Certification from Barangay Captain concerned that applicant is an orchard or fruit tree farmer
4. Presentation of original/original duplicate of Certificate of Title, Transfer Certificate of Title, other documents that can prove ownership or legitimate possession of a piece of agricultural land and submission of a photocopy
5. Permit Fee

#### **For Licensed Wood Processors**

1. Duly accomplished Application Form
2. Copy of Permit to Operate as wood processor from DENR
3. Copy of Wood Processing Establishment Permit, or similar business permits from the Local Government Units
4. Notarized Certification of legal source of raw materials and proof of compliance with E.O. 23 (proof of sustainable sources of legally cut logs for a period of a least 5 years)
5. Permit Fee

**For agencies of the government, such as, but not limited to Local Government Units, Protected Area Offices, Government Owned and Controlled Corporations (GOCCs)**

1. Duly accomplished Application Form
2. Certification from Head of Office or his/her authorized representative that the use of chainsaw units is necessary in the performance of the Office's functions

**Other persons/ entities who can show satisfactory proof that the possession and/or use of chainsaws is for a legal purpose**

1. Duly accomplished Application Form
2. Affidavit that the chainsaw will be used for a legal purpose
3. Other legal documents showing the legality of purpose and permanent character of the use of chainsaw unit/s applied for
4. Permit Fee of Php 500.00.

**c. Location**

The service could be availed at the PCSDS main office located at PCSD Building, Sports Complex Road, Santa Monica Heights, Puerto Princesa City, Palawan or PCSDS DMOs in the municipalities of Roxas (with sub-DMO in Taytay), Coron and Quezon, Palawan.



**d. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>STEPS/PROCEDURES</b>		<b>DURATION</b>	<b>IN-CHARGE</b>
<b>Customer Activity</b>	<b>PCSDS Action</b>		
1. Secure Application Form for Permit to Purchase	Provide applicant list of requirements including the application form and explain the flow/process of securing Permit to Purchase	15 minutes	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South
	Filing/recording of application and requirements	10 minutes	Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay)
	Evaluation of application form and documents submitted	15 minutes	Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North  Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian
2. Pay corresponding fee	Payment of permit fee and issuance of official receipt	5 minutes	Susan Maghanoy or any staff on duty  Evarista B. Palanca, Eunice Katherine Vigonte, DMO-Calamian

	Validation/Field evaluation of submitted documents as to the use and purpose of purchase	1 day	Concerned DMOs
	<p>If qualified, preparation of evaluation report and permit to purchase</p> <p>If not qualified, issuance of letter of denial</p>	<p>15 minutes - 1 day</p> <p>(Case to case basis as to the availability of the Staff and proponent who will accompany the PCSD Staff in the project area)</p>	<p>Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra) Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>

3. Secure copy of Permit to Purchase	Recording and release of Permit to Purchase	10 minutes	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
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**5. Securing Permit to Sell**

**a. About the Service**

Permit to Sell is required before the owner of the unit, whether an individual or an entity, may sell a chainsaw to an individual authorized to purchase a unit. Said permit is being issued so as for the seller, an individual or a chainsaw outlet (store) to have the authority to sell.

**b. Requirements**

1. Duly accomplished Application Form
2. Business operation permit from DTI and local government (Mayor's Permit, etc.)
3. Permit Fee

**c. Location**

The service could be availed at the PCSDS main office located at PCSD Building, Sports Complex Road, Santa Monica Heights, Puerto Princesa City, Palawan or PCSDS DMOs in the municipalities of Roxas (with sub-DMO in Taytay), Coron and Quezon, Palawan.

**d. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>PROCEDURE/STEPS</b>		<b>DURATION</b>	<b>IN-CHARGE</b>
<b>Customer Activity</b>	<b>PCSDS Action</b>		
1. Secure application form and required documents	Provide applicant list of requirements including the application form and explain the flow/process of securing Permit to Trade/ Dealership	15 minutes	<p>Rhoda B. Roque (Quezon)            Abegail P. Cruz (Española)            Ana Maria G. Genciano (Bataraza)            Ian Christian A. Vega/            Princess Jane Rogel (Quezon)            Rodel Lampines (Rizal)            Janet Felizarte (Narra)            Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)            Raul B. Maximo (El Nido)            Daryl C. Licerio (Taytay)            Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)            Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)            Ariel Penonia (PPC/Kalayaan)            Apolinar Dela Torre (Magsaysay &amp; Agutaya),            Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador,            Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>

<p>2. Applicant submits filled up application and complete requirements for dealership/distribution permit</p>	<p>Receipt of duly accomplished application form together with the required documents (Inform the applicant of lacking documents if there is any)</p>	<p>15 minutes</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/  Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador,  Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>
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<p>3. Applicant participates in the field evaluation</p>	<p>Evaluation of application form and documents submitted</p> <p>Field Verification/ Visitation of store/ establishment</p>	<p>15 minutes</p> <p>(Depending upon the location of the establishment)</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/  Princess Jane Rogel (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra)  Amelyn E. Dramayo (Quezon), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/ Cagayancillo), Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador,  Evarista B. Palanca,  Dorcas O. Besa,  Eunice Katherine M. Vigonte, DMO-Calamian</p>
	<p>Prepare evaluation report and Dealership/ Distribution Permit</p>	<p>1 hour</p>	<p>Concerned DMO Staff</p>

	Forward evaluation report and Dealership/ Distribution Permit to DM	4 hours	Concerned DMO Staff
	Review and sign evaluation report and affix initial in the Dealership/ Distribution Permit	15 minutes	Rhoda Roque, DMO-South Alejandro Marcaida, DMO-North Leonora Labrador, DMO-Calamian Maila Victoria Villaos, DMO-Central
	Forward evaluation report and Dealership/ Distribution Permit to OED for action	1 day	Concerned DMO Staff
	Secure certification of No Pending Case	30 minutes	OED
	Act on the application	30 minutes	Nelson P. Devanadera
4. Applicant pays the corresponding fees	Receive payment and issue official receipt	3 minutes	Finance and Admin
	Affix dry seal; release the dealership/ distribution permit; record the date, time and person claiming the permit	5 minutes	Records Section



5. Secure copy of Permit to Trade/ Dealership	Discuss Terms and Conditions stipulated at the back of Permit to Trade/ Dealership	10 minutes	Rhoda B. Roque (Quezon) Abegail P. Cruz (Española) Ana Maria G. Genciano (Bataraza) Ian Christian A. Vega/ Princess Jane Rogel (Quezon) Rodel Lampines (Rizal) Janet Felizarte (Narra)
	Recording/ Filing and release of Permit to Trade/ Dealership	5 minutes	Amelyn E. Dramayo (Quezon), DMO-South  Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran) Raul B. Maximo (El Nido) Daryl C. Licerio (Taytay) Benjamin L. Adriano Jr (San Vicente), May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North  Maila Victoria G. Villaos (PPC) Felomino O. Racuya (Cuyo/ Cagayancillo), Ronald Amarille (Aborlan) Ariel Penonia (PPC/ Kalayaan) Apolinar Dela Torre (Magsaysay & Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central  Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian

## 6. Forms to be Accomplished and Submitted Together with the Application

These are presented in the Attachments under Chainsaw Registration and Permits.

## C. Live Fish Accreditation

### 1. Securing Live Fish Accreditation

#### a. About the Service

The Live Reef Fish Accreditation is issued **ONLY** to those holders of accreditation operating within the last two (2) years. It is a regulatory mechanism of the PCSD to ensure the sustainability of the Live Reef Fish for Food Industry (LRFFI). The service covers **ONLY** the renewal of Live Reef Fish Accreditation.

The accreditation covers the following industry players:

- **Trader-Local of Live Fish** - Any entity involved in the business of buying and/or selling live aquatic (fresh or saltwater) products with the main objective of selling and/or transporting live fish within the Province of Palawan. Trader as herein defined may include undertakings such as culture-caging and fattening-caging under Sub-sections 2.13 and 2.15 and the set-up of aquarium as defined in Sub-section 2.3 of the Policy on the Live Fish Quota System with minimum stocks at a time of 100 pcs. live fish and minimum investment of Php 250,000 (ASSET + CAPITALIZATION + OPERATING COST).
- **Trader-Shipper of Live Fish** - Any entity involved in the business of buying and/or selling live aquatic (fresh or saltwater) products with the main objective of transporting and selling live fish outside of the Province of Palawan. Trader as herein defined may include undertakings such as culture-caging and fattening-caging under Sub-sections 2.13 and 2.15 and the set-up of aquarium as defined in Sub-section 2.3 of the Policy on the Live Fish Quota System with minimum stocks at a time of 100 pcs. live fish and minimum investment of Php 500,000 as OPERATING FUNDS.
- **Carriers (Aircraft and Sea craft)** - Any natural or juridical person or entity; except the Government, that is engaged or involved in the transportation of live fish or any other aquatic fresh or saltwater products, except common carriers as defined in the Policy of the Live Fish Quota System, whether or not on a daily or regular manner or schedule and whether or not for compensation, from any point within to outside of the Province of Palawan under a contract of transportation, whether or not in writing, through the use of registered aircrafts and sea crafts, mechanical or motorized in nature.

## **b. Qualification Requirements**

Applicants seeking Live Fish Accreditation must satisfy/possess the following qualifications and shall serve, among others, as basis for evaluation of the application:

- **Trader-Local of Live Fish**

1. With principal business address in Palawan;
2. Operating within the last 2 years;
3. Existence of trading facilities such as cage and aquarium;
4. No pending case under RA 8550, PCSD AO 5, as amended, and related policies; and
5. Minimum Capitalization (ASSET + CAPITALIZATION + OPERATING COST) of Two Hundred Fifty Thousand Pesos (PhP 250, 000).

- **Trader-Shipper of Live Fish**

1. With principal business address in Palawan;
2. Operating within the last 2 years;
3. Existence of trading facilities such as cage and aquarium;
4. No pending case under RA 8550, PCSD AO 5, as amended, and related policies; and
5. Minimum Capitalization (Operating Funds) of Five Hundred Thousand Pesos (PhP 500, 000).

- **Carriers (Aircraft and Seacraft)**

1. With principal business address in Palawan;
2. Operating within the last 2 years;
3. Existence of trading facilities such as cage and aquarium; and
4. No pending case under RA 8550, PCSD AO 5, as amended, and related policies.

## **c. Accreditation Requirements**

Applicants who are seeking Live Fish Accreditation shall submit/comply with the following documents/requirements as basis for evaluation of the application:

- **Trader-Local of Live Fish**

1. Brief description of the project

- (i) Type and purpose of the project
- (ii) Target monthly volume to be traded
- (iii) Project cost
- (iv) Location/areas (sitio, barangay, municipality) of operation, location map of area of operation indicating the name of adjacent water bodies and landmarks
- (v) Project operation
  - Type of fish or marine products to be traded
  - Names and addresses of BFARMC/LGU registered catchers as source of live fish to be traded
  - Market destinations/outlet, including transshipment points
  - Mode of transport to be used

2. Resolution of endorsement from Sangguniang Barangay based on:

- (i) BFARMC Clearance

3. Resolution of endorsement from Sangguniang Bayan based on:

- (i) Sangguniang Barangay Resolution of Endorsement
- (ii) Zoning Clearance
- (iii) ECAN Board Resolution
- (iv) Others such as concerned PAMB if there is any.

4. Governor's Permit (pursuant to Section 11 of Provincial Ordinance No. 941)

5. BFAR Certification (certifying that no criminal/administrative case against the applicant for violation of RA 8550 and other fishery regulations filed by BFAR is pending before any court/tribunal and/or that no finding of liability for the same law and regulations was decided against him)

6. The execution of a Letter of Commitment to support the enforcement of the Debit Card System (DCS)

7. Payment of accreditation fee of Php 4,000.00

- **Trader-Shipper of Live Fish**

1. Brief description of the project

- (i) Type and purpose of the project
- (ii) Target monthly volume to be traded
- (iii) Project cost
- (iv) Location/areas (sitio, barangay, municipality) of operation, location map of area of operation indicating the name of adjacent water bodies and landmarks
- (v) Project operation
  - Type of fish or marine products to be traded
  - Names and addresses of BFARMC/LGU registered catchers as source of live fish to be traded
  - Market destinations/outlet, including transshipment points
  - Mode of transport to be used

2. Resolution of endorsement from Sangguniang Barangay based on:

- (i) BFARMC Clearance

3. Resolution of endorsement from Sangguniang Bayan based on:

- (i) Sangguniang Barangay Resolution of Endorsement
- (ii) Zoning Clearance
- (iii) ECAN Board Resolution

4. Governor's Permit (pursuant to Section 11 of Provincial Ordinance No. 941)

5. BFAR Certification (certifying that no criminal/administrative case against the applicant for violation of R.A. 8550 and other fishery regulations filed by BFAR is pending before any court/tribunal and/or that no finding of liability for the same law and regulations was decided against him)

- **Carriers (Aircraft and Sea craft)**

1. Brief description of the project to include the following information:

- (i) Type of project
- (ii) Purpose of the project/target monthly volume to be transported
- (iii) Area of operation

- Port of origin(s)
  - Port of destination(s)
- (iv) Project cost
- (v) Project operation
- Type of live fish to be transported
  - Monthly volume of live fish to be transported
  - Mode of packaging
2. Resolution of endorsement from the Sangguniang Bayan of each municipality where the carrier shall operate (Point of Origin) and Governor's Permit (pursuant to Section 11 of Provincial Ordinance No. 941)
  3. Written commitment (Attachment E) to submit to PCSD every first week of each month the following documents indicating information on every trading transaction made during the preceding month:
    - (i) Monthly report (Attachment F) indicating the date when live fish was transported; kinds/types of fish species and the corresponding volume transported; name and address of consignor; name and address of consignee; place of origin and destination of shipment
    - (ii) Verified photocopy of Certification from the Multi-partite Monitoring Team (MMT) or any government recognized Cyanide Detection Test (CDT) laboratory stating that the live fish being transported is cyanide-free
    - (iii) Verified photocopy of the Auxiliary Invoice issued by Municipal Government to the consignor or shipper of live fish
  4. Copy of the Air Transportation Office (ATO), Maritime Industry Authority (MARINA) and/or Coast Guard registration papers of the CARRIER as well as of the aircrafts or sea crafts used or employed by them for the transport of such live fish and other aquatic resources
  5. BFAR Certification (certifying that no criminal/administrative case against the applicant for violation of RA 8550 and other fishery regulations filed by BFAR is pending before any court/tribunal and/or that no finding of liability for the same law and regulations was decided against him)

Airline and shipping companies as well as other common carriers, whether in private carriage or not, shall require SHIPPERS of such live fish and other aquatic resources to present copies of the following documents prior to the acceptance and loading of any such shipments:

- (i) Mayor's Permit
- (ii) Auxiliary Invoice
- (iii) PCSD Accreditation

**d. Location**

Application letters may be filed with any of the PCSDS DMOs in the province.

**e. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
1. Receipt of application together with the required documents	15 minutes	<p>Giselle Tapalla, OED</p> <p>Rhoda B. Roque (Quezon)            Abegail P. Cruz (Española)            Ana Maria G. Genciano (Bataraza)            Ian Christian A. Vega/Princess Jane Rogel (Quezon), Amelyn F. Dramayo (Quezon)            Rodel Lampines (Rizal)            Janet Felizarte (Narra), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)            Raul B. Maximo (El Nido)            Daryl C. Licerio (Taytay)            Benjamin L. Adriano Jr (San Vicente)            May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)            Felomino O. Racuya (Cuyo/Cagayancillo),            Ronald Amarille (Aborlan)            Ariel Penonia (PPC/ Kalayaan)            Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p>

<p>2. Review of documents submitted</p>	<p>0.5 day</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/Princess Jane Rogel (Quezon), Amelyn F. Dramayo (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente)  May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo),  Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC),  DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca,  Dorcas O. Besa, Eunice Katherine Vigonte,  DMO-Calamian</p>
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<p>3. Evaluation of substantive content of submitted documents (only applications with complete requirements submitted shall be evaluated)</p>	<p>0.5 day</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/Princess Jane Rogel (Quezon), Amelyn F. Dramayo (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente)  May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo),  Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC),  DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca,  Dorcas O. Besa, Eunice Katherine Vigonte,  DMO-Calamian</p>
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<p>4. Inform proponent of lacking document(s) that must be submitted (if requirements submitted are incomplete)</p>	<p>0.5 day</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/Princess Jane Rogel (Quezon), Amelyn F. Dramayo (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente)  May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo),  Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC),  DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca,  Dorcas O. Besa, Eunice Katherine Vigonte,  DMO-Calamian</p>
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<p>5. Field evaluation for the issuance of WSUP/WFP</p>	<p>2 days</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/Princess Jane Rogel (Quezon), Amelyn F. Dramayo (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente)  May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo),  Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC),  DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca,  Dorcas O. Besa, Eunice Katherine Vigonte,  DMO-Calamian</p>
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<p>6. Preparation of evaluation report including recommendation(s) and submission to ECAN Board</p>	<p>2 days</p>	<p>Rhoda B. Roque (Quezon)  Abegail P. Cruz (Española)  Ana Maria G. Genciano (Bataraza)  Ian Christian A. Vega/Princess Jane Rogel (Quezon), Amelyn F. Dramayo (Quezon)  Rodel Lampines (Rizal)  Janet Felizarte (Narra), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)  Raul B. Maximo (El Nido)  Daryl C. Licerio (Taytay)  Benjamin L. Adriano Jr (San Vicente)  May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)  Felomino O. Racuya (Cuyo/Cagayancillo),  Ronald Amarille (Aborlan)  Ariel Penonia (PPC/ Kalayaan)  Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC),  DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca,  Dorcas O. Besa, Eunice Katherine Vigonte,  DMO-Calamian</p>
<p>7. Presentation of application, including evaluation report and deliberation/decision by the Council</p>	<p>1 hour</p>	<p>Nelson P. Devanadera, OED</p>
<p>8. Approve and issue corresponding Wildlife Special Use Permit (WSUP) and Wildlife Farm Permit (WFP)</p>	<p>1 day</p>	<p>OED-Secretariat</p>
<p>9. Preparation of Accreditation (if the project is approved by the Council)</p>	<p>1 day</p>	<p>OED-Secretariat</p>
<p>10. Wildlife Farm Permit (WFP)</p>	<p>2 weeks</p>	<p>ERED and OED-Secretariat</p>

