



OFFICE OF THE PRESIDENT
**PALAWAN COUNCIL FOR
SUSTAINABLE DEVELOPMENT**

PCSD STAFF CITIZEN'S CHARTER

A Guidebook of Government Service



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PCSDS CITIZEN'S CHARTER: A Guidebook on Government Services

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ACRONYMS AND ABBREVIATIONS

The following are abbreviations and acronyms commonly used throughout this charter:

ATO	Air Transportation Office
BFAR	Bureau of Fisheries and Aquatic Resources
BFARMC	Barangay Fisheries and Aquatic Resources Management Council
BIR	Bureau of Internal Revenue
BRP	Beetle Ranching Permit
BSP	Bangko Sentral ng Pilipinas
CBFMA	Community-Based Forest Management Agreement
CCT	Citizen's Charter Team
CDA	Cooperative Development Authority
CDT	Cyanide Detection Test
CENRO	Community Environment and Natural Resources Office
CLP/QRS	Community Listening Posts and Quick Response System
CLWUP	Comprehensive Land and Water Use Plan
CRA	Coastal Resource Assessment
CRM	Coastal Resource Monitoring
CSC	Civil Service Commission
CTC	Community Tax Certificate
DA	Department of Agriculture
DAO	Department Administrative Order
DCS	Debit Card System
DENR	Department of Environment and Natural Resources
DMO	District Management Office
DTI	Department of Trade and Industry
ECAN	Environmentally Critical Areas Network
ED	Executive Director
EEED	ECAN Education and Extension Division
EIS	Environmental Impact Statement
EMED	ECAN Monitoring and Evaluation Division
EMES	Environmental Monitoring and Evaluation System
ENRIS	Environment and Natural Resources Information System
EPD	ECAN Planning Division
EPRD	ECAN Policy and Research Division
EZC	ECAN Zoning Certification or Area Clearance
EZMED	ECAN Zones Management and Enforcement Division
FAD	Finance and Admin Division
FPIC	Free and Prior Informed Consent
GIS	Geographic Information System
GOCC	Government Owned and Controlled Corporations
GP	Gratuitous Permit
GPS	Global Positioning System
ID	Identity Document
IEE	Initial Environmental Examination
IFMA	Integrated Forest Management Agreement
IP	Indigenous Peoples
IRR	Implementing Rules and Regulations
LGU	Local Government Unit
LRFFI	Live Reef Fish for Food Industry

LTP	Local Transport Permit
MARINA	Maritime Industry Authority
MMT	Multi-partite Monitoring Team
MOA	Memorandum of Agreement
MPDC	Municipal Planning and Development Coordinator
NCIP	National Commission on Indigenous Peoples
NGA	National Government Agency
NGO	Non-government Organization
NIPAS	National Integrated Protected Areas System
OCT	Original Certificate of Title
OIC	Officer In-Charge
PAB	PCSD Adjudication Board
PAMB	Protected Area Management Board
PAO	Protected Area Office
PCA	Philippine Coconut Authority
PCSD	Palawan Center for Sustainable Development Building
PCSD	Palawan Council for Sustainable Development or Council
PCSDS	Palawan Council for Sustainable Development Staff
PD	Presidential Decree
PDO	Project Development Officer
PEENRA	Philippine Economic-Environmental and Natural Resources Accounting
PENRO	Provincial Environment and Natural Resources Office
PhP	Philippine Peso
PIC	Prior Informed Consent
PLTP	Private Land Timber Permit
PNP	Philippine National Police
PSDTI	Palawan Sustainable Development Training Institute
RA	Republic Act
SEC	Securities and Exchange Commission
SEP	Strategic Environmental Plan
SIFMA	Socialized Industrial Forest Management Agreement
SMS	Short Message Service
SPLTP	Special Private Land Timber Permit
TCT	Transfer Certificate of Title
TIN	Taxpayer's Identification Number
TWG	Technical Working Group
UTM	Universal Transverse Mercator
WCP	Wildlife Collector's Permit
WFP	Wildlife Farm Permit
WSUP	Wildlife Special Use Permit

PCSDS CITIZEN'S CHARTER

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, which is a graded system of control, management and utilization of the province's natural resources, 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 provide the public greater awareness on the various services extended to clients, the requirements to avail of the services, standards and procedures of performance and, likewise, to guide the Staff to become more responsive to its commitment to public service in a systematic and 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.

In her recent speech at Malacanang, Pres. Gloria Macapagal Arroyo said "*To be world class for global competitiveness, we invest in reducing red tape in all agencies to cut business costs*". This brings to fold RA 9485 known as the "Anti Red-Tape Act of 2007" and she urged all government instrumentalities to implement this Law. While PCSDS is not a major frontline government service agency, we 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 reduced bureaucratic red tape, zero graft & 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. 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.

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!"



ROMEO B. DORADO
OIC-Executive Director

II. VISION - MISSION STATEMENT

A. Vision

To be united, committed and competent partner in development through holistic integration of environmental protection with relevant land use planning and rational use of Palawan's natural resources with the Strategic Environmental Plan (SEP) Framework in order to improve the quality of life in Palawan.

SEP aims to:

