

- ADMIN AND FINANCE DIVISION**
- **Administrative Service**
 - General services (office / building & equipment maintenance)
 - Logistic support (mobility, courier services, etc)
 - Property and supply management
 - Motorpool
 - Performance mgt system, staff recruitment & selection, rewards and incentives, employees' welfare, staff discipline, human resource
 - Service records, human resource information system
 - Training & career development
 - **Finance**
 - Accounting, budgeting and cash receipt/disbursement
 - **Liaison Office**
 - Coordinate/attend meetings with national agencies
 - Follow-up/liaison/research with other agencies
 - Follow-up concerns with DBM

- PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT**
- Governance, policy direction and guidelines in the implementation of SEP
- PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF**
- Office of the Executive Director**
- Directs & supervises the internal day-to-day operation & administration
 - Executes / implements the policies, programs & measures approved by the Council
 - Represents the Council in all dealings with other offices, agencies & government instrumentalities with regard to SEP implementation
 - Facilitates the implementation of special programs and projects (e.g. SEMP – NP, CGPWS, etc)
 - PCSD Secretariat

Annex B

- ECAN MONITORING & EVALUATION DIVISION**
- **Liaison Office**
 - Operationalize EMES / PEENRA / ENRIS
 - Operates the Environmental Laboratory & Library
 - Operates GIS
 - Delineates ECAN zones/develops maps

- ECAN POLICY RESEARCH & PLANNING DIVISION**
- Reviews existing laws, rules and regulations related to environment
 - Undertakes continuing research in support of ECAN
 - Policy studies and additional research as identified by the Council
 - Prepares and submits to the Council measures requiring appropriate legislative action
 - Annual, medium and long term programming to implement SEP
 - Develop ECAN resource management plans & programs

- ECAN ZONES MANAGEMENT DIVISION**
- Operationalize & Institutionalize the ECAN resource mgt plans in terrestrial, coastal/marine & tribal ancestral areas
 - Integrate ECAN resource mgt plan in the local CLUWP
 - Ensure the enforcement of approved ECAN guidelines, PCSD Admin Orders, policies & other laws
 - Implement Community Learning Posts and Quick Response System

- ECAN EDUCATION & EXTENSION DIVISION**
- Implements environmental education & information through non-formal, informal and formal education
 - Development communication
 - Extension services / providing training for communities & partners-stakeholders
 - Operationalize & manage Palawan Sustainable Development Training Institute (PSDTI)
 - Media and public affairs relations
 - Capacity building of ECAN Boards

- DISTRICT MANAGEMENT OFFICES**
- Inter-agency coordination & partnership with LGUs and other stakeholders to implement SEP / ECAN and to ensure that the latter's plans and programs are aligned with SEP / ECAN
 - Monitors, evaluates and coordinates field level programs/projects to implement SEP
 - Partners with LGUs and other stakeholders Provides assistance in resolution of conflict / consultation processes relative to SEP / ECAN implementation
 - Facilitates the development and implementation of local ECAN zones management plans
 - Institutionalizes ECAN Learning Centers
 - Institutionalize local ECAN Boards Development of Calauit Game Preserve and Wildlife Sanctuary as a model for sustainable eco-tourism / protected are management
 - Implementation of special laws and projects on the conservation and development of environment & natural resources