11. Receipt of payment of required fees and issuance of Official Receipt	5 minutes	Nicasio M. Villena/Susan K. Maghanoy, FAD  Leonora D. Labrador, Evarista B. Palanca, DMO-Calamianes
12. Release of WFP/WSUP/WCP upon payment of required fees	1 hour	ERED and OED –Secretariat  Concerned DMOs
13. Recording of Wildlife Special Use Permit (WSUP) issued	1 hour	Ana Marie Genciano, Janet Felizarte, DMO-South Rosalie Z. Mendoza, DMO-Central Cristy R. Malirong, DMO-North Evarista B. Palanca, Dorcas O. Besa DMO-Calamian
14. Issuance of Local Transport Permit (LTP) to RRF Shipper	1 day	Concerned DMO Staff

## **D. Permitting Under Wildlife Act**

### **a. About the Service**

- Review and technical evaluation of applications for permits and clearances under Wildlife Act such as Gratuitous Permit (GP), Wildlife Farm Permit (WFP), Wildlife Collector’s Permit (WCP), Wildlife Special Use Permit (WSUP), Wildlife Clearance, and Local Transport Permit (LTP)
- Review and technical evaluation of applications for CITES (Convention on International Trade in Endangered Species of Wild Flora and Fauna) permits such as Export Permit, Import Permit, Re-export Permit, or Certifications; Submission of Reports to CITES; Review and evaluation of Country Proposals; Coordination with other CITES Management Authorities and Scientific Authorities
- Establishment of Wildlife Trade and Transport Database
- Operationalization of Palawan Wildlife Management Committee
- Establishment of critical habitats pursuant to Wildlife Act
- Formulation of Policies for the conservation, protection and sustainable management of wildlife resources

### **b. Requirements**

## **GRATUITOUS PERMIT (GP)**

### **Requirements: Pursuant to PCSD Administrative Order No. 12**

For Filipino researchers without foreign affiliation:

- a. Letter of Intent/Application;
- b. Payment of non-refundable application fee under Section 37 of PCSD AO 12;
- c. Personal Profile/Resume;
- d. Research/Project Proposal;
- e. Endorsement letter of the head of institution where the applicant is affiliated or for an individual researcher, endorsement from a recognized expert of a research or academic institution or conservation organization;
- f. In case collection of wildlife is necessary, Free and Prior Informed Consent (FPIC) of Indigenous People (IP), and/or prior clearance of the concerned Local Government Units (LGU), and in the case of protected areas, clearance from the Protected Area Management Board (PAMB), consent of individuals or associations with valid tenurial or other private rights to the area concerned, and/or clearance from other relevant agencies or institutions where the collection shall be made; and
- g. Affidavit of Undertaking by an individual proponent or a Memorandum of Agreement between the PCSD and a proponent-institution containing the following minimum terms or to the following effect:
  - Spin-off technology shall not be developed out of the results of the scientific study, research, thesis or dissertation;
  - Intellectual property rights over the results shall not be applied for without prior approval of the PCSD;
  - The proponent shall submit to the PCSD at the conclusion of the research, the results and the recommended plan of action, wherever applicable; and
  - The Animal Welfare Protocol shall be observed.

For a foreign person/entity with/without foreign affiliation or a Filipino citizen affiliated with a foreign institution:

- a. Letter of Intent/Application;
- b. Payment of non-refundable application fee under Section 37 of PCSD AO 12;
- c. Personal and/or Institution's Profile/Resume;
- d. Research/Project proposal;
- e. Endorsement letter of the head of institution where the applicant is affiliated or for an individual researcher, endorsement from a recognized expert of a research or academic institution or conservation organization;
- f. In case collection of wildlife is necessary, Free and Prior Informed Consent (FPIC) of Indigenous People (IP), and/or prior clearance of the concerned Local Government Units (LGU), and in the case of protected areas, clearance from the Protected Area Management Board (PAMB), consent of individuals or associations with valid tenurial or other private rights to the area concerned, and/or clearance from other relevant agencies or institutions where the collection shall be made;
- g. Letter of Consent of the head of local institution identified as the research collaborator/counterpart;
- h. Affidavit of Undertaking/Memorandum of Agreement between the PCSD, the individual proponent or institution and the identified local collaborator containing the following minimum terms:
  - Spin-off technology shall not be developed out of the results of the scientific study, research, thesis or dissertation;
  - Intellectual property rights over the results shall not be applied for without prior approval of the PCSD;
  - The proponent shall submit to the PCSD at the conclusion of the research, the results and the recommended plan of action, wherever applicable; and
  - The Animal Welfare Protocol shall be observed.

For scientific researches involving conservation breeding or propagation activities and other wildlife conservation initiated by non-government institutions:

- a. Letter of Intent/Application;
- b. Payment of non-refundable application fee under Section 37 of PCSD AO 12;
- c. Personal and/or Institution's Profile/Resume;

- d. Research/Project proposal;
- e. Endorsement letter of the head of institution where the applicant is affiliated or for an individual researcher, endorsement from a recognized expert of a research or academic institution or conservation organization;
- f. In case collection of wildlife is necessary, Free and Prior Informed Consent (FPIC) of Indigenous People (IP), and/or prior clearance of the concerned Local Government Units (LGU), and in the case of protected areas, clearance from the Protected Area Management Board (PAMB), consent of individuals or associations with valid tenurial or other private rights to the area concerned, and/or clearance from other relevant agencies or institutions where the collection shall be made;
- g. For a foreign person/entity or a Filipino citizen affiliated with a foreign institution, Letter of Consent of the head of local institution identified as the research collaborator/counterpart;
- h. Affidavit of Undertaking/Memorandum of Agreement between the PCSD, the individual proponent or institution and the identified local collaborator containing the following minimum terms:
  - Spin-off technology shall not be developed out of the results of the scientific study, research, thesis or dissertation;
  - Intellectual property rights over the results shall not be applied for without prior approval of the PCSD;
  - The proponent shall submit to the PCSD at the conclusion of the research, the results and the recommended plan of action, wherever applicable; and
  - The Animal Welfare Protocol shall be observed.

For purposes of thesis and dissertation of students affiliated with local academic institutions:

- a. Letter of Application;
- b. Certified True Copy of the approved thesis proposal;
- c. Endorsement letter from the concerned Dean and thesis adviser;
- d. In case collection of wildlife is necessary, Free and Prior Informed Consent (FPIC) of Indigenous People (IP), and/or prior clearance of the concerned Local Government Units (LGU), and in the case of protected areas, clearance from the Protected Area Management Board (PAMB), consent of individuals or associations



with valid tenurial or other private rights to the area concerned, and/or clearance from other relevant agencies or institutions where the collection shall be made;

- e. Payment of non-refundable application fee for graduate students;
- f. Affidavit of Undertaking/Memorandum of Agreement between the PCSD, the individual proponent or institution and the identified local collaborator containing the following minimum terms:
  - Spin-off technology shall not be developed out of the results of the scientific study, research, thesis or dissertation;
  - Intellectual property rights over the results shall not be applied for without prior approval of the PCSD;
  - The proponent shall submit to the PCSD at the conclusion of the research, the results and the recommended plan of action, wherever applicable; and
  - The Animal Welfare Protocol shall be observed.

Collection of specimens/samples by any person necessary to address urgent concerns such as but not limited to red tide, Ebola or Ebola virus, malaria occurrences and the like as certified by the concerned agency/office shall be exempted from these rules on scientific researches. The PCSD shall be informed, however, of the results of the research conducted and recommended plan of action.

For the government initiated or implemented research of scientific projects, regardless of funding:

- a. Letter of Intent/Application;
- b. Submission of an approved work and financial plan;
- c. Research Proposal;
- d. In case collection of wildlife is necessary, Free and Prior Informed Consent (FPIC) of Indigenous People (IP), and/or prior clearance of the concerned Local Government Units (LGU), and in the case of protected areas, clearance from the Protected Area Management Board (PAMB), consent of individuals or associations with valid tenurial or other private rights to the area concerned, and/or clearance from other relevant agencies or institutions where the collection shall be made;
- e. Grant or other agreement covering the funding for the research; and
- f. Memorandum of Agreement as may be deemed necessary by the PCSD.

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
Submission of requirements	5 minutes	Front Desk Officer
Transmittal of submitted documents to the Central Registry for recording and routing purposes	1 day	Front Desk Officer and Central Registry Officer
Evaluation of submitted documents	10 minutes	Aira Bayron, ERED
Technical evaluation for recommendation to ED	45 minutes	Levita Lagrada, Aira Bayron and Aiza Nuñez, ERED
Approval from PCSD Executive Director, signing of MOA (if required)	15 minutes	Executive Director
Issuance of Gratuitous Permit	5 minutes	Central Registry

### **WILDLIFE FARM PERMIT (WFP)**

#### **Requirements: Pursuant to PCSD Administrative Order No. 12**

- a. Duly accomplished application form with two (2) recent 2" x 2" photo of applicant;
- b. In case of corporation, partnership, association or cooperative, certified true copies of Certificate of Registration from the Cooperative Development Authority (CDA), Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI). etc., as the case may be and its articles of incorporation and by-laws, whenever appropriate, or any other similar instruments;
- c. Certified true copy of BIR registration and Tax Identification Number;
- d. Proof of scientific expertise (list and qualifications of human resources) and photocopy of any valid ID with photo and signature of Sole Proprietor or the President/Manager of the cooperative or small and medium enterprise;
- e. Financial Plan showing financial capability to go into breeding;
- f. Management and Breeding Plan, which must include the means to distinguish progenies from parental stock unless the PCSD has adopted a system of marking, genetic characterization or tagging for identification of the parent stock and its offspring;

- g. Certified copy of Land Title or Lease Contract for the facility;
- h. Clearances from the affected communities: Free and Prior Informed Consent (FPIC) of Indigenous People (IP), and/or prior clearance of the concerned Local Government Units (LGU), and in the case of protected areas, clearance from the Protected Area Management Board (PAMB), consent of individuals or associations with valid tenurial or other private rights to the area concerned, and/or clearance from other relevant agencies or institutions;
- i. Submission of an environmental study and/or bio-ecology study of the proposed breeding operations; and
- j. Payment of fees.

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
Submission of application and requirements	5 minutes	Front Desk Officer
Transmittal of submitted documents to the Central Registry for recording and routing purposes	1 day	Front Desk Officer
Evaluation of submitted documents	10 minutes	Concerned DMO Staff
If requirements are incomplete, application shall be returned immediately informing the applicant of the deficiencies  If complete, field evaluation will follow	3 days	Concerned DMO Staff
Technical evaluation and recommendation	1 hour	Levita Lagrada, Aira Bayron, Aiza Nuñez, ERED
Deliberation of PCSD for approval of the proposed commercial breeding project	1 month	Michelle F. Sabuya, ERED
Issuance of corresponding Wildlife Farm Permit (WFP)	5 minutes	Central Registry

## **WILDLIFE COLLECTOR'S PERMIT (WCP)**

### **Requirements:**

- a. Duly accomplished application form with two (2) recent 2" x 2" photo of applicant;
- b. List of species to be collected indicating quantity for each and methods of collection to be used, which must be with least or no detrimental effects to existing wildlife population and their habitats;
- c. For aquatic wildlife, in case of incidental catches that can no longer be returned to the wild, an affidavit of undertaking that the applicant shall submit an inventory of incidental catches within fifteen (15) days after collection;
- d. Clearances from the affected communities: Free and Prior Informed Consent (FPIC) of the Indigenous People (IP), and/or prior clearance of the concerned Local Government Units (LGU), and in the case of protected areas, clearance from the Protected Area Management Board (PAMB), consent of individuals or associations with valid tenurial or other private rights to the area concerned;
- e. Names, addresses and photocopies of any valid ID with photo and signature of authorized collectors/trappers; and,
- f. Payment of fees.

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
Submission of requirements	5 minutes	Front Desk Officer
Transmittal of submitted documents to the Central Registry for recording and routing purposes	1 day	Front Desk Officer and Central Registry
Evaluation of submitted documents	10 minutes	Concerned DMO Staff
If requirements are incomplete, application shall be returned immediately informing the applicant of the deficiencies  If complete, technical evaluation will follow	30 minutes	Concerned DMO Staff

Submission of evaluation report recommending approval by the PCSDS Executive Director	30 minutes	Concerned DMO and Permitting Section
Approval of application	30 minutes	Executive Director
Issuance of WCP	5 minutes	Central Registry

## **WILDLIFE SPECIAL USE PERMIT (WSUP)**

### **Requirements:**

- a. Duly accomplished application form with two (2) recent 2" x 2" photo of applicant;
- b. List of species to be collected indicating quantity for each and methods of collection to be used, which must be with least or no detrimental effects to existing wildlife population and their habitats;
- c. For aquatic wildlife, in case of incidental catches that can no longer be returned to the wild, an affidavit of undertaking that the applicant shall submit an inventory of incidental catches within fifteen (15) days after collection;
- d. Clearances from the affected communities: Free and Prior Informed Consent (FPIC) of the Indigenous People (IP), and/or prior clearance of the concerned Local Government Units (LGU), and in the case of protected areas, clearance from the Protected Area Management Board (PAMB), consent of individuals or associations with valid tenurial or other private rights to the area concerned;
- e. Names, addresses and photocopies of any valid ID with photo and signature of authorized collectors/trappers; and,
- f. Payment of fees.

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
Submission of requirements	5 minutes	Front Desk Officer
Transmittal of submitted documents to the Central Registry for recording and routing purposes	1 day	Front Desk Officer and Central Registry
Evaluation of submitted documents	10 minutes	Concerned DMO

If requirements are incomplete, application shall be returned immediately informing the applicant of the deficiencies  If complete, field evaluation will follow	3 days	Concerned DMO
Technical evaluation and Submission of evaluation report recommending of approval by the PCSDS Executive Director	45 minutes	Concerned DMO and Permitting Section
Approval of application	15 minutes	Executive Director
Issuance of WSUP	5 minutes	Central Registry

## **WILDLIFE CLEARANCE**

### **Requirements: Pursuant to Section 24 of PCSD Administrative Order No. 12**

- a. Letter of Application, which must show that the purpose of the project is for population enhancement and recovery of species;
- b. Feasibility study and background research that shall focus on bio-ecology, conservation status of the species to be released/planted, natural history of the species in the wild, status and suitability of the proposed release/planting site, studies on previous re-introductions, if any, risk analysis and management, and other relevant data as may be necessary;
- c. Management plan to include, among others, habitat and species, protection, etc.; scheme for release/plantation; and, subsequent monitoring of the released/planted species; and,
- d. Public consultation with concerned individuals or entities such as the LGU, IPs, NGOs, POs, members of the academe and other stakeholders. Proof(s) of public consultation conducted, such as notice(s), minutes of the meeting, resolutions, endorsements, attendance, publication etc, shall be submitted in support hereof.

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
Submission of application and requirements	5 minutes	Front Desk Officer
Transmittal of submitted documents to the Central Registry for recording and routing purposes	1 day	Front Desk Officer
Evaluation of submitted documents	10 minutes	Concerned DMO
If requirements are incomplete, application shall be returned immediately informing the applicant of the deficiencies.  If complete, field evaluation will follow.	3 days	Concerned DMO
Technical Evaluation and recommendation	1 hour	Levita A. Lagrada, Aira Bayron, Aiza Nuñez, ERED
Deliberation of PCSD for approval of the proposed commercial breeding project	1 month	Michelle F. Sabuya, ERED
Issuance of corresponding Wildlife Farm Permit (WFP)	5 minutes	Central Registry

## **LOCAL TRANSPORT PERMIT (LTP)**

### **Requirements:**

- a. Duly accomplished application form;
- b. Inspection/verification of wildlife by the concerned PCSDS personnel using Inspection Report Form;
- c. Documents supporting the legal possession or acquisition of wildlife involved;
- d. For terrestrial wildlife, Phytosanitary Certificate (for plants) or Veterinary Quarantine Certificate (for animals) from concerned DA office; For aquatic wildlife, health/veterinary certificate issued by the Fish Health Section; and

- e. Payment of fees.