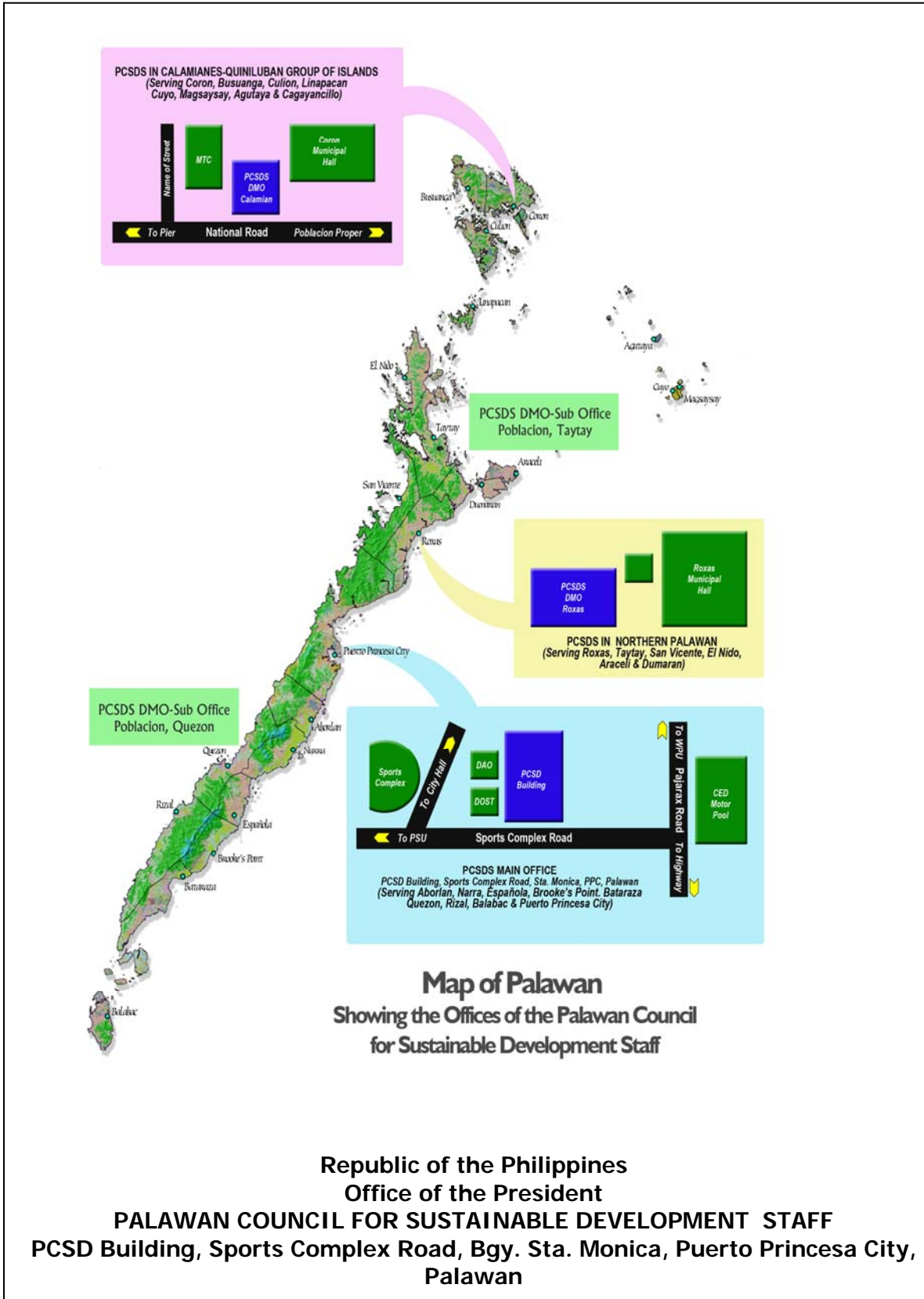
1. Establish an Environmentally Critical Areas Network for ensuring protection of vulnerable areas;
2. Implement positive development planning by the intensified use of Environmental Impact Assessment and provisions for control of developmental activities;
3. Intensify lowland and low hills agricultural development;
4. Foster proper use and care of common resources by local communities;
5. Rehabilitate degraded catchments and restore overused and badly damaged lands.

B. Mission

To be the professional executing agency for the PCSD in pursuance of Republic Act 7611, the SEP, which aims to promote development, conservation, management, protection and utilization of the natural resources of Palawan for the present and future generations.

III. PCSDS CITIZEN'S CHARTER

A. The 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.

The secure of Area Clearance applies to all projects and undertakings covered by the SEP Clearance System. This is considered as the initial step before SEP Clearance application can be processed. Securing Area Clearance is undertaken to ascertain whether the project is located in the allowable ECAN Zone as defined under the SEP Law. The Area Clearance is an ECAN Zoning Certification issued by the PCSD Staff stating that the project falls within the ECAN allowable zones.

b. Requirements

The following are the requirements for securing Area Clearance:

- Duly accomplished ECAN Zoning Certification Form by the proponent
- Project Location Map of 1:50,000 scale with corresponding technical descriptions

c. Location

Proponents may secure Area Clearance Forms or ask assistance from the following District Management Offices:

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

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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Assist proponents accomplish ECAN Zoning Certification (EZC) Form	30 minutes	DMO/Project Development Assistant/Project Development Officer
2. Receipt of accomplished EZC Form together with the 1:50,000 Project Location Map	15 minutes	DMO/Project Development Assistant/Project Development Officer
3. Review of submitted documents for completeness	30 minutes	DMO Technical Staff
4. Review and processing at GIS Unit	1 hour	GIS Technical Staff
5. Approval/issuance of ECAN Zoning Certification (upon payment of required fees)	30 minutes	ECAN Monitoring and Evaluation Division Head/ District Manager
6. Receipt of payment of application and corresponding fees and issuance of Official Receipt	5 minutes	Nicasio M. Villena, FAD
7. Recording & releasing of SEP Area Clearance/ECAN Zoning Certification issued	15 minutes	DMO

2. Securing SEP Clearance (For New Projects)

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.

The SEP Clearance refers to the document issued by PCSD 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 (for all projects)

- ECAN Zoning Certification from PCSDS stating that the project falls within the ECAN allowable zones and that the proponent may proceed with SEP Clearance Application
- Location Map/Project site plotted on a 1:50,000 scale map with technical descriptions
- Resolution of Endorsement from concerned LGUs (Sangguniang Barangay, Sangguniang Bayan, Sangguniang Panlungsod, Sangguniang Panlalawigan and other stakeholders)

Specific Requirements (depending on project category/classification)

- EIS
- IEE
- Zoning Clearance from Municipality/City Zoning Office
- Proof of land ownership, land claim or land occupancy
 - Land Title/Tax Declaration/Stewardship Contract or other instruments
 - Certification/evaluation from CENRO/PENRO
- Free and Prior Informed Consent (FPIC) of IPs in case the area falls within a certified ancestral land

c. Location

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

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

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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Receipt of Area Clearance/ECAN Zoning Certification issued by PCSD Staff together with the required documents	15 minutes	DMO/Project Development Assistant
2. Filing & review of documents in terms of data sufficiency and accuracy	0.5 hour	PCSDS/DMO Technical Staff
3. Evaluation of substantive content of submitted documents (only applications with complete requirements submitted shall be evaluated)	1 week (critical project) 2 days (non-critical project)	PCSDS/DMO Technical Staff
4. Inform proponent of lacking document(s) that must be submitted (if requirements submitted are incomplete)	1 day	PCSDS/DMO Technical Staff
5. Field evaluation & inspection/validation as to technical aspects, social acceptability, area or biological aspects for critical and non-critical project	2 wks (critical project) 2 days (non-critical project)	PCSDS TWG/DMO
6. Preparation of project report/brief	2 wks (critical project) 2 days (non-critical project)	DMO/TWG
7. Preparation of recommendations/ Terms and Conditions	2 hours	DMO/TWG
8. Submission/transmittal	0.5 hour	DMO

