








SECSIME CHARTER NO. RO-05. APPLICATION FOR PROTECTED AREA MANAGEMENT BOARD (PAMB) CLEARANCE



Description: This PAMB Clearance is made upon request of the proponents of Projects with in Protected Areas. The purpose for the request for PAMB Clearance is to confirm if the project will proceed or cancelled.

Office or Division:	Protected Area Management and Biodiversity Conservation Section, Conservation and Development Division, DENR-CAR Regional Office			
Classification:	Simple to Complex			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	External: Proponents of Projects within the Protected Area			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Project proposal/Feasibility Study (1 original)		Requesting Party		
2. Request letter for PAMB Clearance (1 original)		Requesting Party		
Additional if from the Government Sector				
3. Official Letter Request (1 original)		Requesting Party		
Additional if Requesting Party is a representative				
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submission of project proposal/feasibility study and letter request for PAMB clearance by the proponent to DENR Receiving Clerk	1. Receive, and check the completeness of submitted requirements, stamp the date and time on documents and refers to RED for evaluation	None	5 mins.	 Mariza A. Basali Receiving Clerk Cartographer I






1.1 None	1.1 Evaluates and refers to ARD-TS for evaluation and appropriate action	None	2 hrs.	 Engr. Ralph C. Pablo Regional Executive Director Regional Office
1.2 None	1.2 Records and forwards all documents to ARD-TS	None	5 mins.	 Mariza A. Basali Receiving Clerk Office of the Regional Executive Director
1.3 None	1.3 Receives and records the document. Refers the documents to ARD-TS for evaluation	None	5 mins.	 Alma I. Pis-oy Receiving Clerk (CDD) Administrative Aide VI
1.4 None	1.4 Evaluates and refers to CDD for evaluation and appropriate action	None	2 hrs.	 For. Augusto D. Lagon







				Assistant Regional Executive Director for Technical Services
1.5 None	1.5 Forwards the request to CDD	None	2 min.	 Alma I. Pis-oy Receiving Clerk (ARD TS) Administrative Aide VI
1.6 None	1.6 Receives, records, and forwards the document to the CDD Chief	None	5 min.	 Lea F. Racacho Receiving/Releasing Clerk (CDD)







1.7 None	1.7 Evaluates the document and forwards to PAMBCS for necessary action	None	2 hrs.	 Julius K. Cawilan Chief, Conservation and Development Division (CDD)
1.8 None	1.8 Reviews document and instructs PAMBCS staff to prepare memo for RED's approval	None	2 hrs.	 Linda Claire I. Pawid Section Chief, Protected Area Management and Biodiversity Conservation Section (PAMBCS), CDD
1.9 None	1.9 Receives and records the memo and attached document (Letter request, Project Proposal/ Feasibility Study)	None	5 min.	 Lea F. Racacho Receiving/Releasing Clerk (CDD)







1.10 None	1.10 Reviews and put his initial on the memo	None	15 min.	 Julius K. Cawilan Chief, Conservation and Development Division (CDD)
1.11 None	1.11 Forwards the memo and attached documents to ARD-TS	None	2 min.	 Lea F. Racacho Receiving/Releasing Clerk (CDD)
1.12 None	1.12 Receives and records the document	None	5 min.	 Alma I. Pis-oy Receiving Clerk (ARD TS) Administrative Aide VI
1.13 None	1.13 Reviews the memo and attached documents (Letter request, Project Proposal/ Feasibility Study) and endorse to RED's office for his approval	None	15 min.	 For. Augusto D. Lagon Assistant Regional Executive Director for Technical Services







1.14 None	1.14 Forwards the memo and attached documents to RED's office	None	2 min.	 Alma I. Pis-oy Receiving Clerk (ARD TS) Administrative Aide VI
1.15 None	1.15 Receives, records and forwards to RED for his approval	None	5 min.	 Mariza A. Basali Receiving Clerk Cartographer I
1.16 None	1.16 Evaluates attached documents and signs memo (Letter request, Project Proposal/ Feasibility Study)	None	2 hrs.	<i>Regional Executive Director (RED)</i> 
1.17 None	1.17 Forwards the signed memo and attached documents (Letter request, Project Proposal/ Feasibility Study) to PENRO	None	5 mins.	 Mariza A. Basali Receiving Clerk Cartographer I