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
Submission of requirements	5 minutes	Levita Lagrada, Aira Bayron, Aiza Nuñez, ERED
Inspection/Verification of the wildlife subject of application using the Inspection Report Form	4 hrs	Concerned DMO Staff
Evaluation of Inspection Report Form and other documents	15 minutes	Levita Lagrada, Aira Bayron, Aiza Nuñez, ERED
Preparation of permit	30 minutes	Levita Lagrada, Aira Bayron, Aiza Nuñez, ERED
Approval of PCSDS Executive Director and Issuance of LTP	30 minutes	Executive Director

**CITES EXPORT PERMIT/NON-CITES EXPORT CERTIFICATION**

**Requirements: Pursuant to Section 22 of PCSD Administrative Order No. 12**

- a. Duly accomplished application form
- b. Inspection report
- c. Documents supporting legal possession or acquisition of wildlife intended to be exported
- d. Bank export declaration, if for commercial purposes
- e. Local Transport Permit, if applicable
- f. For terrestrial wildlife, Phytosanitary certificate (for plants) or Veterinary Quarantine Certificate (for animals), from concerned DA office. For aquatic wildlife, health/veterinary certificate issued by the Fish Health section; and,
- g. Payment of Fee



<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
Submission of requirements	5 minutes	Levita Lagrada, Aira Bayron, Aiza Nuñez, ERED
Inspection/Verification of the wildlife subject of application using the Inspection Report Form	4 hrs	Concerned DMO Staff
Evaluation of Inspection Report Form and other documents	30 minutes	Levita Lagrada, Aira Bayron, Aiza Nuñez, ERED
Approval of PCSDS Executive Director and Issuance of LTP	30 minutes	Executive Director

### **CITES RE-EXPORT PERMIT**

#### **Requirements: Pursuant to Sec. 22.3 of PCSD Administrative Order No. 12**

- a. Duly accomplished application form
- b. Inspection by the concerned PCSDS personnel using the inspection Report Form
- c. Documents supporting legal possession or acquisition of wildlife intended to be re-exported
- d. Export Permit issued by the country of origin
- e. Bank export declaration, if commercial purposes
- f. Local Transport Permit, where applicable
- g. For terrestrial wildlife, Phyto-sanitary Certificate (for plants) or veterinary quarantine certificate (for animals) from concerned DA office. For aquatic wildlife, health/veterinary certificate issued by the Fish Section; and
- h. Payment of fees

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
Submission of requirements	5 minutes	Levita Lagrada, Aira Bayron, Aiza Nuñez, ERED
Inspection/Verification of the wildlife subject of application using the Inspection Report Form	4 hrs	Concerned DMO
Evaluation of Inspection Report Form and other documents	30 minutes	Levita Lagrada, Aira Bayron, Aiza Nuñez, ERED
Approval of PCSDS Executive Director and Issuance of LTP	30 minutes	Executive Director

### **CITES IMPORT PERMIT/NON-CITES IMPORT CERTIFICATION**

#### **Requirements:**

- a. Duly accomplished application form
- b. CITES export permit/export certification of origin from exporting country
- c. For terrestrial wildlife, phytosanitary certificate (for plants) or veterinary quarantine certificate (for animals) from concerned government office of the country of origin. For aquatic wildlife, health/veterinary certificate issued by the competent government agency of the country of origin; and
- d. Payment of fee

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
Submission of requirements	5 minutes	Levita Lagrada, Aira Bayron, Aiza Nuñez, ERED
Inspection/Verification of the wildlife subject of application using the Inspection Report Form	4 hrs	Concerned DMO

Evaluation of Inspection Report Form and other documents	30 mins	Levita Lagrada, Aira Bayron, Aiza Nuñez, ERED
Approval of PCSDS Executive Director and Issuance of LTP	30 mins	Executive Director

**FEES AND CHARGES (Pursuant to PCSD Administrative Order No. 12)**

<b>Permit</b>	<b>Application Fees</b>	<b>Inspection Fees</b>	<b>Permit Fees</b>
<b>1. Gratuitous Permit</b>			
a. For Filipino researchers without foreign affiliation	100.00	-	-
b. For a foreign person/entity or a Filipino citizen affiliated with a foreign institution	100.00	-	-
c. For scientific researches involving conservation breeding or propagation activities and other wildlife conservation projects initiated by non-government institutions	100.00	-	-
d. For purposes of thesis and dissertation of students affiliated with local academic institution	Undergrad- None; Graduate- 100.00	-	-
e. For other government initiated or implemented research or scientific projects	None	-	-
<b>2. Wildlife Farm Permit (WFP)</b>			
a. Small Scale Farming	500.00	540.00	1,200.00
b. Medium Scale Farming	500.00	1,680.00	2,000.00
c. Large Scale Farming	500.00	2,400.00	2,500.00
<b>3. Wildlife Collector's Permit (WCP) for Terrestrial Wildlife</b>	500.00	-	-
<b>4. Wildlife Collector's Permit (WCP) for Aquatic Wildlife</b>	500.00	-	-

4. Wildlife Collector's Permit (WCP) for Aquatic Wildlife	500.00	-	-
5. Wildlife Special Use Permit (WSUP)			
a. For Economically Important Species for Direct Trade	500.00	-	500.00
b. For all wildlife for Shows/Exhibitions	300.00	-	-
c. For all wildlife for educational purposes (other than scientific research such as trainings and conventions)	500.00	-	-
d. For all wildlife for documentation for commercial purposes	300.00	-	-
6. Local Transport Permit (LTP)			
a. Commercial	-	200.00	<u>Edible Birds Nest</u> – 1% of the commercial value of the product  <u>Farm Bred fauna</u> – 200.00  <u>Other Wildlife derivatives</u> – 300.00  <u>Other Wildlife by-products</u> – 10.00/pc for the 1 <sup>st</sup> 10 pcs; 5.00/pc for each additional pc or 50.00 for 1kg or less and additional 5.00 for each additional 500gms
b. Non-commercial	-	100.00	
c. Re-issuance fee	50.00 for 1 <sup>st</sup> copy, 10.00 for succeeding		
d. Re-issuance for unused/expired LTP	100.00		

d. Re-issuance for unused/expired LTP	100.00		
7. CITES/Non-CITES Export and Re-Export Permit			
a. Commercial			
i. Fauna, it's by products and derivatives	-	300.00	3% of export value
ii. Flora (propagated)		300.00	300.00 for 1 <sup>st</sup> 50 pcs plus 2.00 for each additional pc.
b. Non-commercial			
i. CITES species	-	150.00	250.00
ii. Non-CITES species	-	150.00	150.00
c. Reissuance fee for CITES Permit	250.00/permit		
d. Reissuance fee for Non-CITES Permit	150.00/permit		
8. CITES/Non-CITES Import Permit	-	-	350.00
a. Reissuance fee for CITES Permit	250.00/permit		
b. Reissuance fee for Non-CITES Permit	150.00/permit		

**CHARGES:**

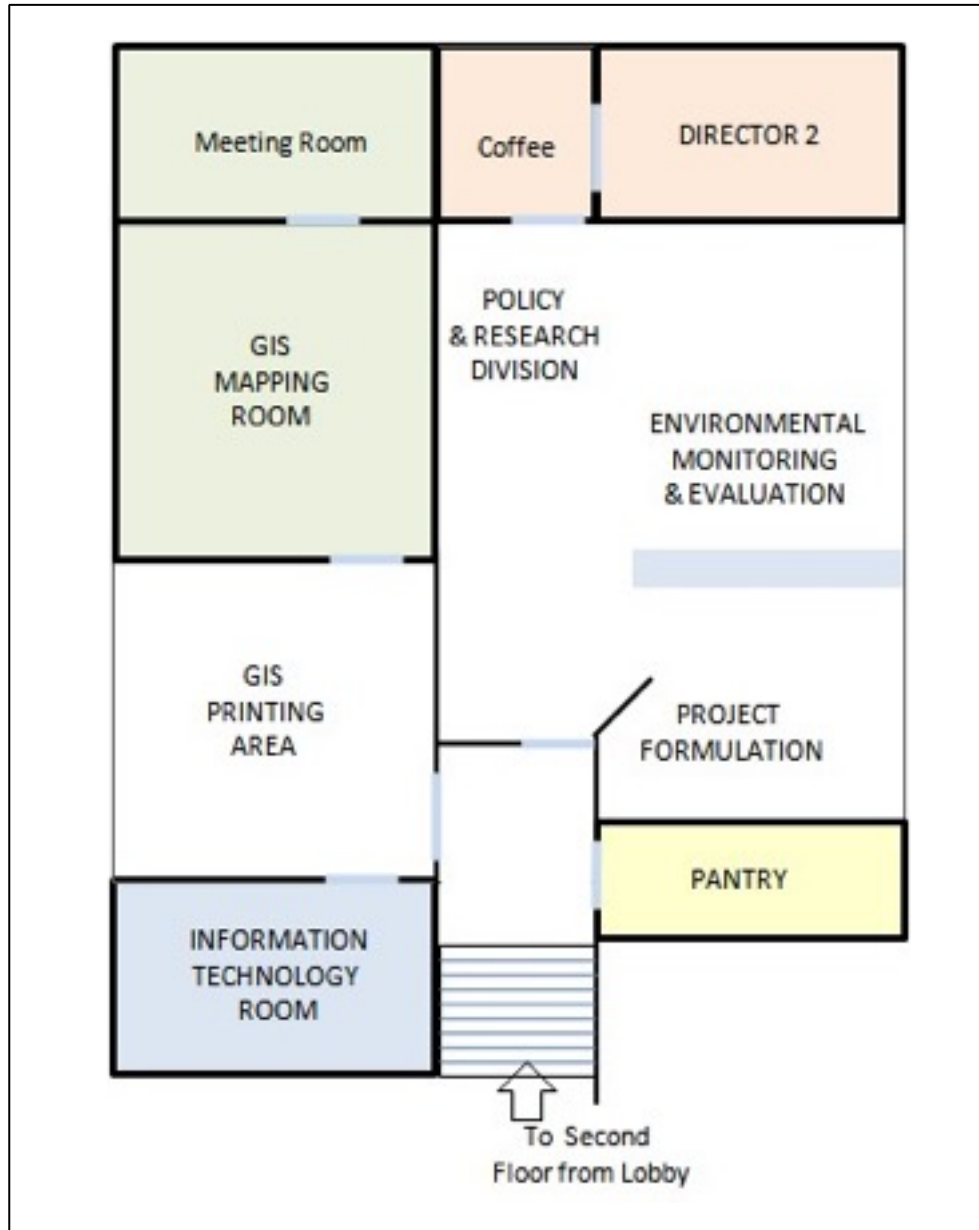
For collections under Wildlife Collector's Permit, Wildlife Special Use Permit, Ranching and/or Hatchery facilities and Academic Researches Permits.

a. Mammals	500.00/head; 1,500.00/indv of threatened species
b. Reptiles	400.00/head; 1,200.00/indv of threatened species
c. Birds	20.00/head; 1,000.00/indv of threatened species
d. Amphibian	20.00/head; 1,000.00/indv of threatened species
e. Insects	
i. Butterfly	70.00/head
ii. Beetles	200.00/head
iii. Other insects	50.00/head

f. Orchids	50.00/pc for common; 200.00/pc for threatened
g. Wildlings	50.00/pc; 100.00/pc of threatened species
h. Plant parts and all other derivatives	25.00/pc/plant/sample; 100.00/pc for threatened species; or 25.00/50kgs or 1 liter
i. Fauna parts and derivatives not limited to blood and serum samples	25.00/pc/plant/sample; 100.00 for threatened species; or 25.00/50kgs or 1 liter

<b>Clearance/Registration</b>	<b>Clearance/Registration Fees</b>
1. Wildlife Clearance for Introduction, Reintroduction or Restocking of Endemic or Indigenous Wildlife	300.00
2. Wildlife Clearance for Introduction of Exotic Wildlife	300.00
3. Certificate of Wildlife Registration (CWR)	
a. For the threatened terrestrial and aquatic fauna	350.00/head
b. For threatened flora species	150.00/species
c. For exotic fauna which are kept in houses/by private individuals	200.00/head
d. For exotic flora and fauna which are used for educational purposes and/or commercial-related activities e.g. display in restaurants, etc.	350.00/head of fauna; 150.00/species of flora

## E. GIS Services



### 1. Mapping

#### a. About the Service

The GIS Unit caters to requests for maps by public and private individuals and sectors. The thematic maps requested include ECAN maps, administrative or political boundary maps, topographic maps, and land cover/land use maps. The

requesting parties consist of the academe, the NGOs, project proponents, NGAs, and in-house staff of PCSDS. The mapping services include plotting of geographic coordinates, map layout and printing (in hardcopy and softcopy), image scanning and GIS spatial overlay analyses.

**b. Requirements**

Those requesting maps can bring with them a letter of request addressed to the PCSDS Executive Director. The letter must state the type of mapping service requested, the type of thematic map required, and the map scale and/or paper size. They can also personally visit and ask assistance for this service from the PCSDS Office in Puerto Princesa City or any PCSDS DMO in the South, North and in Calamianes, Palawan. At most, three (3) days are allowed for the processing of maps. The maps and mapping services are for sale at a minimal cost to defray the expenses incurred in producing the requested map/information.

**c. Location**

The GIS Unit – ECAN Monitoring and Evaluation Division, which does the mapping works of PCSDS is located at the 2<sup>nd</sup> Floor of PCSDS Building located at the Sports Complex Road, Sta. Monica Heights, Puerto Princesa City, Palawan.

**d. Steps to Follow to Avail of Service, Duration and In-charge of Service**

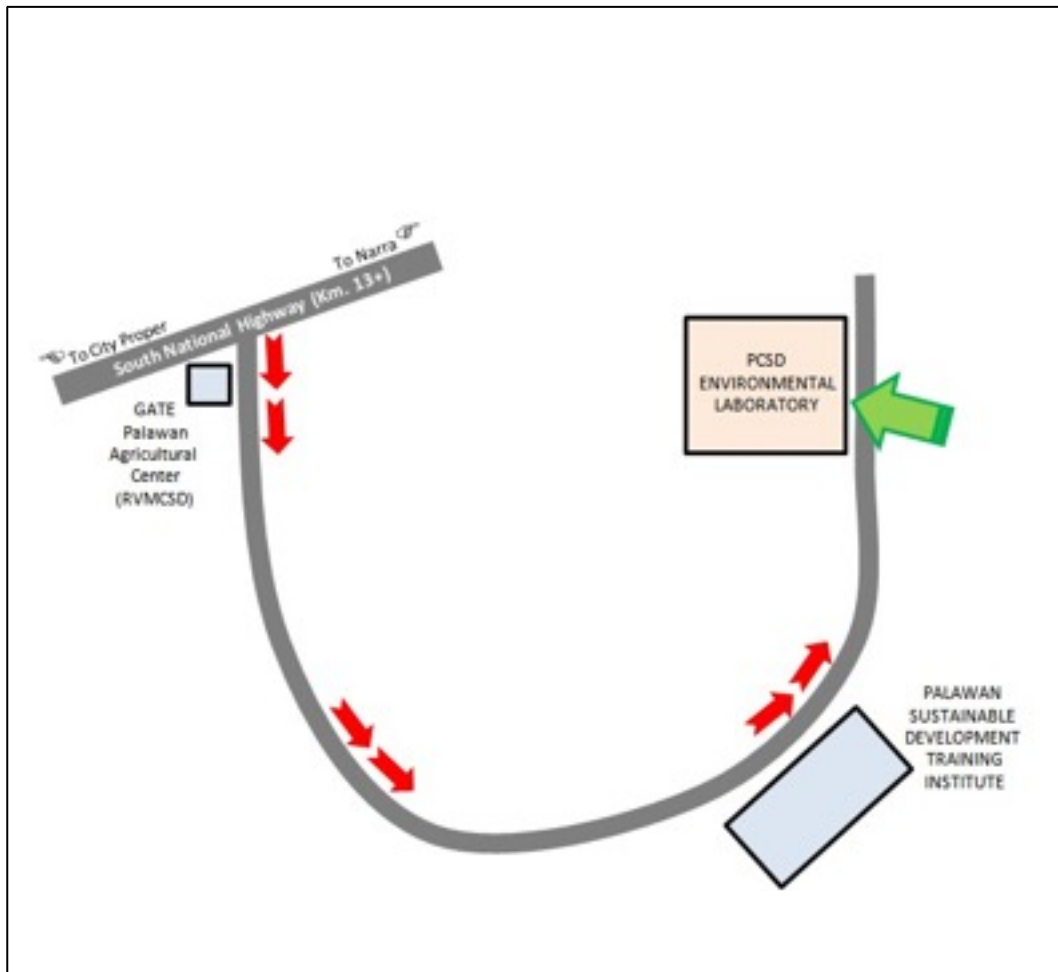
<b>STEPS/PROCEDURES</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
1. Request map by sending correspondence addressed to PCSDS Executive Director and/ or by personal visit to PCSDS main office or DMO	Reply to request will be made within one week	Fernando E. Padilla, Wilson R. Pambid, EMED or  Rhoda B. Roque, DMO-South  Alejandro S. Marcaida, DMO-North  Leonora D. Labrador, DMO-Calamian
2. Fill-up the request form	5 minutes	Fernando E. Padilla, EMED-GIS Staff



3. Claim the requested map	<p>Within 3 days, depending on the complexity and quantity of maps being requested</p> <p>In case of incomplete info, staff from GIS Unit will discuss with the client additional information needed to process the request</p>	Fernando E. Padilla, Wilson R. Pambid ,EMED-GIS Staff
4. Pay for the map/service	5 minutes	Nicasio M. Villena or Susan K. Maghanoy, FAD

**F. Environmental Laboratory Services**

**PCSDS ENVIRONMENTAL LABORATORY**



## **1. Water Quality Analysis**

### **a. About the Service**

The PCSD Environmental Laboratory provides laboratory services for physical-chemical, microbiological and heavy metals analyses of ground water, surface water, sea water, drinking water, wastewater influent and effluent.

### **b. Requirements**

Details of the review of the request, tender or contract to the PCSD Environmental Laboratory is stipulated in Section 4.4 and Appendix L (Sample Receiving Protocols) of Laboratory Quality Manual.

- The parameter/s requested for analysis of samples should be within the scope of the laboratory
- The methods to be used in the analysis of samples should be within the capability of the laboratory
- The water samples should have passed the protocols of sample collection, preservation and holding time

### **c. Location**

This service is rendered through two (2) distinct places/locations:

- For the submission of samples: 2<sup>nd</sup> Floor PCSD Bldg, Sta. Monica, Puerto Princesa City
- For laboratory analysis: PCSD Environmental Laboratory, Irawan, Puerto Princesa City

**d. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>STEPS/PROCEDURES TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
1. Client fills up Request for Analysis Form at EMED-PCSD Environmental Laboratory	5 minutes	Perlita I. Quiling, Dep. Lab. Manager and Jenevieve Hara, EMED
2. Payment of laboratory fees	3 minutes	Nicasio M. Villena or Susan K. Maghanoy, FAD
3. Laboratory analysis and preparation of laboratory reports	Depends upon the parameter to be measured and number of samples submitted (minimum of 2 working days)	Perlita I. Quiling, Marilyn R. Villamel and Jenevieve Hara, EPMKM
4. Release of Test Reports	5 minutes	Perlita I. Quiling, EPMKM

**2. Water Sampling**

**a. About the Service**

The concerned PCSD Staff conducts collection of water samples from rivers and marine water monitoring stations, influent and effluent wastewater from point sources and ground water from monitoring wells and analyze these samples at the PCSDS Environmental Laboratory.

**b. Requirements**

Clients may request for the service through letter or verbal communication. A work plan for the activity to include objectives, schedule, location, parameters and other special arrangements for the conduct of the activity should be prepared / submitted. Request for this service is subject to the approval of EMED.