to Secretariat of final project evaluation report for inclusion in PCSD meeting agenda - DMO North - DMO Calamian	2 days 1 week	DMO DMO
9. Inclusion in the PCSD meeting agenda	1 hour	Maila Victoria G. Villaos
10. Notification of proponent(s) to attend Council meeting	30 minutes	DMO
11. Attendance of Staff in Council meeting to provide assistance to PCSD/proponents	0.5 days	PCSDS Technical Staff/DMO
12. Presentation of application, including evaluation report and deliberation/decision by the Council	1 hour	PCSD
13. Inform the proponent of the action taken by the Council (whether denied or approved)	30 minutes	Maila G. Villaos & Daryl C. Licerio, Secretariat/DMO Staff
14. Preparation of SEP Clearance (if the project is approved by the Council)	1 day	Daryl C. Licerio, Secretariat
15. Review of the draft SEP clearance	15 minutes	Adelina Benavente-Villena
16. Preparation of final clearance	5 minutes	Daryl C. Licerio
17. Counter-signing of the SEP clearance	5 minutes	Adelina Benavente-Villena
	1 minute	Dir. Romeo B. Dorado
18. Transmittal of SEP Clearance to the office of the Chair	0.5 day	Maila G. Villaos

19. Signing of the SEP Clearance		PCSD Chairman
20. Payment of clearance fees, if applicable	5 minutes	Nicasio M. Villena, FAD
21. Recording & releasing of SEP Clearance/Permit upon payment of the required fees	15 minutes	Maila Victoria G. Villaos & Daryl C. Licerio, Secretariat

3. Securing SEP Clearance (For Project Renewal)

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 before the issuance of said permits by concerned agencies. The same requirements and procedures shall apply when applying for SEP Clearance. However, compliance with the Terms and Conditions of previously issued SEP Clearance will be ascertained during field inspection/validation.

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

These 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, chainsaw units should be registered, to include 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. 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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Filing/recording of application and requirements - DMO North - DMO Calamian	10 minutes	Receiving/Marilou C. Kuddana
2. Initial review/routing to appropriate division /unit	10 minutes	OED / Director II
3. Referral to concerned DMO - DMO South-Central - DMO North - DMO Calamianes	 1 hour 2 days 1 week	DMO Staff
4. Evaluation of application If not qualified prepare letter of denial	15 minutes 15 minutes	DMO staff/ PAB DMO Staff
5. Certification of no pending case before the PAB	20 minutes	Records Officer

6. Conduct of field evaluation	1 day	DMO Staff
7. Payment of registration fee	5 minutes	Nicasio M. Villena, FAD
8. Evaluation of application and documents/requirements submitted	1 hour	DMO Staff
9. Preparation of evaluation report	1 hour	DMO Staff
10. Transmittal of report to the secretariat - DMO South-Central - DMO North - DMO Calamianes	10 minutes 1 day 1 week	DMO Staff
11. Preparation of Certificate of Registration	10 minutes	Daryl C. Licerio, PCSDS Secretariat
12. Approval of the application (signature)	3 days	Romeo B. Dorado, ED
13. Attachment of metal seal	5 minutes	DMO Staff
14. Release of Certificate of Registration	5 minutes	DMO Staff

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. Duly accomplished application form with the attached requirements;
2. Original copy of the latest Certificate of Chainsaw Registration;
3. Certification as to no conviction of a criminal and/or administrative case for violation of the Chainsaw Act and its Implementing Rules and Regulations;
4. 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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Filing/recording of application and requirements	10 minutes	Receiving/DMO Staff
2. Payment of registration fee	5 minutes	Nicasio M. Villena, FAD
3. Evaluation of application and documents/requirements submitted	5 minutes	DMO Staff
4. Field Evaluation	1 day	DMO Staff
5. Preparation of evaluation report	30 minutes	DMO Staff
6. Re-evaluation of report	10 minutes	Adelina B. Villena, Legal Services
7. If qualified: Preparation of Certificate of Registration to be signed by the Executive Director If not qualified: Issuance of letter of denial	5 minutes	Daryl C. Licerio, PCSDS Secretariat
8. Attachment of metal seal	1 minute	DMO Staff
9. Issuance of Certificate of Registration	1 minute	DMO Staff

3. Securing Transport/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 Use Permit is being issued for units that would be transported and/or used outside the area for which it was registered.

b. Requirements

1. Duly accomplished application form;
2. Certificate of Registration;
3. Certified copy of tenurial instrument or Permit to Cut issued by concerned agencies, Original Certificate of Title or Transfer Certificate of Title or other title/document of ownership of real property in applicant's name;
4. Permit 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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Filing/recording of application and requirements	5 minutes	Receiving/DMO Staff
2. Payment of permit fee	5 minutes	Nicasio M. Villena, FAD
3. Evaluation of application and documents/requirements submitted	5 minutes	DMO Staff
4. Field evaluation for permit to transport and use	1 day	DMO Staff
5. Preparation of evaluation report	15 minutes	DMO Staff
6. If qualified: <ul style="list-style-type: none">▪ Preparation of Permit to Transport by the DMO concerned▪ Preparation of Permit to Transport and Use If not qualified: Issuance of letter of denial	10 minutes	Daryl C. Licerio, PCSDS Secretariat/Concerned DMO
7. Issuance of Permit to Transport or Transport and Use	15 minutes	DMO Staff

4. Securing Permit to Purchase

a. About the Service

Upon 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

1. Duly accomplished application form together with the following details:
 - a. Number of chainsaws to be purchased/imported with the specifications;
 - b. Purpose for purchasing/importing;
 - c. Name and address of the seller/supplier;
 - d. Expected time of arrival at port of entry and/or release from the Bureau of Customs, if imported;
 - e. Import Entry Declaration from the Bangko Sentral ng Pilipinas (BSP).
2. Business name registration of applicant from DTI, LGU Business Permit, SEC registration or CDA registration;
3. If applicant is an individual, affidavit that he will use the chainsaw for legal purposes only;
4. Certified copy of Tenorial Instrument or Permit to Cut issued by concerned agencies, Original Certificate of Title or Transfer Certificate of Title or other title/document of ownership of real property in applicant's name;
5. Copy of purchase orders, if imported;
6. Permit 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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Filing/recording of application and requirements	3 minutes	Receiving/DMO Staff
2. Payment of permit fee	5 minutes	Nicasio M. Villena, FAD