Endorsed to PENRO...				
1.18 None	1.23 Receive, and check the completeness of submitted PAMB Minutes and PAMB Resolutions, stamp the date and time on documents and refers to RED for evaluation	None	5 mins.	 Mariza A. Basali Receiving Clerk Cartographer I
1.24 None	1.24 Evaluates and refers to ARD-TS for evaluation and appropriate action	None	2 hrs.	 Engr. Ralph C. Pablo Regional Executive Director Regional Office
1.25 None	1.25 Records and forward all documents to ARD-TS	None	5 mins.	 Mariza A. Basali Receiving Clerk Cartographer I
1.26 None	1.26 Receives and records the document. Refers to the document to ARD-TS for evaluation	None	5 mins.	 Alma I. Pis-oy Receiving Clerk (ARD TS)







				Administrative Aide VI
1.27 None	1.27 Evaluates and refers to CDD for evaluation and appropriate action	None	2 hrs.	 For. Augusto D. Lagon Assistant Regional Executive Director for Technical Services
1.28 None	1.28 Forwards the documents (PAMB Minutes of Meeting and PAMB Resolutions) to CDD	None	2 mins.	 Alma I. Pis-oy Receiving Clerk (ARD TS) Administrative Aide VI
1.29 None	1.29 Receives, records, and forwards the documents to the CDD Chief	None	5 mins.	 Lea F. Racacho Receiving/Releasing Clerk (CDD)
1.30 None	1.30 Evaluates the documents and forwards to PAMBCS for necessary action	None	2 hrs.	







				Julius K. Cawilan Chief, Conservation and Development Division (CDD)
1.31 None	1.31 Reviews document and instructs PAMBCS staff to prepare memo for RED's approval	None	2 hrs.	 Linda Claire I. Pawid Section Chief, Protected Area Management and Biodiversity Conservation Section (PAMBCS), CDD
1.32 None	1.32 Receives, records, and forwards the document to the CDD Chief	None	5 mins.	 Lea F. Racacho Receiving/Releasing Clerk (CDD)
1.33 None	1.33 Reviews and put his initial on the memo	None	5 mins.	 Julius K. Cawilan Chief, Conservation and Development Division (CDD)







1.34 None	1.34 Forwards the memo and attached documents to ARD-TS	None	2 mins.	 Lea F. Racacho Receiving/Releasing Clerk (CDD)
1.35 None	1.35 Receives and records the document	None	5 mins.	 Alma I. Pis-oy Receiving Clerk (ARD TS) Administrative Aide VI
1.36 None	1.36 Reviews the memo and attached document (PAMB Minutes of Meeting and PAMB Resolutions) and endorse to RED's office for his approval	None	15 mins.	 For. Augusto D. Lagon Assistant Regional Executive Director for Technical Services
1.37 None	1.37 Forwards the memo and attached document to RED's office	None	2 mins.	 Alma I. Pis-oy Receiving Clerk (ARD TS) Administrative Aide VI




1.38 None	1.38 Receives, records and forwards to the Office of the RED for his approval	None	5 mins.	 Mariza A. Basali Receiving Clerk Cartographer I
1.39 None	1.39 Evaluates attached documents (PAMB Minutes of Meeting and PAMB Resolutions) and signs memo	None	2 hrs.	 Engr. Ralph C. Pablo Regional Executive Director Regional Office
1.40 None	1.40 Forwards the signed documents (PAMB Minutes of Meeting and PAMB Resolutions) to ARD- TS	None	5 mins.	 Mariza A. Basali Receiving Clerk Cartographer I
1.41 None	1.41 Receives and records the documents	None	5 min.	 Alma I. Pis-oy Receiving Clerk (ARD TS) Administrative Aide VI



1.42 None	1.42 Evaluates and refers to CDD for evaluation and appropriate action	None	5 min.	 For. Augusto D. Lagon Assistant Regional Executive Director for Technical Services
1.43 None	1.43 Forwards the document to CDD	None	2 min.	 Alma I. Pis-oy Receiving Clerk (ARD TS) Administrative Aide VI
1.44 None	1.44 Receives, records, and forwards the document to the CDD Chief	None	5 min.	 Lea F. Racacho Receiving/Releasing Clerk (CDD)
1.45 None	1.45 Evaluates the document and forwards to PAMBCS for necessary action	None	2 hrs.	



				<p>Julius K. Cawilan <i>Chief, Conservation and Development Division (CDD)</i></p>
1.46 None	1.46 Reviews document and instructs PAMBCS staff to forward the signed PAMB Minutes of Meeting and PAMB Resolutions to PASu	None	2 hrs.	 <p>Linda Claire I. Pawid <i>Section Chief,</i> Protected Area Management and Biodiversity Conservation Section (PAMBCS), CDD</p>
2. Receives notice from the PASu	2. Contacts the proponent for the copy of the signed PAMB Resolution	None	5 min.	Concerned PASu
TOTAL:		None	<i>9 days, 2hrs & 50 mins</i>	