### c. Location

The service can be availed at the 2<sup>nd</sup> floor of the PCSD Building, Sta. Monica, Puerto Princesa City.

### d. Steps to Follow to Avail of Service, Duration and In-charge of Service

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
1. File a written request for the service at PCSDS	20 minutes	Perlita I. Quiling, EPMKM
2. Assessment and approval of the request	5 minutes	Madrono P. Cabrestante, Jr., EPMKM
3. Arrange for the conduct of activity	Around 30 minutes	Proponent, Perlita I. Quiling, EPMKM
4. Conduct of water sampling activity	Minimum of 1 day, may vary depending on the location, parameters and number of stations	Perlita I. Quiling, EPMKM
5. Laboratory analysis and preparation of laboratory reports	Minimum of 2 working days, depends upon the parameter to be measured and number of samples submitted	Perlita I. Quiling, EPMKM
6. Release of Test Reports	5 minutes	Perlita I. Quiling, EPMKM

## G. Technical Services: Coastal Resource Assessment or Monitoring

### 1. About the Service

The coastal resource assessment (CRA) and coastal resource monitoring (CRM) are regular activities of the PCSDS under Environmental Monitoring and Evaluation System. These are done to gather information on the coastal resources or to monitor changes in the environmental status which serve as bases for the preparation of ECAN Coastal Marine Maps, Comprehensive Land and Water Use Plans (CLWUP) and others. This service can also be availed if the LGU wants to obtain resource information from a particular coastal/marine area.

## 2. Requirements

A letter request from the LGU or requesting party should be submitted to the PCSDS addressed to the Executive Director. The requesting party/LGU shall provide for the logistics in the conduct of the activity which include, among others, the boat that will be used in the activity and per diem of the staff.

## 3. Location

The service can be availed at the 2<sup>nd</sup> floor of the PCSD Building, Sta. Monica, Puerto Princesa City.

## 4. Steps to Follow to Avail of Service, Duration and In-charge of Service

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
1. File a written request for the service at PCSDS	Receipt of letter – 5 minutes  Response or action on the request is made within 3 working days	Giselle Tapalla, Marilou C. Kuddana, OED  Catherine T. Oquendo, Planning Dept.
2. <b>For Coastal Resource Assessment (CRA):</b>  Preparation and selection of sampling sites using satellite images	2 working days	Jesus E. Bream and Catherine T. Oquendo with the requesting party, Planning Dept.
3. <b>For Coastal Resource Monitoring (CRM):</b>  Review of baseline information and of the previously established sampling stations	2 working days	Jesus E. Bream and Catherine T. Oquendo with the requesting party, Planning Dept.
4. Arrangement & preparation of logistical requirements	1 hour	Catherine T. Oquendo with the requesting party

5. Actual field data gathering/survey	60 man-days	Jesus E. Bream and Catherine T. Oquendo, Planning Dept.
6. Encoding and data organization	20 man-days	Catherine T. Oquendo, Planning Dept.
7. Data processing	5 working days	Jesus E. Bream, Planning Dept.
8. Data analysis and interpretation	5 working days	Jesus E. Bream, Planning Dept.
9. Draft monitoring report preparation	10 working days	Jesus E. Bream and Madrono P. Cabrestante, Jr., Planning Dept.
10. Revision/Finalization of report	1 day	Jesus E. Bream and Madrono P. Cabrestante, Jr., Planning Dept.
11. Release of CRA/CRM report	30 minutes	Catherine T. Oquendo, Planning Dept.

## **5. Forms to be Accomplished and Submitted Together with the Application**

These are presented in the Attachments under GIS Services.

## **H. Media Relations and Other Services**

### **1. About the Service**

Media relations and other services attend to the needs of media and guests gathering news and requesting for office briefings from PCSDS. Specifically, the following services are made available to clients:

- Ready and prompt accommodation/attendance to media personalities who are coordinating, gathering news items and conducting interviews.
- Availability of a spokesperson for live, ambush and scheduled interviews.
- Take action on requests for the use of PSDTI and other audio-visual facilities.
- Press releases (which are normally distributed via emails).
- Preparation/Production of media kits, photographs and other related information materials.

- Accommodation of guests/clients requesting office briefings, training, and related information from PCSDS.

**2. Requirements For Media Personalities:**

- No specific requirement, but they are advised to request appointment for interview or gather news through SMS or phone call
- For request of official documents, a formal request must be submitted/filed to PCSDS, addressed to the Executive Director for approval

For guests and public requests of information or education documents or briefings:

- Formal letter of request addressed to the Executive Director

**3. Fees**

For news, photographs and other official documents: **No fees**, but concerned entities/individuals are advised to recognize/indicate ownership/credit to PCSD as the source of the material when published or used, subject to property rights.

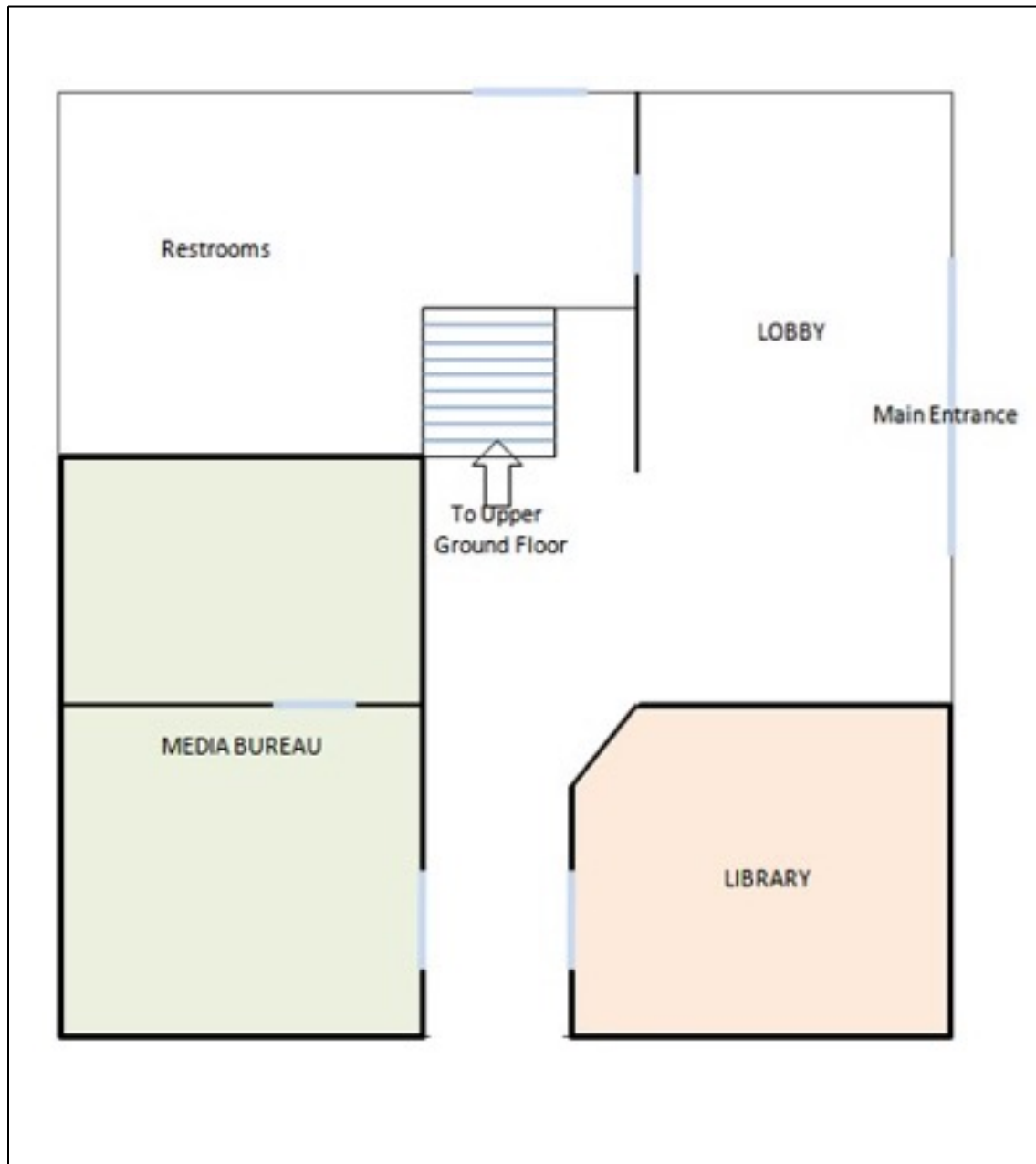
**4. Steps to Follow to Avail of the Service, Duration and In-charge of Service**

STEPS/PROCEDURES	DURATION	IN-CHARGE
For interview:  Shall make appointment via phone/celfone/SMS or official letter detailing the schedule and the topic for interview.	30 seconds	Mobile No: 0918-345-3604 Ma. Christina D. Rodriguez, EEED
For call/mobile interviews	Few seconds to minutes	0947-494-2915 John Vincent B. Fabello, PCSDS Spokesperson
For ambush interviews:  Approach PCSDS spokesperson	Few seconds	434-4234 to 35 John Vincent B. Fabello, PCSDS Spokesperson

<p>For press releases:</p> <p>Approach person in-charge at EEED office, or may text and indicate email address. (Request maybe granted via email)</p>	3 minutes	Keith Anthony Fabro/Ay Nhi Trudeau, EEED
<p>Request for media related official documents such as copy of SEP clearance, etc.:</p> <p>Requires formal request addressed to the Executive Director</p>	2 days	Giselle Tapalla, OED
<p>Call office to follow-up: 434-4234 to 35</p>	1 minute	Rosana F. Gacot, OED or Ma. Christina D. Rodriguez, EEED
<p>Request for briefings and trainings, use of PSDTI services:</p> <p>Request letter addressed to the Executive Director</p>	2 days	Marilou C. Kuddana, OED
<p>Call office to follow-up: 434-4234 to 35</p>	1 minute	Rosana F. Gacot, OED Ma. Christina D. Rodriguez or Celso S. Quiling, EEED



## I. Environmental Library



### 1. About the Service

The PCSDS Environmental Library was set up to acquire, organize, maintain, utilize and disseminate information materials needed by the organization and its partners. At the macro level, its main purpose is to provide specialized information that will help attain the objective of achieving sustainable forest protection and conservation. At the micro level, the library aims to provide classified collection of

reference materials for the organization and partners that will actively support their research needs, assist in the professional growth of the staff and partners by making them aware of new trends in the various fields of knowledge, provide education and recreation through informative materials and assist students and other researchers in their research projects.

All regular employees of PCSDS and outside researchers from government agencies, non –government organizations and academe may avail themselves of the library privileges.

General reference and other books with high use collection such as atlases, dictionaries, and directories are for room use only. Only those with many duplicate copies are allowed to be loaned out to outside researchers.

## **2. Requirements**

- Student researchers are required to present their school identification card and school library forms duly signed by their university or college librarian. They should come prepared and bring their pen and papers.
- Outside researchers from government agencies and non – government organizations are required to present their ID, preferably with a letter of introduction indicating the desired topics for research.
- The staff who checks out the item is responsible for its return. If an item is lost, the borrower shall replace lost books at his own expense.
- Suspension of borrowing privileges may be imposed until lost book is either replaced or paid at the current market price.
- The Library shall be included in the clearance of all resigned or terminated employees.

## **3. Location**

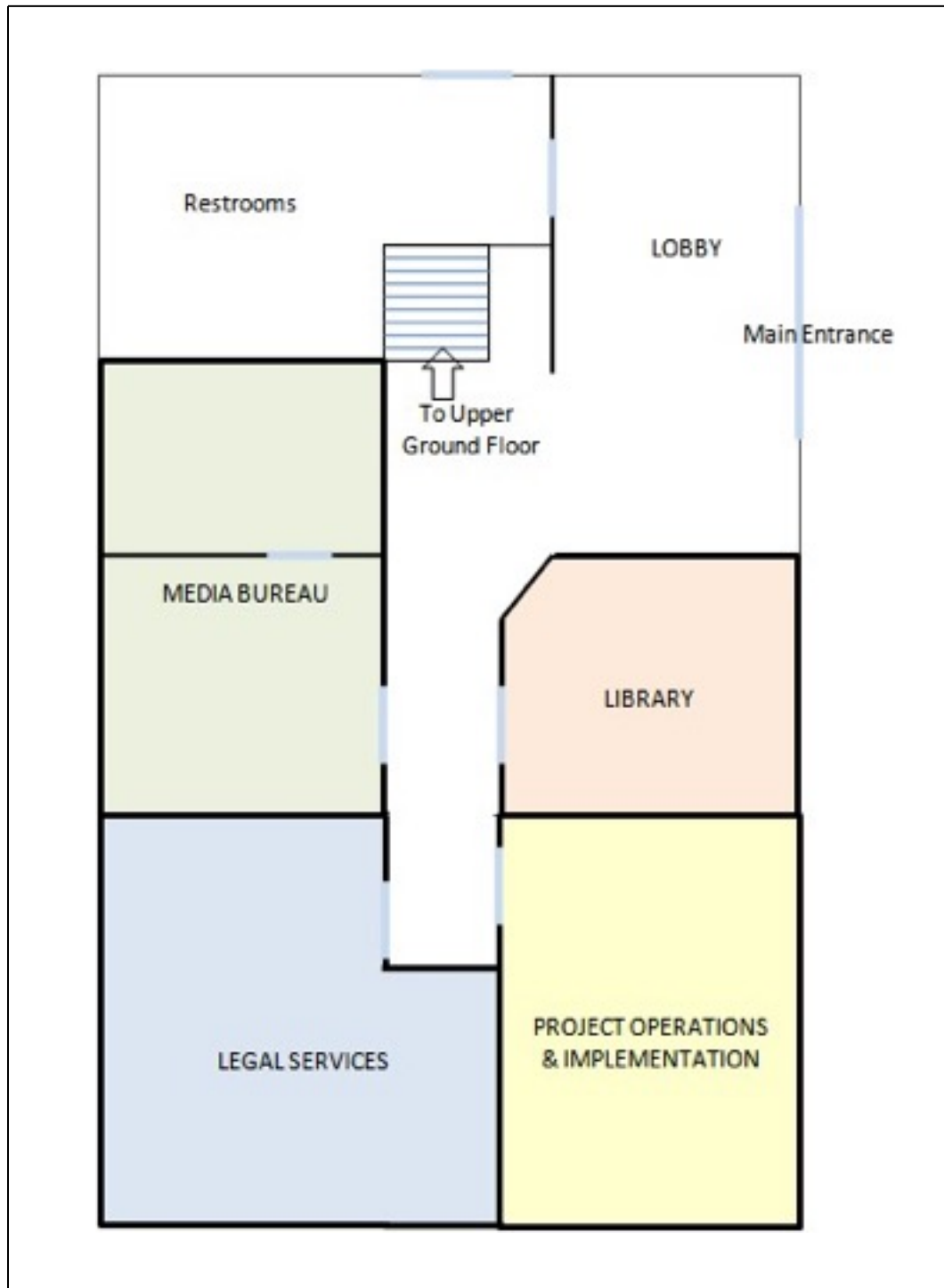
The Environmental Library is located at the ground floor of the Palawan Center for Sustainable Development Building, Sta. Monica Heights, Puerto Princesa City, Palawan.

#### 4. Steps to Follow to Avail of Service, Duration and In-charge of Service

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
1. Know what you want to research. Make a list of topics/areas to be searched.	5 minutes	Researchers
2. Consult to a librarian and identify yourself (for outside researchers only).	1 minute	Bernard F. Mendoza, EPMKM
3. Log in at the visitors' logbook by stating your name, address and purpose (for outside researchers only).	1 minute	Bernard F. Mendoza, EPMKM
4. Provide the information needed or requirements and letter request to the librarian.	1 minute	Bernard F. Mendoza, EPMKM
5. The librarian will assist you or you may go directly to the card catalog. The books and other reference materials are arranged by "author," and "subject" or any combination thereof in the catalog. Write down the catalog number from one to ten so that you can find the books on the shelves easily. Then, you can start to search the book by catalog number on the shelves. If you are confused and cannot find the reference materials you are looking for, you may ask the librarian for help.	15 minutes	Bernard F. Mendoza, EPMKM
6. Once you have located the books, sit in the library and read the pages you need from the book. Take notes on paper. Be sure to write down all bibliographical information (author, publisher, published date, etc.).	30 minutes to 4 hours	Bernard F. Mendoza, EPMKM
7. Inquire from the librarian for further information (if needed).	5 minutes	Bernard F. Mendoza, EPMKM

<b>Checking a book out of a library</b>		
1. Take the book at the lending desk for recording.	30 seconds	Bernard F. Mendoza, EPMKM
2. Present your validated ID along with your selection (for outside researchers only).	30 seconds	Bernard F. Mendoza, EPMKM
3. Sign book card / fill up all items in the borrower slip.	1 minute	Bernard F. Mendoza, EPMKM
4. Leave your current identification card before you can take the book outside (for outside researchers).	15 seconds	Bernard F. Mendoza, EPMKM
<b>Returning a book to the library</b>		
1. Return the materials borrowed at the lending desk.	1 minute	Bernard F. Mendoza, EPMKM
2. Get your identification card from the librarian. The date for return will be stamped on the borrower's slip.	1 minute	Bernard F. Mendoza, EPMKM

**J. ECAN Zones Regulation and Enforcement**



## **1. Legal Services**

### **a. About the Service**

- Prosecution of Admin cases before PAB for violation of AO 05, 06, 07, 08 and 12;
- Preparation, filing and prosecution of criminal complaints for violation of RA 9147, RA 9175 and RA 9072;
- Appearances in hearings of PCSD initiated criminal cases;
- Preparation/drafting of legal opinions, pleadings and other legal documents;
- Drafting of Memorandum Circulars for the detailed implementation of Revised PCSD administrative orders;
- Initiate administrative complaints/criminal complaints against erring PCSD Staff;
- Review of Memorandum of Agreements and other contracts for the use of the PCSD Staff.

### **b. Requirements**

- For filing of criminal complaint – submit apprehension report, seizure receipt, sworn statements, and other supporting evidence (at least 5 copies each).
- Turnover of evidence before the PCSD Staff for proper disposition or safekeeping.