3. Evaluation of application and documents/ requirements submitted	5 minutes	DMO Staff
4. Field evaluation, if applicable	1 day	DMO Staff
5. Preparation of evaluation report	5 minutes	DMO Staff
6. Re-evaluation of report	3 minutes	Adelina B. Villena, Legal Services
7. If qualified: Preparation of Permit to Purchase and Permit to Sell for chainsaw outlet/s (stores) If not qualified: Issuance of letter of denial	1 minute	Daryl C. Licerio, PCSDS Secretariat
8. Issuance of Permit to Purchase and Permit to Sell for chainsaw outlet/s (stores)	30 seconds	DMO Staff
9. For individuals intending to own a unit: After purchase, submit application for registration	1 minute	Receiving/DMO Staff
10. Evaluation of application and documents/ requirements submitted	3 minutes	DMO Staff
11. Preparation of evaluation report	5 minutes	DMO Staff
12. Re-evaluation of report	3 minutes	Adelina B. Villena, Legal Services
13. Preparation of Certificate of Registration	1 minute	Daryl C. Licerio, PCSDS Secretariat
14. Issuance of Certificate	1 minute	DMO Staff

of Registration		
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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 together with the number and specifications of the chainsaw(s);
2. Proof of ownership of chainsaws (sales invoice, deed of sale, etc.);
3. Business registration from DTI or in case of individual transactions, this requirement may be dispensed with;
4. Certificate of Registration;
5. Permit 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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Filing/recording of application and requirements	10 minutes	Receiving/DMO Staff
2. Payment of permit fee	5 minutes	Nicasio M. Villena, FAD; Authorized DMO Staff
3. Evaluation of application and documents/requirements submitted	3 minutes	DMO Staff
4. Preparation of evaluation report	5 minutes	DMO Staff
5. Re-evaluation of report	3 minutes	Adelina B. Villena, Legal Services

6. If qualified: Preparation of Permit to Sell If not qualified: Issuance of letter of denial	5 minutes	Daryl C. Licerio, PCSDS Secretariat
7. Issuance of Permit to Sell	1 minute	DMO Staff

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 A. O. 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 A. O. 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 A. O. 5, as amended, and related policies.

c. Accreditation Requirements

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

- **Trader-Local of Live Fish**

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

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

• **Trader-Shipper of Live Fish**

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

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)

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

• **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 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)

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 District Management Offices in the province.

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

STEPS/PROCEDURES	DURATION	IN-CHARGE
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1. Receipt of application letter together with the required documents	15 minutes	Receiving/DMO staff
2. Review of documents submitted	0.5 day	DMO staff
3. Evaluation for the issuance of area clearance (for fish cage only)	0.5 day	EMED/DMO staff
4. Approval and issuance of Area Clearance (upon applicant's payment of required fees)	0.5 day	EMED/DMO staff
5. Evaluation of substantive content of submitted documents (only applications with complete requirements submitted shall be evaluated)	0.5 day	DMO
6. Inform proponent of lacking document(s) that must be submitted (if requirements submitted are incomplete)	0.5 day	DMO staff
7. Field evaluation for the issuance of PCSD Live Reef Fish Accreditation	2 days	DMO staff
8. Preparation of evaluation report including recommendation(s) and submission to Secretariat	2 days	DMO
9. Notification of proponent(s) to attend Council meeting	1 hour	DMO staff
10. Presentation of	1 hour	PCSD

application, including evaluation report and deliberation/decision by the Council		
11. Inform the proponent of the action taken by the Council (whether denied or approved)	1 day	Maila G. Villaos & Daryl C. Licerio, Secretariat
12. Preparation of Accreditation (if the project is approved by the Council)	1 day	Daryl C. Licerio, Secretariat
13. Transmittal of prepared Accreditation to PCSD Chair for signature and receipt of the signed accreditation	2 weeks	Maila G. Villaos & Daryl C. Licerio, Secretariat
14. Receipt of payment of required fees and issuance of Official Receipt	5 minutes	Nicasio M. Villena, FAD
15. Release of Accreditation upon payment of required fees	1 hour	Maila G. Villaos & Daryl C. Licerio, Secretariat
16. Recording of Accreditation issued	1 hour	DMO Staff

2. Securing Live Fish Area Clearance for Live Fish Incidental Cagers/ Fishermen Cagers

a. About the Service

The issuance of Live Reef Fish Area Clearance is a regulatory system for **Live Fish Incidental Cagers/Fishermen-Cagers**. These are municipal fisherfolks as defined under RA 8550 who catch fishery products primarily for the fresh fish market but catch live fish on an occasional basis and operate holding cages or tanks with a total dimension of 2 m x 2 m x 2 m purposely for the acclimatization of fish prior to selling or fattening of fingerlings. The maximum live fish stocks at a time is 100 pcs.

The service covers both new application and renewal for Live Reef Fish Area Clearance.

b. Qualification Requirements

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

1. Legitimate fisherman of the municipality; and
2. No pending case under RA 8550, PCSD A. O. 5, as amended, and related policies.

c. Accreditation Requirements

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

1. Barangay endorsement (through a resolution) based on:
 - (i) BFARMC Clearance
 - (ii) Barangay Clearance
2. ECAN Board endorsement based on:
 - (i) Zoning clearance (to be issued by MPDC)
 - (ii) Fish Cage Permit per Municipal Fishery Code
3. The execution of a Letter of Commitment (Attachment A) to submit to PCSD a monthly report (Attachment B) indicating the following data:
 - (i) Species caged
 - (ii) Sites where live fish were caught or sourced (indicate name of bay, barangay and municipality)
 - (iii) Method of catching
 - (iv) Volume sold per species and date and place of sale
 - (v) Name and address of buyer

The Area Clearance shall be one of the basis for the issuance of Mayor's Permit. Pending the approval of Coastal ECAN Zoning of the municipality concerned, the Zoning Clearance issued by the MPDC shall serve as temporary clearance. The Letter of Commitment shall be written at the back of the Area Clearance.

d. Location

Application letters may be filed with any of the PCSDS District Management Offices in the province.

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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Receipt of application letter together with the required documents	15 minutes	Receiving/ DMO staff
2. Review of documents submitted	0.5 day	DMO staff
3. Evaluation for the issuance of Area Clearance	0.5 day	EMED/DMO staff
4. Approval and issuance of Area Clearance (upon applicant's payment of required fees)	0.5 day	EMED/DMO staff

3. Forms to be Accomplished and Submitted Together with the Application

These are presented in the Attachments under Live Fish Accreditation.