### **c. Fees:**

No fees required.

### **d. Location**

The ECAN Zones Regulation and Enforcement Division (ERED) is located at the Ground Floor, PCSDS, Sta. Monica, Puerto Princesa City.

**e. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>STEPS/PROCEDURES</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
PNP, etc. shall coordinate with the PCSD Staff violators of RA 9147, RA 9175, RA 9072 and other allied laws.	One (1) hour	George V. Saragena, Michelle F. Sabuya: Legal Assistant, ERED
Bring the evidence secured in order for the Staff to initiate proper complaint (regular filing) or other appropriate legal action.	Three (3) hours	George V. Saragena, Michelle F. Sabuya: Legal Assistant, ERED
Inquest proceeding – promptly provide the Staff necessary evidence for filing a complaint. Observe mandatory legal requirements in detaining the apprehended persons.	Three (3) hours	George V. Saragena, Michelle F. Sabuya: Legal Assistant, ERED
Preparation of Sworn Statement(s) and formal complaint, signatures of complainant then filing before the fiscal’s Office.	Three (3) hours	George V. Saragena, Michelle F. Sabuya: Legal Assistant, ERED

**2. PCSD Adjudication Board (PAB) Secretariat**

**a. About the Service**

- Pursuant to PCSD Resolution No. 03-207 “A RESOLUTION RECONSTITUTING THE PCSD LEGAL COMMITTEE, DELEGATING THERETO THE QUASI-JUDICIAL POWER TO ADJUDICATE VIOLATIONS OF PCSD ADMINISTRATIVE ORDER NO. 00-05 AND OTHER SIMILAR OR RELATED ORDERS, AND PROVIDING THE PROCEDURAL GUIDELINES THEREFOR”, the PSCD Adjudication Board was established.
- Subsequently, necessary to the performance of the Board’s functions, Section 22 of PCSD Resolution No. 04-238 provides that the PCSDS Executive

Director shall have the authority to organize the Secretariat to serve as the technical and administrative staff of the Board.

- Thus, ERED is acting as the secretariat body of the Board providing legal assistance and performing clerical functions such as receiving and recording of administrative complaints, answer, reply, counter-affidavit and other legal documents; and preparation and issuance of summons, notices and other similar documents and preparation of minutes and Reports to the Council.

#### **b. Requirements**

- PCSD Resolution No. 10-396 "RESOLUTION FURTHER AMENDING THE REVISED RULES OF PROCEDURE IN THE ADJUDICATION OF ADMINISTRATIVE CASES FILED BEFORE THE PAB" provides the following procedural guidelines for the adjudication of administrative cases in relation to the functions of the Secretariat:
- Section. 9. Complaint. - A complaint shall not be given due course unless it is in writing and subscribed and sworn to by the complainant. No anonymous complaint shall be entertained.
- Section. 10. Contents of the Complaint. - The complaint shall contain the ultimate facts of the case and shall include:
  - full name and address of the complainant;
  - full name and address of the person complained of;
  - specification of the charges;
  - statement of the material facts;
  - certification or statement of non-forum shopping.
- In the absence of any one of the aforementioned requirements, the complaint shall be dismissed. However, if the respondent cannot be identified by his name, an assumed name may be used together with the practical description of respondent's physical appearance such as but not limited to gender, approximate age, weight, height, color of hair, and other distinguishing physical appearance. A respondent identified by an assumed name shall be required to provide his true name in order for him to participate in the proceedings and the complaint shall be considered as amended accordingly.



- The complaint shall include copies of documents and affidavits of witnesses, if any, in support of the complaint.
- Section 11. Who may File. - Any person who has personal knowledge of facts and circumstances constituting violation(s) of any administrative orders of the PCSD may file a complaint against any person(s) involved in such violation(s).
- Section. 12. Where to File. - The complaint shall be filed through the PCSDS ECAN Regulation and Enforcement Division or ERED (Legal Division).
- Section 13. Number of Copies. - The complaints and their supporting documents must be filed in seven (7) copies. Additional copies equivalent to the number of respondents shall be required when the number of respondents, as indicated in the complaint, is more than one.
- Section 14. Docketing of Complaints. - All complaints filed through the ERED shall be assigned a docket number for reference purposes.
- Section 17. Summons. - The PCSDS ERED shall issue the corresponding summons to the respondent(s), attaching therewith copy of the complaint and other supporting documents, if there are any. The summons shall serve as notice of violation and shall therefore state the names of the parties to the action, the specific alleged violation(s)/the specific provision of the rules/order allegedly violated, including the applicable penalty and a direction that the respondent(s) must answer within the time fixed by these rules and that failure to answer would constitute a waiver of the right to refute the allegations in the complaint and the preliminary investigation shall proceed based only on the documents submitted by the complainant.
- The summons may be served by the sheriff, his deputy, or other proper court officer, or for justifiable reasons by any suitable person authorized by the court issuing the summons. When the service has been completed, the server shall, within five (5) days therefrom, return the summons to the PCSDS ERED accompanied by proof of service.
- If, for justifiable causes, the defendant cannot be served within a reasonable time in person, service may be effected (a) by leaving copies of the summons at the defendant's residence with some person of suitable age and discretion then residing therein, or (b) by leaving the copies at defendant's office or regular place of business with some competent person in charge thereof (substituted service).

- In any action where the respondent is designated as an unknown owner, or the like, or whenever his whereabouts are unknown and cannot be ascertained by diligent inquiry, service may, by leave of court, be effected upon him by publication in a newspaper of general circulation.
- Section 20. Answer. - The respondent shall file an answer within fifteen (15) days from receipt of the summons. The answer must be in writing and must contain all material facts and applicable laws, including legible copies of documentary evidence and sworn statements of witnesses. Defenses not contained in the answer are deemed waived. The answer of the respondent and sworn statements of his witness shall be considered as his direct testimony.
- The respondent shall furnish the complainant a copy of his answer, together with the supporting documents. Service of such copy to the complainant shall be a prerequisite prior to or simultaneous with the filing of said answer to the ERED. Said copy shall be served through registered mail if personal service cannot be affected.

**c. Location**

The ECAN Zones Regulation and Enforcement Division (ERED) is located at the Ground Floor, PCSDS, Sta. Monica, Puerto Princesa City.

**d. Fees**

No fees required. Borrowing of printed reference materials are subject to the policy of the PCSD Staff

**e. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>STEPS/PROCEDURES</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
1. Filing of administrative complaint	5 mins.	Levita A. Lagrada, ERED
2. Recording and docketing of administrative complaint	25 mins.	Maria J. Benitez, ERED
3. Preliminary evaluation	1 min.	Niño Rey C. Estoya, ERED

4. Preparation and distribution of summons	1 hr.	Maria J. Benitez, ERED
5. Receiving of counter-affidavit, answer and reply	5 mins.	Maria J. Benitez, ERED
6. Preparation of agenda for hearing/meeting	3 hrs.	Maria J. Benitez, ERED
7. Preparation and issuance of notices	1 hr.	Maria J. Benitez, ERED
8. Preliminary investigation	24 hrs.	Niño Rey C. Estoya, ERED
9. Review of the transcript of proceedings	8 hrs.	Niño Rey C. Estoya, ERED
10. Preparation of case briefs	30 mins.	Michelle F. Sabuya, ERED
11. Finalization of PAB's decision	1 hr.	Michelle F. Sabuya,, ERED
12. Routing of decision to PAB members	3 hrs.	Maria J. Benitez, ERED
13. Dissemination of copies of decision to both parties	30 mins.	Maria J. Benitez, ERED
14. Recording of decision in the book of entry	30 mins.	Maria J. Benitez, ERED
15. Study of PAB's decision	3 hrs.	Niño Rey C. Estoya, ERED
16. Uploading of the decision at the PCSD website	25 mins.	Rachel Ann J. Cariño, OED
17. Maintenance of PAB files	5 mins.	Maria J. Benitez, ERED
18. Digitizing of files of terminated case	30 mins.	Maria J. Benitez, ERED

### **3. Operationalization of Wildlife Traffic Monitoring Unit (WTMU) with Express Permitting System , Enforcement of Environmentally Critical Areas Network (ECAN) and PCSD Administrative Orders, policies and other laws**

#### **a. About the Service**

- Inspection of persons, cargoes and baggage at ports and airports to ensure that no wildlife species are illegally transported and file cases against violators;
- Issue local transport permits for wildlife from legal sources;
- Conduct of enforcement operations;
- Conduct of on-site inspection;
- Conduct enhancement seminars to enforcement officers;
- Filing of administrative complaints for violations of PCSD Administrative Order, rules and regulations;
- Filing of criminal complaints for violations of PCSD-implemented laws (RA 9147, RA 9072 and RA 9175);
- Exemption/implementation of closure/cease and desist order issued by the Council.

#### **b. Requirements**

- Residents shall furnish the center with any written or oral information pertaining to violations of Orders, rules and regulations of the PCSD;
- On the spot report to the center which requires immediate action can also be brought or relayed to the center for appropriate action;
- Onsite inspection – inform the Staff thru PCSD Connect/personally or through written petition of the alleged violation of the PCSD Order, rules and regulations;
- Enhancement training(s) – written request through the PCSDS Executive Director to avail of the facilities, services and other reference materials of the PCSD;
- Filing of Admin complaints – ECAN Monitoring Report duly subscribed petitions, sworn statements, witnesses and relevant evidences (6 copies each duly notarized);
- Motupropio or by motion to execute the Order issued by the Council or the Board.

**c. Location**

The ECAN Zones Regulation and Enforcement Division (ERED) is located at the Ground Floor, PCSDS, Sta. Monica, Puerto Princesa City.

**d. Fees**

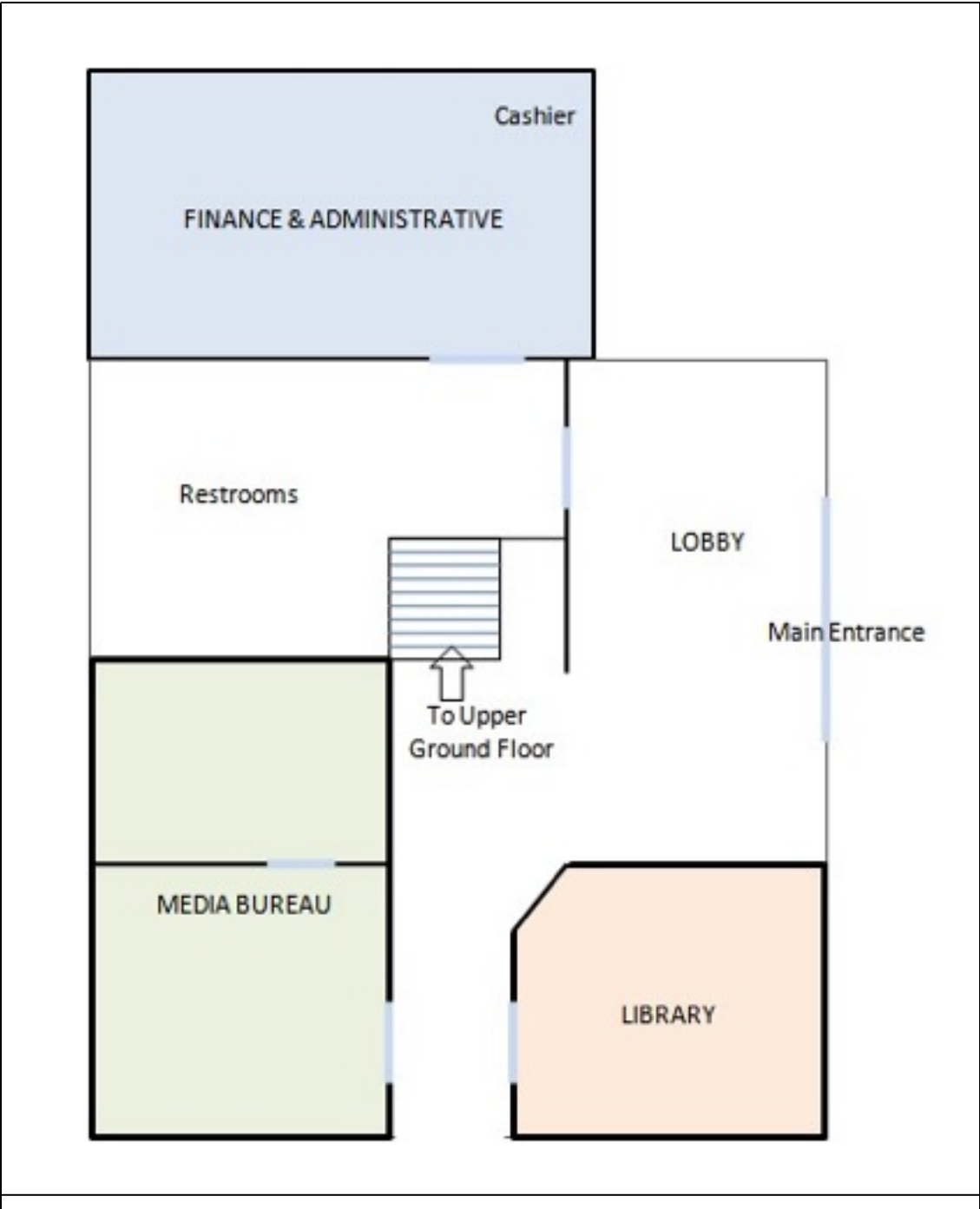
No fees required. Borrowing of printed reference materials are subject to the policy of the PCSD Staff.

**e. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>PROCEDURE/STEPS TO FOLLOW</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
Bring wildlife species for inspection together with proof that the same was official taken from legal source (e.g. receipts from vendor/supplier, etc.) and other requirements	10 minutes	Aiza Nuñez, ERED Menchie Himpolaran, Roel Villagracia, Benny Dagaraga, ERED-WTMU
Preparation of Inspection Report	10 minutes	Aiza Nuñez, ERED Menchie Himpolaran, Roel Villagracia, Benny Dagaraga, ERED-WTMU
Preparation of Local Transport Permits (LTP) under Express Permitting System	20 minutes	Aiza Nuñez, ERED Menchie Himpolaran, Roel Villagracia, Benny Dagaraga, ERED-WTMU
For text messages thru PCSD Connect, the information shall be relayed to EZMED/Legal Services for validation in coordination with other concerned agencies.	30 minutes	Niño Rey C. Estoya, Levita A. Lagrada, Michael P. Ello, Aiza Nuñez, ERED
Immediately, the Staff shall prepare the inspection team from different enforcement units.	Two (2) hours	Niño Rey C. Estoya, Michael P. Ello, Aiza Nuñez, ERED

Onsite inspection, raid then followed by apprehension if necessary and taking of evidence.	Four (4) hours	Niño Rey C. Estoya, Michael P. Ello, ERED
Enhancement trainings- Request the PCSDS Executive Director an intention to avail of the services of the Staff in a training or seminar, the topic of which is related to the implementation of SEP Law.	One (1) day	Adelina B. Villena, Director for ECAN Operations
Filing of Admin Complaints- Furnish the Legal Services with sworn statement, report duly subscribed relevant evidence. The Legal Services shall prepare the complaint in behalf of the DMO's concern.	Two (2) hours	Niño Rey C. Estoya, Michelle F. Sabuya, George V. Saragena, ERED
Filing of Criminal Complaints- Furnish the Legal Services with sworn statement, report duly subscribed relevant evidence. The Legal Services shall prepare the complaint.	Two (2) hours	Niño Rey C. Estoya, Michelle F. Sabuya, George V. Saragena, ERED

**K. Finance and Administrative**



## **1. Collection of Fees**

### **a. About the Service**

This service is provided by the staff to all proponents of projects. The Cashier will issue an Official Receipt for the payment of SEP Clearance and other fees by the proponent.

### **b. Requirements**

Assessment Forms

### **c. Location**

Cashier's Office  
2<sup>nd</sup> Floor, Finance and Admin Division  
PCSD Bldg., Sports Complex Road, Sta. Monica  
Puerto Princesa City, Palawan



**d. Steps to Follow to Avail of Service, Duration and In-charge of Service**

<b>STEPS/PROCEDURES</b>	<b>DURATION</b>	<b>IN-CHARGE</b>
Secure Assessment Form	5 minutes	<p>Rhoda B. Roque (Quezon)            Abegail P. Cruz (Española)            Ana Maria G. Genciano (Bataraza)            Ian Christian A. Vega/Princess Jane Rogel (Quezon), Amelyn F. Dramayo (Quezon)            Rodel Lampines (Rizal)            Janet Felizarte (Narra), DMO-South</p> <p>Alejandro S. Marcaida/Cristy Malirong (Roxas), Apollo V. Regalo (Dumaran)            Raul B. Maximo (El Nido)            Daryl C. Licerio (Taytay)            Benjamin L. Adriano Jr (San Vicente)            May Ann Rapio (Roxas), Roque Aurello (Araceli), DMO-North</p> <p>Maila Victoria G. Villaos (PPC)            Felomino O. Racuya (Cuyo/Cagayancillo), Ronald Amarille (Aborlan)            Ariel Penonia (PPC/ Kalayaan)            Apolinar Dela Torre (Magsaysay &amp; Agutaya), Rosalie Z. Mendoza (PPC), DMO-Central</p> <p>Leonora D. Labrador, Evarista B. Palanca, Dorcas O. Besa, Eunice Katherine Vigonte, DMO-Calamian</p> <p>Wilson R. Pambid, Fernando E. Padilla, EMED</p>
Pay the amount indicated in the assessment form	2 minutes	Proponent
Issue Official Receipt to the proponent	2 minutes	Nicasio M. Villena or Susan K. Maghanoy, FAD

## **V. SERVICE PRIORITY**

### **A. PCSDS Service Standard**

1. All service providers shall wear ID and uniform at all times.
2. All service providers shall serve with courtesy and smile.
3. Clients will be provided with candies and water.
4. All service related transactions will be dealt with honesty, fairness and promptness.