D. Wildlife Permits

1. Securing Wildlife Farm Permit (WFP) (except Beetle Farming)

a. About the Service

Section 17 of RA 9147 or the Wildlife Act including its Implementing Rules and Regulations (Joint DENR-DA-PCSD IRR of RA 9147), provides that the PCSD may issue a Wildlife Farm Permit for Commercial Breeding or Propagation of Wildlife Resources provided that the requirements stated in section 1 (b) herein are complied with. Presently, the evaluation of applications for WFP and preparation of the said permit are being processed at the EPPRD of the PCSDS.

b. Requirements

The following are the requirements for the issuance of WFP either for Small or Large Scale Farming:

Wildlife Farm Permit (WFP) for Small Scale Farming (with capital of PhP 1,500,000.00 and below)

- Duly accomplished application form
- Project Proposal (to include, but not limited to, the biology of target species, breeding technology)
- Copy of Certificate of Registration from appropriate Government agencies such as the SEC, CDA, etc.
- Proof of scientific expertise (list and qualifications of manpower)
- Financial plan showing financial capability to go into breeding
- Proposed facility design
- In case of indigenous threatened species, letter of commitment to simultaneously undertake conservation breeding and propose measures on rehabilitation and/or protection of habitat, where appropriate
- Resolution of endorsement from the Sangguniang Panlalawigan, concerned Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Barangay, recognized head of the indigenous people in accordance with RA 8371 and Protected Area Management Board (PAMB), if applicable
- Payment of fees

Wildlife Farm Permit for Medium to Large Scale Farming (with capital of more than PhP 1,500,000.00)

- Duly accomplished application form
- Project Proposal (to include, but not limited to, the biology of target species, breeding technology)
- Management and breeding plan
- Proof of scientific expertise (list and qualifications of manpower)
- Photo of the existing facility
- In case of indigenous threatened species, letter of commitment to simultaneously undertake conservation breeding and propose measures on rehabilitation and/or protection of habitat, where appropriate
- Certified Copy of Land Title or Lease Contract for the facility
- Financial plan showing financial capability to go into breeding
- Photocopy of Articles of Incorporation, in case of corporation
- Resolution of endorsement from the Sangguniang Panlalawigan, concerned Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Barangay, recognized head of the indigenous people in accordance with RA 8371 and Protected Area Management Board, if applicable
- Copy of BIR registration as exporter, if applicant will engage in export
- Payment of fees

c. Steps to Follow to Avail of Service (refer to matrix form under section 8d)

2. Securing Wildlife Collector's Permit (WCP)

a. About the Service

WCP authorizes an individual or entity to collect from the wild specimen of wildlife species for commercial purposes. This permit may be issued simultaneous with WFP upon submission of the requirements stated in section 2 (b) below. Presently, the evaluation of application for WCP and preparation of the said permit are being processed at the EPPRD of the PCSDS.

b. Requirements

The following are the requirements for the issuance of WCP:

- Project Proposal
- Duly accomplished application form
- List of species to be collected indicating the quantity for each and methods of collection to be used
- Resolution of endorsement from the Sangguniang Panlalawigan, concerned Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Barangay, recognized head of the indigenous people in accordance with RA 8371 and Protected Area Management Board, if applicable
- Names and addresses of authorized collectors/trappers
- Payment of fees

c. Steps to Follow to Avail of Service (refer to matrix form under section 8d)

3. Securing Gratuitous Permit (GP)

a. About the Service

GP authorizes an individual or entity to collect from the wild specimen of wildlife species for research purposes. This may be allowed upon submission of the requirements stated in section 3 (b) below. Presently, the evaluation of application for GP and preparation of the said permit are being processed at the EPPRD of the PCSDS.

b. Requirements

The following are the requirements for the issuance of GP:

- Research/Project Proposal
- Endorsement letter from the concerned Dean (for student applicants only) or in the case of individual researcher, from a recognized expert or a research institution or conservation organization)
- Resolution of endorsement from the Sangguniang Panlalawigan, concerned Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Barangay, recognized head of the indigenous people in accordance with RA 8371 and Protected Area Management Board, if

applicable

c. Steps to Follow to Avail of Service (refer to matrix form under section 8d)

4. Securing Wildlife Special Use Permit (WSUP) (except beetles)

a. About the Service

Wildlife may be utilized for educational and documentation for commercial purposes after compliance with the requirements stated in section 4 (b) below. Presently, the evaluation of application for WSUP and preparation of the said permit are being processed at the EPPRD of the PCSDS.

b. Requirements

The following are the requirements for the issuance of WSUP:

- Duly accomplished application form
- Letter request specifying the species and areas subject of documentation
- Resolution of endorsement from the Sangguniang Panlalawigan, concerned Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Barangay, recognized head of the indigenous people in accordance with RA 8371 and Protected Area Management Board, if applicable

c. Steps to Follow to Avail of Service (refer to matrix form under section 8d)

5. Securing Beetle Ranching Permit (BRP)

a. About the Service

Ranching of beetles may be allowed in accordance with PCSD Resolution No. 07-338 which requires applicants to comply with the requirements provided under section 5 (b) hereof. Presently, the evaluation of application for beetle ranching and preparation of permit are being processed at the EPPRD of the PCSDS.

b. Requirements

The following are the requirements for beetle ranching:

- Accomplished application form
- Project Proposal which must include the following:
 - Specific areas for ranching
 - Species to be ranches

- Specific methods that will be employed
 - Protection of the species' habitat while maintaining a stable population
 - Identification and documentation of tradable individuals, including other products made
 - Appropriate inventories and mechanisms to monitor the wild population
 - Sufficient safeguards to ensure that adequate numbers of individuals are returned to the wild if necessary and where appropriate
 - Alternative products that may be produced, other than those already identified, as a strategy to resolve "overpopulation" issue in the event that this occurs
- Resolution of endorsement from the Sangguniang Panlalawigan and concerned Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Barangay

c. Steps to Follow to Avail of Service (refer to matrix form under section 8d)

6. Securing Wildlife Farm Permit/Wildlife Collector (Beetle Farming)

a. About the Service

Pursuant to PCSD Resolution No. 07-338, utilization of selected species of beetle may be allowed for farming/commercial purposes provided that the provisions stated under section 6 (b) are complied with. Breeding stocks which will be used for breeding/farming shall be collected from the wild upon the issuance of WCP. Presently, the evaluation of application for a WFP and preparation of the said permit are being processed at the EPPRD of the PCSDS.

b. Requirements

The following are the requirements for the issuance of WFP/WCP:

- Accomplished application Form
- Project Proposal which must include the following:
 - List of species to be bred
 - Biology of said species, including the life cycle
 - Breeding and rearing techniques
 - List and qualifications of manpower, documentation and appropriate marking of progenies
 - Financial plan showing financial capability to go into breeding
 - Proposed facility design
- Certified copy of Land Title or Lease Contract for the facility
- Sangguniang Barangay resolution endorsing the application
- Sangguniang Bayan/Panlungsod resolution endorsing the application
- Sangguniang Panlalawigan resolution endorsing the application

c. Steps to Follow to Avail of Service (refer to matrix form under section 8d)

7. Securing Wildlife Special Use Permit (WSUP) (for Direct Trading of Beetles)

a. About the Service

Wildlife Special Use Permit for the utilization of beetles may be allowed only to legitimate IPs upon compliance of the requirements stated in section 7 (b) below. Presently, the evaluation of application for a WSUP and preparation of the said permit are being processed at the EPPRD of the PCSDS.

b. Requirements

The following are the requirements for the issuance of WSUP:

- Accomplished application form
- Certification from Chieftain (certifying his/her legitimacy as IP)
- Sangguniang Barangay resolution endorsing the application
- Sangguniang Bayan/Panlungsod resolution endorsing the application
- Sangguniang Panlalawigan resolution endorsing the application

c. Steps to Follow to Avail of Service (refer to matrix form under section 8d)

8. Securing Local Transport Permit (LTP)

a. About the Service

This kind of permit authorizes an individual to transport specimens of wildlife out of Palawan. This may be issued only upon submission of the requirements stated under section 8 (b) hereof. Presently, the evaluation of application for LTP and preparation of the said permit are being processed at the EPPRD of the PCSDS. Permit applications on this service can also be submitted to PCSDS District Management Offices located in Roxas, Quezon and Coron municipalities.

b. Requirements

The following are the requirements for the issuance of LTP:

- Duly accomplished application form
- Inspection/verification of wildlife
- Documents supporting the legal possession or acquisition of wildlife
- Phytosanitary Certificate (for plants) or Veterinary Quarantine Certificate (for animals) from the concerned DA office

- Payment of fee

c. Steps to Follow to Avail of Service (refer to matrix form under section 8d)

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

STEPS/PROCEDURES	DURATION	IN-CHARGE
For Approval of Permit Application to Utilize Wildlife Resources		
1. Receipt of Application including other documents submitted	15 minutes	Front Desk/Records Section
2. Review of the application letter by the ED for instruction	1 day	ED/Division Directors
3. Transmittal/Referral of application as well as the documents submitted to concerned unit/staff	1 hour	Rosana F. Gacot, Executive Assistant/ Secretary
4. Review of the submitted documents by the concerned staff (only applications with complete requirements submitted shall be reviewed)	1 - 5 days	EPPRD Staff
5. Inform the applicant of the lacking document/s that must be submitted (if requirements submitted are incomplete)	1 day	EPPRD Staff
6. On-site inspection, if applicable	3 days	EPPRD Staff
7. Drafting of evaluation report	2 days	EPPRD Staff

8. Review of the evaluation report by EPPRD	2 days	John Francisco A. Pontillas and Lualhati E. Tabugon, EPPRD
9. Finalization of the evaluation report	1 day	John Francisco A. Pontillas and Lualhati E. Tabugon, EPPRD
10. Submission of the finalized evaluation report to the PCSD Secretariat for its inclusion in the PCSD meeting agenda	1 day	Maila G. Villaos, Secretariat
11. Presentation of the application, including the evaluation report and deliberation/ decision of the Council	1 day	PCSD
12. Inform the applicant of the action taken by the Council (whether denied or approved)	1 day	Maila G. Villaos & Daryl C. Licerio, Secretariat
13. Preparation of Permit (if the application is approved by the Council)	1 day	Daryl C. Licerio, Secretariat
14. Transmittal of the prepared Permit to the PCSD Chair or PCSDS ED for signature and secure signed permits	5 days	Maila G. Villaos & Daryl C. Licerio, Secretariat
15. Release of Permit upon payment of the required fees	1 hour	Maila G. Villaos & Daryl C. Licerio, Secretariat

9. Forms to be Accomplished and Submitted Together with the Application

These are presented in the Attachments under Wildlife Permits.

E. Research Accreditation

1. About the Service

Pursuant to RA 7611 and 9147, all research undertakings and related activities especially those that will utilize flora and fauna resources, shall secure SEP Clearance and necessary permit(s) prior to the conduct of the said undertakings. This is to ensure that natural resources are properly utilized in pursuit of sustainable development.

With the foregoing, the ECAN Planning and Policy Research Division (EPPRD) evaluates all research project proposals submitted to the office for the issuance of a SEP Clearance/Permit.

2. Requirements

Pursuant to RA 9147, PCSD Resolution No. 04-243, Joint NCIP-PCSD Memorandum Circular and Resolution No. 5341-03, Province of Palawan, the following are the requirements to facilitate the evaluation of research proposals for the processing/issuance of SEP Clearance/Permit for research undertakings:

a. Application Letter/Letter of Intent addressed to:

THE CHAIRMAN

Palawan Council for Sustainable Development
Palawan Center for Sustainable Development
Sports Complex Road, Sta. Monica Heights
Puerto Princesa City
Palawan, Philippines

- b. A copy of the **Proposal** to include research design and methods of sampling, collection and analysis
- c. A copy of the **Proposal Information Sheet** following the attached format (see PropInfo.rtf)
- d. Duly accomplished **Application Form**, (see ResApplic.rtf). In case of bioprospecting and research involving international cooperation, the following documents should also be submitted:
- Letter of acceptance from Filipino counterpart(s) authorized by or representing the host institution, to cooperate in the activities in the Philippines

- Letter of endorsement from head of institution where applicant is affiliated or reputable institutions, museum or university
 - Curriculum Vitae of the collaborating researchers
 - Company/Institution/Organization/Agency Profile
- e. **Prior Informed Consent (PIC) Certificate**, (see PIC_form.rtf) from the following:
- **Protected Area Management Board (PAMB)** - In cases where the research and/or prospecting of biological and genetic resources will be undertaken within a protected area. Provided that, if the PAMB for a certain area has not been organized, a letter of consent shall be obtained from the concerned DENR Regional Director under whose jurisdiction the protected area is located;
 - **Private Land Owner** - In cases where the research, prospecting of biological and genetic resources will be undertaken within a private land.
- f. A resolution from the provincial, municipal/city and barangay Local Government Units (LGUs) endorsing the research project, in cases where the research project will be undertaken within their respective area/s of jurisdiction
- g. Free and Prior Informed Consent from the IP community or Certification of Precondition from the NCIP, whichever is applicable, in cases where the research will be undertaken within the IP community/IP land domain claim or title

For bioprospecting activities, the Joint DENR-DA-PCSD-NCIP Administrative Order No. 1, Series of 2005 (*“Guidelines for Bioprospecting Activities in the Philippines”*) shall be the implementing guidelines. *Bioprospecting* or *prospecting* refers to the research, collection and utilization of biological and genetic resources, for the purpose of applying the knowledge derived therefrom for scientific and/or commercial purposes.

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

STEPS/PROCEDURES	DURATION	IN-CHARGE
For Research Project Approval		
1. Submission and routing of application including other documents	1 day	Front Desk/Records Section
2. Review of the application letter by the Executive Director (ED)	1 day	ED/Division Directors

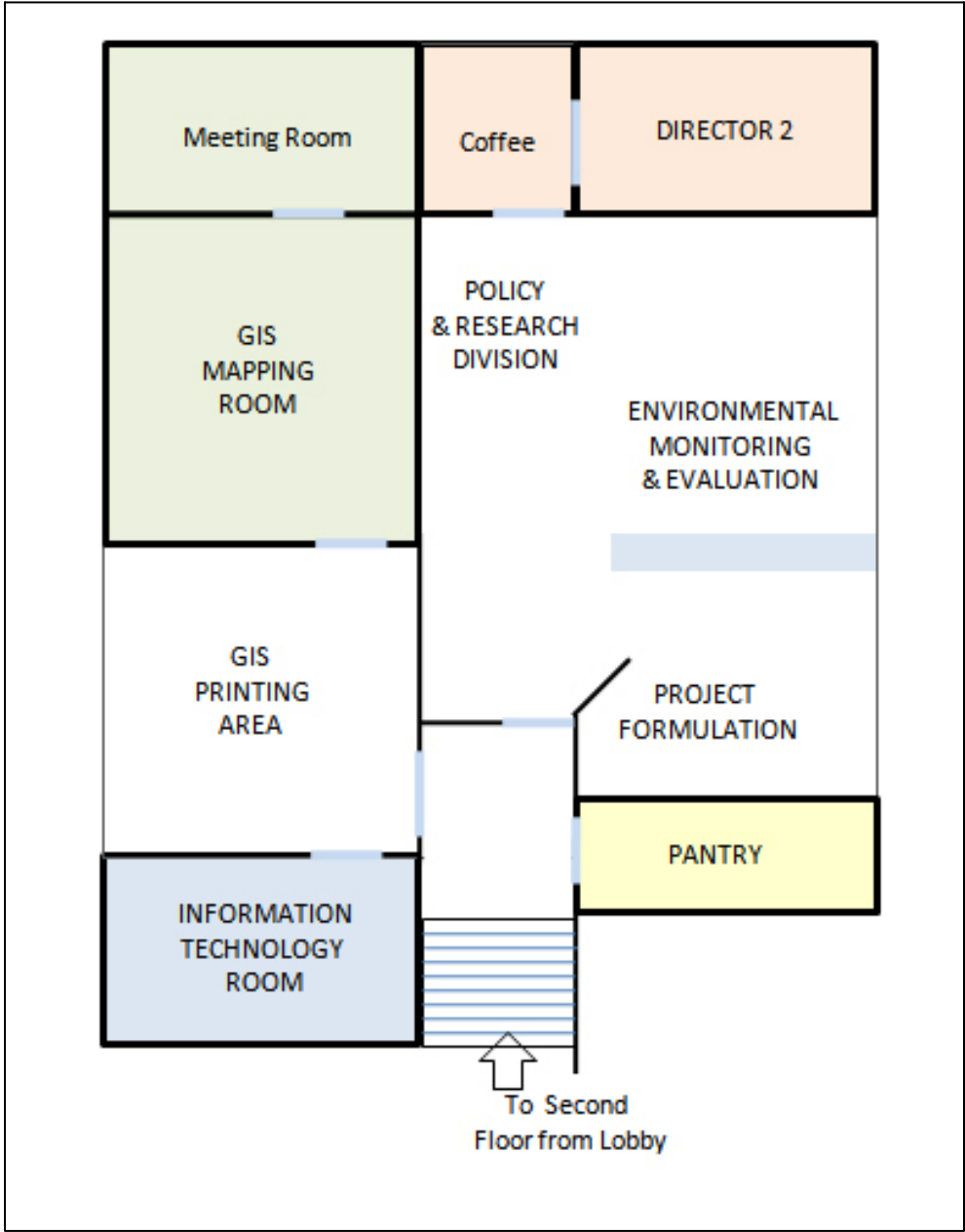
for instruction		
3. Transmittal/Referral of application as well as the documents submitted to concerned unit/staff	1 hour	Rosana F. Gacot, Executive Assistant/ Secretary
4. Review of the submitted documents by the concerned staff (only applications with complete documents/ requirements shall be reviewed)	1 day	EPPRD Staff
5. If requirements submitted are incomplete, inform the applicant of the lacking document(s) that must be submitted for evaluation/processing of documents to proceed	0.5 day	EPPRD Staff
6. If requirements are complete, undertake on-site inspection, if applicable	3 days	EPPRD Staff
7. Drafting of evaluation report	3 days	EPPRD staff
8. Initial review of the evaluation report by EPPRD	1 day	John Francisco A. Pontillas, EPPRD
9. Final review of the evaluation report by EPPRD	0.5 day	Lualhati E. Tabugon
10. Finalization of the evaluation report	1 day	John Francisco A. Pontillas and Lualhati E. Tabugon, EPPRD
11. Submission of the final evaluation report to the PCSD Secretariat	15 minutes	Rowena B. Pasamonte

12. Inclusion in the PCSD meeting agenda	1 hour	Maila Victoria G. Villaos
13. Presentation/deliberation of the application, including the evaluation report by Council members for approval	0.5 day	PCSD
14. Inform the applicant of the action taken by the Council (whether denied or approved)	1 day	Maila G. Villaos & Daryl C. Licerio, Secretariat/DMO Staff
15. Preparation of SEP Clearance/Permit (if the application is approved by the Council)	30 minutes	Daryl C. Licerio, Secretariat
16. Review of the draft SEP clearance	15 minutes	Adelina Benavente-Villena
17. Preparation of final clearance	5 minutes	Daryl C. Licerio
18. Counter-signing of the SEP clearance	5 min 1 minute	Adelina Benavente-Villena Romeo B. Dorado, ED
19. Signing of the SEP Clearance	5 days	PCSD Chairman/ Maila G. Villaos & Daryl C. Licerio, Secretariat
20. Payment of clearance fees, if applicable	5 minutes	Nicasio M. Villena, FAD
21. Release of SEP Clearance/Permit upon payment of the required fees	15 minutes	Maila G. Villaos & Daryl C. Licerio, Secretariat

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

These are presented in the Attachments under Research Accreditation.