### **B. Performance Pledge**

**“ The PCSDS will serve you with promptness, fairness and with care”**

## **VI. FEEDBACK MECHANISM**

A survey form in English with Filipino translation will be used as feedback mechanism of the PCSDS (attached is the sample form). This will be dropped in suggestion box at PCSDS Office. All forms will be collected monthly and will be evaluated quarterly by the Citizen’s Charter Team (CCT).

Findings, comments and suggestions will be reported in writing and will be read during the monthly general staff meeting. A copy will be submitted to the Office of the Executive Director for information and/or appropriate action.

## VII. COMMENTS AND SUGGESTIONS

### SAMPLE QUESTIONNAIRE

For your comments and suggestions  
(Para po sa inyong komento o suhestyon)

Name/Pangalan:

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Address/Tirahan:

---

Age/Edad:

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Comment for the service/Komento sa serbisyo:

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Praise/Complaint/Papuri/Reklamo:

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For complaints/Para sa Reklamo:

- Suggestion on how to solve the problem/Suhestyon paano maresolba ang problema:

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- Other suggestions to improve the system/Iba pang suhestyon para mas mapaganda ang sistema:

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Signature/Lagda \_\_\_\_\_

## VIII. SERVICE PROFILE OF PCSDS OFFICES

WHAT SERVICES DO WE OFFER?	WHO ARE RESPONSIBLE?	WHO ARE OUR CLIENTS?
<b>SEP Clearance</b>		
Area Clearance (for new and renewal)	<p>Rhoda B. Roque, Abegail P. Cruz, Ian Christian A. Vega, Janet Felizarte, Ana Maria Genciano, Amelyn Dramayo, Rodel Lampines, Princess Jane Rogel, DMO-South</p> <p>Alejandro S. Marcaida, Raul B. Maximo, Apollo V. Regalo, Daryl C. Licerio, Benjamin L. Adriano Jr, May Ann Rapio, Cristy Malirong, Roque Aurello, DMO-North</p> <p>Leonora D. Labrador and Evarista B. Palanca, Dorcas O. Besa, DMO-Calamian</p> <p>Madrono P. Cabrestante Jr, Wilson R. Pambid, Fernando E. Padilla, EPMKM</p> <p>Nicasio M. Villena/Susan K. Maghanoy, FAD</p>	Project, Proponents
SEP Clearance (for new and renewal)	<p>Rhoda B. Roque, Abegail P. Cruz, Ian Christian A. Vega, Janet Felizarte, Ana Maria Genciano, Amelyn Dramayo, Rodel Lampines, Princess Jane Rogel, DMO-South</p> <p>Alejandro S. Marcaida, Raul B. Maximo, Apollo V. Regalo, Daryl C. Licerio, Benjamin L. Adriano Jr, May Ann Rapio, Cristy Malirong, Roque Aurello, DMO-North</p> <p>Leonora D. Labrador and Evarista B. Palanca, Dorcas O. Besa, DMO-Calamian</p> <p>Madrono P. Cabrestante Jr, EPMKM</p> <p>Nelson P. Devanadera, Adelina Benavente-Villena, Josephine S. Matulac, OED</p> <p>Michelle F. Sabuya, ERED, Rosana F. Gacot, OED-Secretariat</p> <p>Nicasio M. Villena/Susan K. Maghanoy, FAD</p>	Project Proponents

<b>Chainsaw Registration and Permits</b>		
Chainsaw Registration (for new and renewal)	<p>Rhoda B. Roque, Abegail P. Cruz, Ian Christian A. Vega, Janet Felizarte, Ana Maria Genciano, Amelyn Dramayo, Rodel Lampines, Princess Jane Rogel, DMO-South</p> <p>Alejandro S. Marcaida, Raul B. Maximo, Apollo V. Regalo, Daryl C. Licerio, Benjamin L. Adriano Jr, May Ann Rapio, Cristy Malirong, Roque Aurello, DMO-North</p> <p>Leonora D. Labrador and Evarista B. Palanca, Dorcas O. Besa, DMO-Cal.</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Rosanna F. Gacot, OED-Secretariat</p> <p>Nicasio M. Villena/Susan K. Maghanoy, FAD</p>	Chainsaw Owners/ Holders
Chainsaw Permits (for transport/use permit, purchase and sale)	<p>Rhoda B. Roque, Abegail P. Cruz, Ian Christian A. Vega, Janet Felizarte, Ana Maria Genciano, Amelyn Dramayo, Rodel Lampines, Princess Jane Rogel, DMO-South</p> <p>Alejandro S. Marcaida, Raul B. Maximo, Apollo V. Regalo, Daryl C. Licerio, Benjamin L. Adriano Jr, May Ann Rapio, Cristy Malirong, Roque Aurello, DMO-North</p> <p>Leonora D. Labrador and Evarista B. Palanca, Dorcas O. Besa, DMO-Cal.</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Michelle F. Sabuya, ERED, Rosana F. Gacot, OED-Secretariat</p>	Chainsaw Owners/ Holders

<b>Live Fish Accreditation</b>		
Live Fish Accreditation (for renewal)	<p>Rhoda B. Roque, Abegail P. Cruz, Ian Christian A. Vega, Janet Felizarte, Ana Maria Genciano, Amelyn Dramayo, Rodel Lampines, Princess Jane Rogel, DMO-South</p> <p>Alejandro S. Marcaida, Raul B. Maximo, Apollo V. Regalo, Daryl C. Licerio, Benjamin L. Adriano Jr, May Ann Rapio, Cristy Malirong, Roque Aurello, DMO-North</p> <p>Leonora D. Labrador and Evarista B. Palanca, Dorcas O. Besa, DMO-Calamian</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Michelle F. Sabuya, ERED, Rosana F. Gacot, OED-Secretariat</p>	<p>Holders of accreditation operating within the last two (2) years</p> <p>Local Traders of Live Fish Trader-Shipper of Live Fish Carriers (Aircraft and Sea craft)</p>
Live Fish Area Clearance (for new and renewal)	<p>Rhoda B. Roque, Abegail P. Cruz, Ian Christian A. Vega, Janet Felizarte, Ana Maria Genciano, Amelyn Dramayo, Rodel Lampines, Princess Jane Rogel, DMO-South</p> <p>Alejandro S. Marcaida, Raul B. Maximo, Apollo V. Regalo, Daryl C. Licerio, Benjamin L. Adriano Jr, May Ann Rapio, Cristy Malirong, Roque Aurello, DMO-North</p> <p>Leonora D. Labrador and Evarista B. Palanca, Dorcas O. Besa, DMO-Calamian</p> <p>Madrono P. Cabrestante Jr, EPMKM</p>	Live Fish Incidental Cagers/ Fishermen Cagers
<b>Wildlife Permits</b>		
Wildlife Farm Permit (WFP) (except Beetle Farming)	<p>Geselle Tapalla, Marilou C. Kuddana, OED</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Rosana F. Gacot, OED-Secretariat</p> <p>Michelle F. Sabuya, ERED</p>	Commercial breeders or propagators of wildlife resources

Wildlife Collector's Permit	<p>Geselle Tapalla, Marilou C. Kuddana, OED</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Rosana F. Gacot, OED-Secretariat</p> <p>Michelle F. Sabuya, ERED</p>	Any individual or entity collecting from the wild specimen of wildlife species for commercial purposes
Gratuitous Permit	<p>Geselle Tapalla, Marilou C. Kuddana, OED</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Rosana F. Gacot, OED-Secretariat</p>	Any individual or entity collecting from the wild specimen of wildlife species for research purposes
Wildlife Special Use Permit (except beetles)	<p>Geselle Tapalla, Marilou C. Kuddana, OED</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Rosana F. Gacot, OED-Secretariat</p> <p>Michelle F. Sabuya, ERED</p>	Any individual or entity utilizing for educational and documentation for commercial purposes
Beetle Ranching Permit	<p>Geselle Tapalla, Marilou C. Kuddana, OED</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Rosana F. Gacot, OED - Secretariat</p> <p>Michelle F. Sabuya, ERED</p>	Any individual or entity involved in beetle ranching
Wildlife Farm Permit/ Wildlife Collector (Beetle Farming)	<p>Geselle Tapalla, Marilou C. Kuddana, OED</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Rosana F. Gacot, OED-Secretariat</p> <p>Michelle F. Sabuya, ERED</p>	Any individual or entity involved in beetle farming

Wildlife Special Use Permit (WSUP) (for Direct Trading of Beetles)	<p>Geselle Tapalla, Marilou C. Kuddana, OED</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Rosana F. Gacot, OED-Secretariat</p> <p>Michelle F. Sabuya, ERED</p>	Legitimate IPs
Local Transport Permit	<p>Geselle Tapalla, Marilou C. Kuddana, OED</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Rosana F. Gacot, OED-Secretariat</p> <p>Michelle F. Sabuya, ERED</p> <p>Rhoda B. Roque, Abegail P. Cruz, Ian Christian A. Vega, Janet Felizarte, Ana Maria Genciano, Amelyn Dramayo, Rodel Lampines, Princess Jane Rogel, DMO-South</p> <p>Alejandro S. Marcaida, Raul B. Maximo, Apollo V. Regalo, Daryl C. Licerio, Benjamin L. Adriano Jr, May Ann Rapio, Cristy Malirong, Roque Aurello, DMO-North</p> <p>Leonora D. Labrador and Evarista B. Palanca, Dorcas O. Besa, DMO-Calamian</p>	Any individual or entity transporting specimens of wildlife out of Palawan
<b>Research Accreditation</b>	<p>Geselle Tapalla, Marilou C. Kuddana, OED</p> <p>Nelson P. Devanadera, Josephine S. Matulac, Adelina Benavente-Villena, OED</p> <p>Rosana F. Gacot, OED-Secretariat</p> <p>Michelle F. Sabuya, ERED</p>	All research undertakings and related activities especially those that will utilize flora and fauna resources



<b>GIS Services</b>		
Mapping	<p>Fernando E. Padilla, Wilson R. Pambid, EPMKM</p> <p>Rhoda B. Roque, Abegail P. Cruz, Ian Christian A. Vega, Janet Felizarte, Ana Maria Genciano, Amelyn Dramayo, Rodel Lampines, Princess Jane Rogel, DMO-South</p> <p>Alejandro S. Marcaida, Raul B. Maximo, Apollo V. Regalo, Daryl C. Licerio, Benjamin L. Adriano Jr, May Ann Rapio, Cristy Malirong, Roque Aurello, DMO-North</p> <p>Leonora D. Labrador and Evarista B. Palanca, Dorcas O. Besa, DMO-Calamian</p> <p>Nicasio M. Villena/Susan K. Maghanoy, FAD</p>	Public and private individuals and sectors
ECAN Survey	Wilson R. Pambid or Fernando E. Padilla, EPMKM	LGUs and other sectors
Environmental Laboratory Services - Water Quality Analysis	<p>Perlita I. Quiling, Jenevieve P. Hara, Marilyn R. Villamel EPMKM</p> <p>Michelle F. Sabuya, ERED Rosana F. Gacot, OED-Secretariat</p>	LGUs and other sectors
Environmental Laboratory Services - Water Sampling	<p>Madrono P. Cabrestante Jr , Perlita I. Quiling, Jenevieve P. Hara, Marilyn R. Villamel, EPMKM</p> <p>Michelle F. Sabuya, ERED Rosana F. Gacot, OED-Secretariat</p>	LGUs and other sectors
Technical Services - Coastal Resource Assessment and Monitoring	Madrono P. Cabrestante, Jr., EPMKM John Francisco Pontillas, Planning	LGUs
<b>Media Relations and Other Services</b>	<p>Ma. Christina D. Rodriguez, Celso S. Quiling, EEED</p> <p>Rosana F. Gacot, OED-Secretariat</p>	Media and guests gathering news and requesting for office briefings

<b>Environmental Library</b>	Bernard F. Mendoza, EPMKM  Researchers	All regular employees of PCSDS and outside researchers from government agencies, non-government organizations and academe may avail themselves of the library privileges
<b>ECAN Zones Regulation and Enforcement</b>		
Legal Services	Niño Rey C. Estoya, ERED	Law enforcement agencies, complainants (public and private individuals)
Enforcement of Environmental Critical Areas Network (ECAN) and PCSD Administrative Orders, policies and other laws	Niño Rey C. Estoya, ERED	Law enforcement agencies, general public
PCSD Adjudication Board (PAB) Secretariat	Niño Rey C. Estoya Maria J. Benitez, ERED	Complainants and respondents (public and private individuals), project proponents
Implementation of community listening posts and quick response system (CLP/QRS)	Niño Rey C. Estoya, ERED	Public and private sectors, general public
<b>Other services</b>		
Collection of fees	Leonora D. Labrador, DMO-Calamian  Nicasio M. Villena/Susan K. Maghanoy, FAD	Project Proponents

## **IX. PCSDS PERFORMANCE PLEDGES**

The employees and staff of PCSDS do hereby pledge to:

- Serve clients with integrity and honesty
- Be always prompt and timely and friendly
- Provide clear and correct information
- Be firm and consistent in our regulations
- Maintain a customer-friendly feedback mechanism
- Value sensitivity and appropriate behavior in the delivery of service
- Make ourselves available during office hours in proper uniform and identification
- Provide the client simple but comfortable area while waiting
- Be frank enough to tell the client what we can do and what we cannot do for the day

**Maila Victoria G. Villaos**  
PDO III/OIC Head, DMO-Central

**Rhoda B. Roque**  
PDO V/OIC Head, DMO-South

**Leonora D. Labrador**  
PDO IV/OIC Head, DMO-Calamian

**Alejandro S. Marcaida**  
PDO IV/OIC Head, DMO-North

**Madrono P. Cabrestante, Jr.**  
PDO V/OIC Head, EPMKM

**Ryan T. Fuentes**  
Chief Admin Officer/OIC Head, Planning

**Niño Rey C. Estoya**  
PDO V/OIC Head, ERED

**Ma. Christina D. Rodriguez**  
PDO II/OIC Head, EEED

**Teresita A. Batul**  
PDO V/Director for FAD Designate

**Josephine S. Matulac**  
Director II

**Adelina Benavente-Villena**  
Director II

**NELSON P. DEVANADERA**  
Executive Director

## **X. DIRECTORY AND FEEDBACK**

### **A. PCSDS Directory**

#### **Office of the Executive Director**

ENGR. NELSON P. DEVANADERA

Contact # (048) 434-4234/4235 or 09088800220

Email us at [oed@pcsd.ph](mailto:oed@pcsd.ph)

Execute/implement the policies, programs and all orders/measures approved by the Council; represent the Council in all dealings with other offices, agencies and government instrumentalities with regard to SEP implementation; and direct and supervise the internal day-to-day operation and administration.

#### **Office of the Executive Director**

MS. JOSEPHINE S. MATULAC, Director II, Director of ECAN Planning, Policy and Knowledge Management Department

Contact # (048) 434-4234/4235 or 09177200003

Email us at ([oed@pcsd.ph](mailto:oed@pcsd.ph)) or [jmatulac@yahoo.com](mailto:jsmatulac@yahoo.com)

Oversee the functions and operations of the Department; Integrate and evaluate all work/deliverables of Divisions under the Department for submission to the OED; Plan, organize, direct and evaluate the performance of the Divisions and their assigned staff; Monitor the Department's performance and provide coaching for performance improvement and development; Review and approve all Division/Department reports, official transmittals and communications prior to approval of the Executive Director; Preside over Departmental meetings to ensure that identified issues and concerns are properly addressed; Provide the Executive Director relevant information and recommendations relating to wide range of planning including land use and zoning issues on terrestrial, coastal and tribal ancestral lands among others; Work closely with the ECAN Operations Department Director and other concerned units in the development of plans, implementation of projects, and monitoring of project status; Ensure that policies and guidelines implemented by the Department are consistent with the mandates, thrusts and directions of the organization; Maintain and establish linkages with provincial, national, regional and international institutions for information exchange and strengthening the capabilities of PCSDS.

#### **Office of the Executive Director**

ATTY. ADELINA BENAVENTE-VILLENA, Director II, Director of ECAN Operations Department

Contact # (048) 434-4234/4235 or 09175536157

Email us at [oed@pcsd.ph](mailto:oed@pcsd.ph) or [attyadelle@yahoo.com](mailto:attyadelle@yahoo.com)

Oversee the functions and operations of the Department; Integrate and evaluate all work/deliverables from the Divisions under the Department for submission to OED; Plan, organize,

direct and evaluate the performance of the Divisions and their assigned staff; Monitor the Department's performance and provide coaching for performance improvement and development; Review and approve all Division/Department reports, official transmittals and communications prior to approval of the Executive Director; Preside over Departmental meetings to ensure that identified issues and concerns are properly addressed; Provide the Executive Director relevant information and recommendation relating to wide range of area-based planning, land use and zoning issues on terrestrial, coastal and tribal/ancestral lands, enforcement, education and extension; Work closely with the ECAN Planning, Policy and Knowledge Management Department in the development of community-based plans, implementation of projects, and monitoring of project status; Ensure that policies and guidelines implemented by the Department are consistent with the mandates, thrusts and directions of the organization; Maintain and establish linkages with provincial, national, regional and international institutions for information exchange and strengthening capabilities of PCSDS.

### **Finance and Admin Division**

MS. TERESITA A. BATUL, PDO V/Director for Finance and Admin Division Designate

Contact # (048) 434-4234/4235 or 09998834536

Email us at [oed@pcsd.ph](mailto:oed@pcsd.ph) or [tessabatul@yahoo.com](mailto:tessabatul@yahoo.com)

Oversee the functions and operations of the Division from accounting, budgeting, to delivery of personnel services and implementation of Human Resource Management (HRM) programs and activities; Supervise operationalization, management and maintenance of information technology (IT) facilities and databases; Provide general and administrative and logistic support services to PCSDS operations.

### **Planning Division**

MR. RYAN T. FUENTES, Chief Admin Officer/ECAN Planning, Policy and Knowledge Management Division

Contact # (048) 434-4234/4235 or 09189577177

Email us at [oed@pcsd.ph](mailto:oed@pcsd.ph) or [rtfuentes@gmail.com](mailto:rtfuentes@gmail.com)

Oversee the functions and operations of the Division; Plan, organize, direct and evaluate the performance of the Sections and their assigned staff; Facilitate the preparation, integration and evaluation of work programs from the concerned Sections; Spearhead the formulation of ecosystem/resource management plans (Cave Management Plan, River Management Plan, Wetland Management Plan, and other resource management plans); Undertake the formulation of integrated ECAN Zoning Plans in partnership with city/municipal ECAN Boards; Lead the ECANization of CLUPs by the LGUs and mainstreaming of ECAN in other sectors; Oversee the development of sustainable financing mechanisms to support ECAN management and implementation; Monitor staff performance and provide coaching for performance improvement and development; Review and approve all Section reports, official transmittals and communications prior to approval of the Department Director; Attend

meetings, consultations and dialogues to ensure that identified issues and concerns pertaining to project development are properly addressed; Coordinate with other operating Divisions/Sections in order to achieve the targets stipulated in the Annual Work and Financial Plans.

### **ECAN Policy, Monitoring and Knowledge Management Division**

ENGR. MADRONO P. CABRESTANTE, JR., PDO V/Chief of ECAN Policy, Monitoring and Knowledge Management Division

Contact # (048) 434-4234/4235 or 09287298110

Email us at [oad@pcsd.ph](mailto:oad@pcsd.ph) or [mcabrestante@yahoo.com](mailto:mcabrestante@yahoo.com)

1. Supervise the day-to-day operations of the Division towards policy analysis, environmental monitoring, and knowledge management:
  - a. Manage the tasks, duties and accomplishments of the Sections and their assigned staff.
  - b. Monitor and evaluate the performance of the Division staff and provide coaching for improvement and development when necessary.
  - c. Review and approve all Section reports, official transmittals and communications prior to approval of the Department Director or the Executive Director.
2. Oversee the Organization's data, information and knowledge management through:
  - a. Acquisition, generation, updating and analysis of data and information required by the organization.
  - b. Establishment of the clearing house mechanism.
  - c. Management of the ECAN Library and Databank.
  - d. Operation and maintenance of the PCSD Website and Palawan GeoPortal.
3. Supervise the implementation of the ECAN Monitoring and Evaluation System (E-MES) to regularly monitor the achievement of the goals of the SEP Law:
  - a. Facilitate the conduct of relevant policy researches or analyses, to measure the success/achievement of the SEP Law, the E-CLUP, and PCSD policies/regulations.
  - b. Operation of the Environmental Laboratory for in-house monitoring of the status/condition of critical watersheds, ecosystems, habitats or key biodiversity areas.
  - c. Oversee the geospatial and biophysical analysis of data/information utilizing the Geographic Information System, Remote Sensing and related technologies.
  - d. Assistance in the operation of Wildlife Research Centers and provide corresponding policy recommendations.
4. Provide assistance to operating Divisions/Sections in order to achieve the corresponding targets stipulated in the Annual Work and Financial Plan.

### **ECAN Zones Regulation and Enforcement Division**

NIÑO REY C. ESTOYA, PDO V/Chief of ECAN Zones Regulation and Enforcement Division

Contact # (048) 434-4234/4235 or 09178242178

Email us at [oad@pcsd.ph](mailto:oad@pcsd.ph) or [nio\\_estoya@yahoo.com](mailto:nio_estoya@yahoo.com)

Oversee the functions and operations of the Division; Plan, organize, direct and evaluate the performance of the Sections and their assigned staff; Integrate and evaluate all work from the Sections; Ensure the enforcement of SEP Law, Wildlife, Caves and Chainsaw Acts,

approved ECAN guidelines, PCSD Admin Orders, policies & other regulations; Provide technical review of the conditionalities of the evaluated projects prior to issuance of SEP Clearance, PCSD accreditation and other PCSD-issued permits; Monitor and document projects undertaken without the required SEP Clearance/permits/accreditations; Implement community listening post and quick response system; Establish & maintain database on the existing grantees of SEP Clearance, Wildlife/Cave resource permits, Live Fish Accreditation & Chainsaw registration certificates; Provide secretariat work to PCSD Adjudication Board in the adjudication of cases for violation of PCSD Admin Orders; Facilitate the filing of admin and criminal cases before the PAB and the Regional Trial Court for violation of Admin Orders and special laws, respectively; Monitor staff performance and provide coaching for performance improvement and development; Review and approve all Section reports, official transmittals and communications prior to approval of the Department Director; Attend meetings to ensure that identified issues and concerns on regulation and enforcement are properly addressed; Provide assistance to operating Divisions/Sections.

### **ECAN Education and Extension Division**

MS. MA. CHRISTINA D. RODRIGUEZ, PDO II/Head, ECAN Education and Extension Division  
Contact # (048) 434-4234/4235 or 09183453604

Email us at [oed@pcsd.ph](mailto:oed@pcsd.ph) or [tinadalusung@yahoo.com](mailto:tinadalusung@yahoo.com)

Conduct environmental education and information; provide training for communities and partner-stakeholders; operationalize and manage PSDTI; undertake capability building of ECAN Boards; and operate environmental library.

### **District Management Offices**

#### **District Management Office – North**

MR. ALEJANDRO S. MARCAIDA, PDO IV/OIC Head, DMO North (Roxas, San Vicente, Araceli, Dumarán, Taytay and El Nido)

Contact # (048) 434-4234/4235 or 09998837686

Email us at [oed@pcsd.ph](mailto:oed@pcsd.ph) or [asmarcaida63@yahoo.com](mailto:asmarcaida63@yahoo.com)

Ensure inter-agency coordination and partnership with LGU & other stakeholders to implement SEP/ECAN; monitor, evaluate and coordinate field level programs/projects to implement SEP; facilitate the development and implementation of local ECAN zones management plans; implement special laws & projects on the conservation and development of environment and natural resources.

#### **District Management Office – South**

MS. RHODA B. ROQUE, PDO V/OIC Head, DMO South (Narra, Quezon, Rizal, Española, Brooke's Point, Bataraza, and Balabac)

Contact # (048) 434-4234/4235 or 09175049720

Email us at [oed@pcsd.ph](mailto:oed@pcsd.ph) or [rhoda\\_roque05@yahoo.com](mailto:rhoda_roque05@yahoo.com)

Ensure inter-agency coordination and partnership with LGU & other stakeholders to implement SEP/ECAN particularly EMED and EEED; monitor, evaluate and coordinate field level programs/projects to implement SEP; facilitate the development and implementation of local ECAN zones management plans; ensure that ECAN Boards and other related environmental bodies are activated; implement special laws & projects on the conservation and development of environment and natural resources.

**District Management Office – Central**

MS. MAILA VICTORIA G. VILLAGOS, PDO III /OIC Head, DMO Central (PPC, Aborlan, Cagayancillo and Kalayaan)

Contact # (048) 434-4234/4235 or 09774569979

Email us at [oed@pcsd.ph](mailto:oed@pcsd.ph) or [villavictoria2001@yahoo.com](mailto:villavictoria2001@yahoo.com)

Ensure inter-agency coordination and partnership with LGU & other stakeholders to implement SEP/ECAN particularly EMED and EEED; monitor, evaluate and coordinate field level programs/projects to implement SEP; facilitate the development and implementation of local ECAN zones management plans; ensure that ECAN Boards and other related environmental bodies are activated; implement special laws & projects on the conservation and development of environment and natural resources.

**District Management Office – Calamian**

MS. LEONORA D. LABRADOR, PDO IV/OIC Head, DMO CALAMIAN (Coron, Culion, Linapacan, Busuanga, Cuyo, Magsaysay and Agutaya)

Contact # (048) 434-4234/4235 or 09175008076

Email us at [oed@pcsd.ph](mailto:oed@pcsd.ph) or [labradornora11@yahoo.com](mailto:labradornora11@yahoo.com)

Ensure inter-agency coordination and partnership with LGU & other stakeholders to implement SEP/ECAN; monitor, evaluate and coordinate field level programs/projects to implement SEP special laws & projects on the conservation and development of environment and natural resources; facilitate the development and implementation of local ECAN zones management plans.



## **B. Customer Feedback Form**

Thank you for visiting PCSDS Office and availing of our services. Because we want to serve you better, please answer the questions relevant to your visit:

➤ Name

---

➤ Address

---

➤ Office(s) Visited

---

➤ Service(s) Availed

---

### **OUR OFFICE**

➤ Is our office easy to locate?

---

➤ Is the office clean and orderly?

---

➤ Did you feel comfortable?

---

➤ Was there a long waiting line of customers?

---

➤ Was there an appropriate signage of direction?

---

### **OUR FRONTLINERS**

➤ Is the employee-in-charge available?

---

➤ Is the employee-in-charge knowledgeable?

---

➤ Is the employee-in-charge accommodating?

---

➤ Were you received properly?

---

➤ Were your needs attended to promptly?

---

- Were you made to wait long?

---

**REQUIREMENTS**

- Were you made aware of the requirements?

---

- Was there so many additional requirements?

---

- Were you given proper information on how to get requirements?

---

- Were you made aware of the fees you will pay?

---

**OUR OFFICES**

- Were the authorized official(s) available?

---

- Did it take him/them long to sign the documents?

---

- Nagpa-importante ba?

---

**OUR INFORMATION**

- Is the document needed available?

---

- Is the document well-organized?

---

- Is the data complete?

---

- Is the data relevant to your request?

---

- Are the instructions clear, brief and concise?

---

**COMMENTS/SUGGESTIONS:**

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---

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**Thank you very much**

**You can detach this form and send to PCSDS Office, PCSD Bldg. Sta. Monica, Puerto Princesa City, Palawan or send it through email at [pcsd.gov.ph](mailto:pcsd.gov.ph)**

# **ATTACHMENTS**

# **SEP CLEARANCE FORMS**

**ECAN ZONING CERTIFICATION\***  
**(This certification is a prerequisite prior to processing of SEP Clearance)**

**Project Information**

Type of Project: \_\_\_\_\_

Purpose of the project: \_\_\_\_\_  
 \_\_\_\_\_

Project Proponent: \_\_\_\_\_

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
 \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Magnitude of Project: \_\_\_\_\_

Project Area (Has.): \_\_\_\_\_

Project Location: \_\_\_\_\_  
 \_\_\_\_\_

---

**I hereby certify to the accuracy of the foregoing**

\_\_\_\_\_  
 Proponent/Authorized Representative

\_\_\_\_\_  
 Date

**ECAN Zoning Location**

Attachment: Location Map

1:50,000 location map with corresponding technical description

Applied area falls within the following zones of ECAN:

<b>ZONE CLASSIFICATION</b>	<b>AREA (Has)</b>	<b>REMARKS</b>
<input type="checkbox"/> <b>Core zone</b>		
<input type="checkbox"/> <b>Restricted-use zone</b>		
<input type="checkbox"/> <b>Controlled-use zone</b>		
<input type="checkbox"/> <b>Traditional-use zone</b>		
<input type="checkbox"/> <b>Multiple-use zone</b>		

Application/Filing Fee paid: Official Receipt No. \_\_\_\_\_

Date: \_\_\_\_\_

Certified as to within:

Allowable zones: Proceed SEP Clearance Application

Non-allowable zones: Not eligible for SEP Clearance

Allowable Zones as identified in item II ii: May proceed SEP Clearance Application based on the attached revised map.

**Note: All allowable zones are still subject to field validation and further evaluation prior to issuance of SEP Clearance.**

---

**PCSDS Technical Staff/GIS Staff    EMED Chief/Approving Officer    Date**  
**\*Should be accomplished in triplicate copies**

# **CHAINSAW REGISTRATION FORMS**



**APPLICATION**  
**Certificate of Registration of Chainsaw**

App. No. \_\_\_\_\_

Date: \_\_\_\_\_

- New
- Renewal

\_\_\_\_\_  
\_\_\_\_\_  
PCSDS

I/We \_\_\_\_\_, resident of \_\_\_\_\_,  
applies for a Certificate of Registration.

The requirements needed for my/our application is/are hereby submitted for your evaluation.

That the filing of this application does not authorize me/us to use, or in any manner operate the chainsaw unit until after the Certificate of Registration has been issued.

I/We understood that any false representation or declaration embodied in this application or submitted requirements shall be a ground for the denial of this application without prejudice to the filing of appropriate cases.

**DETAILS OF APPLICATION**

Applicant type: (Pls. Check)

- Holder of subsisting tenurial instrument:
  - \_\_\_ Production Sharing Agreement
  - \_\_\_ Co-production Sharing Agreement
  - \_\_\_ Private Land Timber Permit
  - \_\_\_ Special Private Land Timber Permit
  - \_\_\_ CBFMA
  - \_\_\_ IFMA
  - \_\_\_ SIFMA
  - \_\_\_ PCA Cutting Permit
  - \_\_\_ Others: \_\_\_\_\_

- Orchard/Fruit Tree Farmer
- Industrial Tree Farmer
- Licensed Wood Processor
- Individual
- Government Agency/GOCC

**DETAILED SPECIFICATIONS**

Brand : \_\_\_\_\_  
Model: \_\_\_\_\_  
Engine Type and Horsepower : \_\_\_\_\_  
Maximum Length of Guidebar: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Other Distinguishing Marks, if any: \_\_\_\_\_  
Name of Dealer: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
Applicant

**APPLICATION**  
**Permit to Transport and/or Use**

App. No. \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
PCSDS

I/We \_\_\_\_\_, a resident of \_\_\_\_\_, applies for a Permit to Transport and/or Use chainsaw(s).

The requirements needed for my/our application are hereby submitted for your evaluation.

That the filing of this application does not authorize me/us to transport and/or use the chainsaw unit(s) until after the permit has been issued.

I/We understood that any false representation or declaration embodied in this application or submitted requirements shall be a ground for the denial of this application without prejudice to the filing of appropriate cases.

Details of Application:

Chainsaw Owner:

\_\_\_\_\_  
Address of Chainsaw Owner:

\_\_\_\_\_  
Place where Chainsaw is Registered:

\_\_\_\_\_  
Certificate of Registration No.:

\_\_\_\_\_  
Chainsaw Serial Number:

\_\_\_\_\_  
Expiration Date of Registration:

\_\_\_\_\_  
Place of Destination:

\_\_\_\_\_  
Purpose:

\_\_\_\_\_  
Applicant

**APPLICATION**  
**Permit to Purchase/Import Chainsaw**

App. No. \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
PCSDS

I/We \_\_\_\_\_, resident of \_\_\_\_\_,  
applies for a Permit to Purchase/Import chainsaw.

The requirements needed for my/our application is/are hereby submitted for your evaluation.

That the filing of this application does not authorize me/us to purchase and/or import chainsaw unit(s) until after the Permit has been issued.

I/We understood that any false representation or declaration embodied in this application or submitted requirements shall be a ground for the denial of this application without prejudice to the filing of appropriate cases.

Details of Application:

Quantity	Specifications

Purpose for Purchasing/Importing: \_\_\_\_\_

Name of Seller/Supplier: \_\_\_\_\_

Address of Seller/Supplier: \_\_\_\_\_

If imported:

- Expected date and time of arrival  
or release from the Bureau of Customs: \_\_\_\_\_

- Import Entry Declaration from BSP: \_\_\_\_\_

\_\_\_\_\_  
Applicant

**APPLICATION**  
**Permit to Sell and/ or Transfer Ownership of Chainsaw**

App. No. \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 PCSDS

I/We \_\_\_\_\_, resident of \_\_\_\_\_,  
 applies for a Permit to Sell, Re-sell, Dispose, Distribute or Transfer Ownership of  
 chainsaw(s).

The requirements needed for my/our application is/are hereby submitted for your  
 evaluation.

That the filing of this application does not authorize me/us to sell, re-sell, dispose,  
 distribute or transfer ownership of chainsaw units until after the Permit has been issued.

I/We understood that any false representation or declaration embodied in this  
 application or submitted requirements shall be a ground for the denial of this application  
 without prejudice to the filing of appropriate cases.

Details of Application:

Number of chainsaws to be sold or transferred	<b>Type of unit</b>

Other details: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Applicant

# **LIVE FISH ACCREDITATION FORMS**

\_\_\_\_\_  
(Date)

Letter of Commitment

The undersigned, \_\_\_\_\_, as  
(Name)

\_\_\_\_\_ of \_\_\_\_\_  
(Designation) (Name of Corporation/Proponent)

of live fish, hereby commits to submit to PCSD every first week of each month a monthly reports indicating the following data:

- i) Date and fish species caught
- ii) Site where live fish was caught by the catcher – source (bay, barangay and municipality);
- iii) Volume per species caught and sold and place of sale;
- iv) Method of catching;
- v) Name and address of buyer.

I further undertake to limit my catching operations within the area of operation that I have applied for and that I should decide to expand to other areas I shall secure a separate PCSD Accreditation for the same.

Finally, I hereby undertake to abide by the terms and conditions that PCSD MAY impose as may be embodied in the certification of PCSD Accreditation.

\_\_\_\_\_  
(Name in Print)

\_\_\_\_\_  
(Signature)

Republic of the Philippines)  
\_\_\_\_\_) S.S.

Subscribed and sworn to before me this \_\_\_\_\_ at \_\_\_\_\_ affiant exhibiting to me CTC NO. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, known to me to be the same person who executed this Letter of Commitment and acknowledge that the same is his/her free act and deed.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_:  
Page No. \_\_\_\_\_:  
Book No. \_\_\_\_\_:  
Series of 200 \_\_\_\_\_:

Monthly Report for Live Fish Catcher

---

Month, Year

---

Name of Catcher

Date Fish was Caught	Species Caught	Site where fish was caught/source (bay, Bgy., Municipality)	Volume caught/harvested per species	Gear used in catching	Volume sold per species	Name of Buyer	Address of Buyer	Place of Sale



\_\_\_\_\_  
(Date)

Letter of Commitment

The undersigned, \_\_\_\_\_, as  
(Name)

\_\_\_\_\_ of \_\_\_\_\_  
(Designation) (Name of Corporation/Proponent)

Carrier of live fish, hereby commits to submit to PCSD every first week of each month the following documents indicating information on every carriage transaction made during the preceding month.

- i) Monthly report (Attachment F) indicating the date when live fish was transported; type of fish species transported and the corresponding volume, name and address of consignor; name and address of consignee; place of origin and destination of shipment,
- ii) Verified photocopy of Certification from any government recognized Cyanide Detection Test Laboratory stating that the live fish being transported is cyanide free,
- iii) Verified photocopy of the Auxiliary Invoice issued by the Municipal Government to the consignor or shipper of live fish.

I further undertake to limit my carrying operations within the area of operation that I have applied for and that I should decide to expand to other areas I shall secure a separate PCSD Accreditation for the same.

Finally, I hereby undertake to abide by the terms and conditions that PCSD may be embodied in the certification of PCSD Accreditation.

\_\_\_\_\_  
(Name in Print)

\_\_\_\_\_  
(Signature)

Monthly Report for Live Fish Carrier

---

Month, Year

---

Name of Catcher

Date Transported	Species	Volume per species		Name of Consignor	Address of Consignor	Name of Consignee	Address of Consignee	Place of Origin	Place of Destination
		Pcs.	Kg.						

# **WILDLIFE PERMIT FORMS**

Attach  
2x2 photo

Office of the President  
**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT**  
PCSD Building, Sports Complex Road  
Sta. Monica Heights, Puerto Princesa City, Palawan

**APPLICATION FORM**  
**(Submit in Duplicate)**

\_\_\_\_\_ WILDLIFE COLLECTOR'S PERMIT

\_\_\_\_\_ WILDLIFE FARM PERMIT

\_\_\_\_\_ NEW

\_\_\_\_\_ RENEWAL

\_\_\_\_\_  
(Date)

The Chairman  
Palawan Council for Sustainable Development

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir:

In accordance with R.A. 9147 otherwise known as the Wildlife Resources Conservation and Protection Act and other pertinent wildlife rules and regulations with which I shall familiarize myself and to which strict compliance of same is hereby promised,

1. I, \_\_\_\_\_ have the honor to apply for the above permit.
2. I am \_\_\_\_\_ years of age, citizen of \_\_\_\_\_, by birth (If by naturalization, submit papers for verification).

Date of Birth: \_\_\_\_\_ Place: \_\_\_\_\_  
Residence: \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Business Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

3. My occupation/profession is \_\_\_\_\_.
4. I am single/married and the name of my spouse is \_\_\_\_\_.
5. I am a member/not a member of a sportsmen and/or game club and/or scientific or conservation society. State name/s of organization/s, if a member: \_\_\_\_\_
6. I intend to collect/breed the following wildlife:

Kind/Species	No.
_____	_____
_____	_____
_____	_____
_____	_____

(Attach additional sheet, if necessary)

7. Wildlife species to be collected for breeding purposes under this permit shall be taken by means of:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Indicate collection techniques/to be used)

8. In case of collection, the names of my authorized trappers/collectors are:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. I have the technical and financial capability to breed the above-enumerated species as manifested by the following information which shall form part of my project proposal:

- a. Illustrate and describe the life cycle of the subject wildlife species (use separate sheet, if necessary):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- b. Describe the feeding including the food to be used, breeding and rearing techniques that will be employed (use separate sheet, if necessary):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- c. List qualifications of manpower (use separate sheet, if necessary):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- d. Documentation and appropriate marking of progenies that will be used (use separate sheet, if necessary):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

e. Proposed facility design (use separate sheet):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Financial Plan showing financial capability to go into breeding (include any document that will prove your financial asset) (use separate sheet, if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 10. I understand that the information stated in this application are true and correct and any omission of facts herein shall cause the disapproval of this application and/or cancellation of the permit that may be issued to me.
- 11. I understand that the filing of this application conveys no right to take, collect or possess any wildlife until a permit is issued to me by the PCSD.
- 12. The application fee in the amount of Five Hundred Pesos (PhP 500.00) made payable to the \_\_\_\_\_ with Official Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ is herewith enclosed. Non-approval or non-issuance of the permit does not entitle me to a refund of the fee.

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
(Address)

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF PALAWAN        )  
CITY OF PUERTO PRINCESA    )

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_,  
applicant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_, issued at  
\_\_\_\_\_ on \_\_\_\_\_ 200\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

Attach  
2 x 2 photo

Republic of the Philippines  
**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT**

APPLICATION FOR : **WILDLIFE RANCHING PERMIT** (Submit in duplicate)

\_\_\_\_\_  
(Date)

THE CHAIRMAN  
Palawan Council for Sustainable Development  
Sta. Monica Heights, Puerto Princesa City

Sir:

In accordance with R.A. 9147 otherwise known as the Wildlife Resources Conservation and Protection Act, with which I shall familiarize myself and to which strict compliance of same is hereby promised,

1. I \_\_\_\_\_(Name) have the honor to apply for a Wildlife Ranching Permit.
2. I am \_\_\_\_\_ years of age, citizen of \_\_\_\_\_ by birth (If by naturalization, submit papers for verification).

Date of Birth: \_\_\_\_\_ Place: \_\_\_\_\_  
Residence : \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Business Address : \_\_\_\_\_ Tel. No. \_\_\_\_\_

3. My occupation/profession is \_\_\_\_\_.
4. I am single/married and the name of my spouse/wife is \_\_\_\_\_.
5. I am member/not member of a sportsmen and/or game club and/or scientific or conservation society. State name of organizations, if member \_\_\_\_\_  
\_\_\_\_\_
6. I intend to ranch the following species of beetles for commercial purposes simultaneous with conservation breeding in areas identified below:

<u>Kind/Species</u>	<u>Ranching Area</u> (sitio, brgy., municipality)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Attach additional sheet/s, if necessary)

7. Wildlife species to be ranched under this permit shall be done by the following authorized ranchers of respective ranching areas:

<u>Name and Address</u>	<u>Ranching Area</u> (sitio, brgy., municipality)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8. The following are the specific methods that shall be employed in ranching of beetles (describe the method/s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheet if necessary)

9. The following shall be my plan for the protection of beetles' habitat while maintaining their stable population in the wild

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheet, if necessary)

10. Describe the identification and documentation scheme for tradable individuals, including other products made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



11. Describe your appropriate inventories and mechanisms to monitor the wild population:

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(Use additional sheet, if necessary)

12. My sufficient safeguards to ensure that adequate numbers of individuals are returned to the wild if necessary and where appropriate:

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---

---

(Use additional sheet, if necessary)

13. Enumerate alternative products that you will produce in the event that "overpopulation" occurs and describe how you will manage these products:

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---

---

14. I understand that the information stated in this application are true and correct and any omission of facts therein shall cause the disapproval of this application and/or cancellation of the permit that may be issued to me.

15. I understand that the filing of this application conveys no right to take, collect or possess any wildlife until a permit is issued to me by the PCSD.

16. The application fee in the amount of \_\_\_\_\_ made payable to the Palawan Council for Sustainable Development Staff (PCSDS) with Official Receipt No. \_\_\_\_\_ is herewith enclosed. Non-approval or non-issuance of the permit does not entitle me to a refund of the fee.

\_\_\_\_\_  
(Signature of applicant)  
TIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Address)

REPUBLIC OF THE PHILIPPINES )  
PROVINCE OF \_\_\_\_\_)  
CITY OF \_\_\_\_\_)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of 200\_\_\_\_,  
applicant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued at  
\_\_\_\_\_ on \_\_\_\_\_, 200\_\_.

Attach  
2 x 2 photo

Republic of the Philippines  
**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT**

APPLICATION FOR : **WILDLIFE SPECIAL USE PERMIT** (Submit in duplicate)

\_\_\_\_\_  
(Date)

THE CHAIRMAN  
Palawan Council for Sustainable Development  
Sta. Monica Heights, Puerto Princesa City

Sir:

In accordance with R.A. 9147 otherwise known as the Wildlife Resources Conservation and Protection Act, with which I shall familiarize myself and to which strict compliance of same is hereby promised,

1. I \_\_\_\_\_ (Name) have the honor to apply for a Wildlife Special Use Permit.
2. I am \_\_\_\_\_ years of age, citizen of \_\_\_\_\_ by birth (If by naturalization, submit papers for verification).

Date of birth: \_\_\_\_\_ Place: \_\_\_\_\_  
Residence : \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Business Address : \_\_\_\_\_ Tel. No. \_\_\_\_\_

3. My occupation/profession is \_\_\_\_\_.
4. I am single/married and the name of my spouse/wife is \_\_\_\_\_.
5. I am member/not member of a sportsmen and/or game club and/or scientific or conservation society. State name of organizations, if member \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. I intend to collect the following species of beetles for direct trade/commercial purposes in Sitio \_\_\_\_\_; Brgy. \_\_\_\_\_; Municipality of \_\_\_\_\_ (state if declared as ancestral domain):

<u>Kind/Species</u>	<u>Number</u>
_____	_____
_____	_____
_____	_____

(Attach additional sheet/s, if necessary)

7. I will collect these species from the following host trees:

<u>Name of Host Tree</u>	<u>No. (qty.) of Host Tree</u>	<u>No. of Beetle Collected</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach additional sheet if necessary)

8. In order to ensure that habitats of beetles are protected and enhanced despite my collection, I shall use only traditional/indigenous knowledge such as

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and; I commit to plant trees in open areas, especially those used for kaingin farming.

9. I understand that the information stated in this application are true and correct and any omission of facts therein shall cause the disapproval of this application and/or cancellation of the permit that may be issued to me.

10. I understand that the filing of this application conveys no right to take, collect or possess any wildlife until a permit is issued to me by the PCSD.

11. The application fee in the amount of \_\_\_\_\_ made payable to the Palawan Council for Sustainable Development Staff (PCSDS) with Official Receipt No. \_\_\_\_\_ is herewith enclosed. Non-approval or non-issuance of the permit does not entitle me to a refund of the fee.

\_\_\_\_\_  
(Signature of applicant)  
TIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Address)

REPUBLIC OF THE PHILIPPINES )  
PROVINCE OF \_\_\_\_\_ )  
CITY OF \_\_\_\_\_ )

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of 200\_\_\_\_, applicant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 200\_\_.

Attach  
2 x 2 photo

Office of the President  
**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT**  
PCSD Building, Sports Complex Road  
Sta. Monica Heights, Puerto Princesa City, Palawan

APPLICATION FOR: **PERMIT FOR OTHER USES OF WILDLIFE** (Submit in duplicate)

A. COMMERCIAL

\_\_\_\_\_ EXHIBITION/SHOWS

\_\_\_\_\_ Animal \_\_\_\_\_ Plant

\_\_\_\_\_ EDUCATIONAL/DOCUMENTATION

\_\_\_\_\_ Animal \_\_\_\_\_ Plant

B. RESEARCH

\_\_\_\_\_ Animal \_\_\_\_\_ Plant

\_\_\_\_\_  
(Date)

**THE CHAIRMAN**

Palawan Council for Sustainable Development

\_\_\_\_\_  
\_\_\_\_\_

Sir:

In accordance with R.A. 9147 otherwise known as the Wildlife Resources Conservation and Protection Act and other pertinent wildlife rules and regulations with which I shall familiarize myself and to which strict compliance of same is hereby promised,

1. I, \_\_\_\_\_ (Name), have the honor to apply for the above permit.

2. I am \_\_\_\_\_ years of age, citizen of \_\_\_\_\_, by birth.  
(If by naturalization, submit papers for verification)

Date of birth: \_\_\_\_\_ Place: \_\_\_\_\_

Residence: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Business Address: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

3. My occupation/profession \_\_\_\_\_.

4. I am single/married and the name of my spouse/wife is \_\_\_\_\_.

5. I am a member/not a member of a sportsmen and/or game club and/or scientific or conservation society. State name/s of organization/s, if a member: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

6. I intend to use the following wildlife for exhibition/education/research:

Kind/Species	No.	Kind/Species	No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Wildlife species to be used/collected under this permit shall be taken by:

\_\_\_\_\_

(Indicate collection techniques to be used)

8. I understand that the information stated in this application are true and correct and any omission of facts herein shall cause the disapproval of this application and/or cancellation of the permit that may be issued to me.

9. I understand that the filing of this application conveys no right to take, collect or possess any wildlife until a permit is issued to me by the PCSD.

10. The application fee of PhP\_\_\_\_\_ in \_\_\_\_\_ made payable to the PCSDS with Official Receipt No. \_\_\_\_\_ is herewith enclosed. Non-approval or non-issuance of the permit does not entitle me to a refund of the fee.

\_\_\_\_\_  
(Signature of applicant)  
TIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Address)

REPUBLIC OF THE PHILIPPINES )  
PROVINCE OF PALAWAN )  
CITY OF PUERTO )

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.  
Applicant exhibited to me his/her Community Tax No. \_\_\_\_\_ issued at \_\_\_\_\_, on \_\_\_\_\_.

Notary Public

Office of the President  
**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT**  
PCSD Building, Sports Complex Road  
Sta. Monica Heights, Puerto Princesa City, Palawan

\_\_\_\_\_  
Date

APPLICATION FOR INSPECTION OF WILDLIFE  
OR WILDLIFE PRODUCTS FOR LOCAL TRANSPORT PERMIT

ROMEO B. DORADO  
OIC-Executive Director  
Palawan Council for Sustainable Development Staff

Sir:

I would like to request for the inspection and certification of the following species/  
commodities/items intended for transport for purposes of \_\_\_\_\_,  
which are produced/gathered from \_\_\_\_\_.

<b>SPECIES</b>	<b>QTY.</b>	<b>SPECIES</b>	<b>QTY.</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The above species/commodities will be transported by \_\_\_\_\_ of  
\_\_\_\_\_ to \_\_\_\_\_ of \_\_\_\_\_  
Via \_\_\_\_\_ on \_\_\_\_\_.

TIN: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
(Address)

# **RESEARCH ACCREDITATION FORMS**



**PRIOR INFORMED CONSENT CERTIFICATE**

This is to certify that the undersigned has reviewed the project proposal  
(TITLE)

\_\_\_\_\_ and  
understood the implications of the proposed project activity on the study area(s) and its  
vicinities. Further, I certify that I have consulted my respective constituents/members and  
that they interpose no objections whatsoever to the project activity.

**This PIC Certificate is issued to support the application of**

(Name of Proponent)  
\_\_\_\_\_ and  
for utilization of resources to be undertaken in \_\_\_\_\_ (area)  
Done this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at  
\_\_\_\_\_.

\_\_\_\_\_  
(Either: PAMB Chairperson/Land Owner)

=====

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ at  
\_\_\_\_\_.

Affiant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_  
issued on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Administering Officer

**PROPOSAL INFORMATION SHEET**

1. Project title  
\_\_\_\_\_

2. Project objectives  
2.1 \_\_\_\_\_  
2.2 \_\_\_\_\_  
2.3 \_\_\_\_\_

3. Places of collection  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected timetable of implementation  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Bioresources and quantity (if possible indicate live or dead specimen, specify if by-products or derivatives)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Methodology (use separate sheet if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Collection methods/procedures (recorded, photographed, video, collected, observed, etc.) and format (notes, specimens, photographs, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Anticipated intermediate and final destination of bioresources, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. How bioresources obtained be used initially (i.e. national collection) subsequently (e.g. drug exploitation, field guide preparation, etc.)  
\_\_\_\_\_

- 
- 
9. Description of funding support with budget (use separate sheet if necessary)  

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  10. Analysis of foreseen impact on biological diversity  

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  11. Detailed description of immediate compensation anticipated  

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  12. Detailed description of long-term compensation anticipated  

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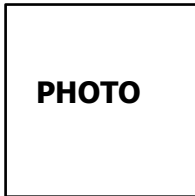
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  13. List of in-country entities likely to receive compensation enumerated in #11 and reasons (logical and legal, and if applicable)  

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APPLICATION FOR SEP CLEARANCE



1.a N a m e

Form with fields for Last Name, First Name, Middle Name, Nationality, Degree (Sought/Completed), Nature of Employment (Government/Private), Present Position / Official Designation, and School/Institution/Agency.

1.b Company/Organization/Institution/Agency

Form with fields for Name of Company/Institution/Organization/Agency, Address, Head, and Tel.No. / Fax No.

2. Species/Specimen, Kind and Number/Quantity to be Collected (e.g. mammals, birds, flowering plants, signs, by products, derivatives, etc.).

3. Purpose of Collection

4. Places of Collection

5. List of related works in the proposed activity (foreign and local counterpart). Indicate role in project implementation (attach resume).

6. List of Foreign contact person assisting you in the field and institutional affiliations. (if applicable)

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7. List of cooperating Filipino counterparts and their institutional affiliations. (if applicable)

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I certify that the statements made herein are correct and true and abide by the decision of the PCSD on this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SUBSCRIBED AND SWORN BEFORE ME** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines, personally appeared with Residence Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ known to me to be the same person who executed the foregoing instrument and acknowledged to me that the same is his/her voluntary act and deed.

NOTARY PUBLIC

# **OTHER SERVICES FORMS**

**SEP CLEARANCE FEES**  
(Revised based on PCSD Res. 08-351)

**ASSESSMENT FORM**

Proponent: \_\_\_\_\_  
\_\_\_\_\_

Type of Project: \_\_\_\_\_  
\_\_\_\_\_

	Prescribed Fees	Applied Fees
1. Application Fee	P 200.00	P _____
2. Evaluation Fee		
a. Project requiring IEE	P 1,000.00	P _____
b. Small Scale Mining		
b.1 Metallic	P10,000.00	P _____
b.2 Non-metallic	P 5,000.00	P _____
c. Transporting Trading & catching of live fish	P 500.00	P _____
d. Research Studies	P 500.00	P _____
e. Exploration	P25,000.00	P _____
f. Projects requiring EIS	P50,000.00	P _____
3. Inspection/Validation Fee		
a. Project requiring IEE	P 5,000.00	P _____
b. Small Scale Mining		
b.1 Metallic	P20,000.00	P _____
b.2 Non-metallic	P 5,000.00	P _____
c. Transporting & Trading of live fish	P 3,000.00	P _____
Caging of live fish	P 2,000.00	P _____
d. Research Studies	P 500.00	P _____
e. Exploration	P25,000.00	P _____
f. Projects requiring EIS	P50,000.00	P _____
4. SEP Clearance/ Accreditation	P 300.00	P _____
<b>TOTAL</b>		P _____