F. 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 District Management Office (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 2nd 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

STEPS/PROCEDURES	DURATION	IN-CHARGE
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	Any of the following GIS Staff: Amelyn E. Dramayo, Fernando E. Padilla, Wilson R. Pambid, or any DMO staff
2. Fill-up the request form	5 minutes	Amelyn E. Dramayo, Fernando E. Padilla, 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>	Amelyn E. Dramayo, Fernando E. Padilla, Wilson R. Pambid ,GIS Staff
4. Pay for the map/service	5 minutes	Nicasio M. Villena or Susan K. Maghanoy, FAD Amelyn E. Dramayo, GIS staff

2. ECAN Survey

a. About the Service

ECAN survey is carried out by the technical staff of PCSDS. This is undertaken especially in the validation of the ECAN zones map of each municipality. On the other hand, surveys are also conducted by the PCSDS to verify or locate the site of proposed projects seeking SEP Clearance. In conducting the survey, the technical staff utilize a Global Positioning System (GPS) handheld receiver which records the geographic positions (in latitude/longitude or UTM units), which is easily integrated in the GIS.

b. Requirements

The requesting party/LGU should submit a written request to PCSDS for the conduct of ECAN survey to validate the zones in the ECAN map or locate the positions or sites of proposed development project, subject to approval of the PCSDS Executive Director. The requesting party/LGU will provide for the transport, per diem and logistic requirements of the survey team.

c. Location

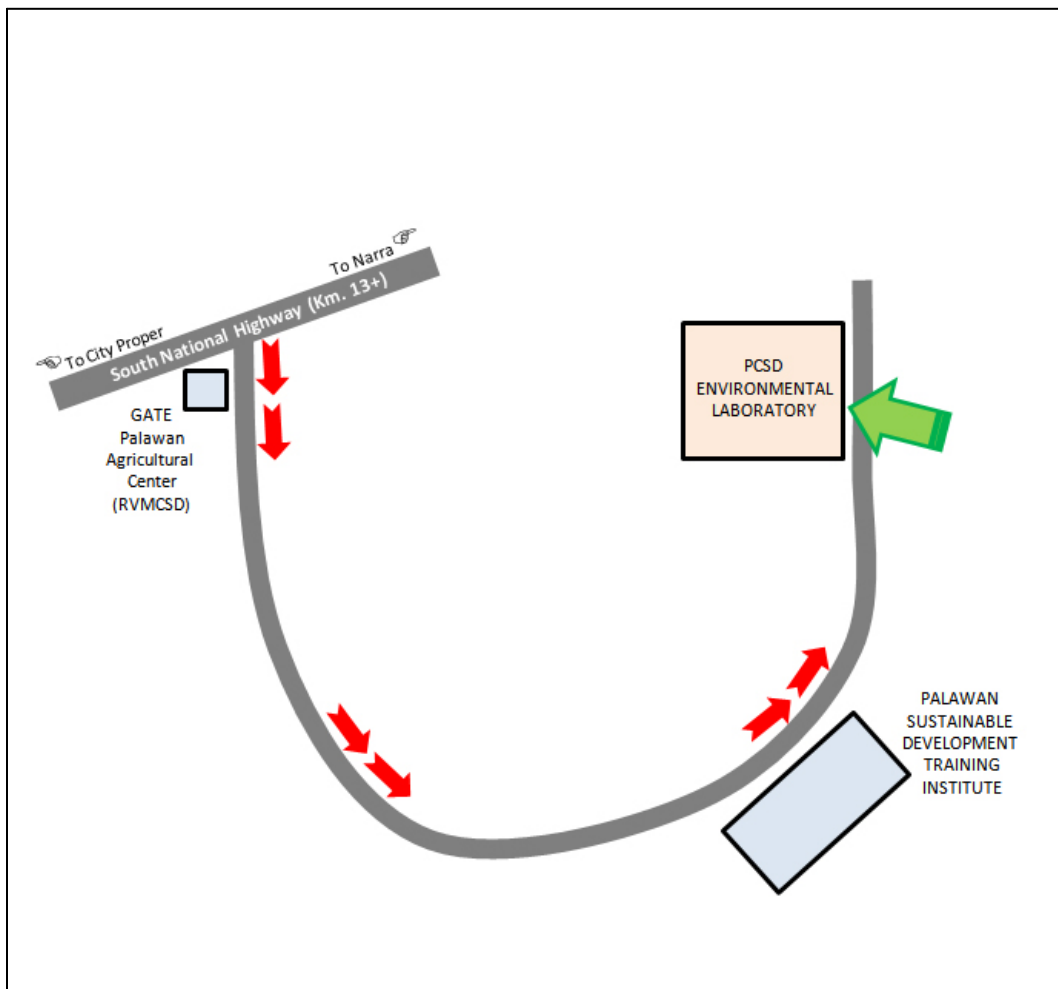
The survey team of the PCSDS is lodged with the ECAN Monitoring & Evaluation Division (EMED) at the 2nd Floor, PCSD Building, Sta. Monica, Puerto Princesa City.

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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Receipt 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	Information personnel; Rowena Pasamonte Marilou C. Kuddana & Amelyn Dramayo
2. Follow-up action or arrange the activity with the survey team and through the DMO if the requesting party is the LGU	1 hour	Apollo Regalo Fernando Padilla Madrono Cabrestante, Jr., EMED / GIS staff DMO staff
3. Prepare logistics for the survey activity	Depending on prior arrangements	Requesting party / LGU Apollo V. Regalo or Fernando E. Padilla, EMED / GIS staff
4. Conduct of actual survey	5 days or 40 hours (average)	Apollo V. Regalo, Wilson R. Pambid or Fernando E. Padilla, EMED / GIS staff
5. Release of survey results/reports	Within 10 working days	Apollo Regalo, Amelyn E. Dramayo, Madrono P. Cabrestante, Jr., EMED / GIS staff

G. 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: 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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Client fills up Request for Analysis Form at EMED-PCSD Environmental Laboratory	5 minutes	Marianne Faith M. Perez, Chemist Perlita I. Quiling, Laboratory Assistant
2. Payment of laboratory fees	3 minutes	Amelyn E. Dramayo, EMED staff
3. Laboratory analysis and	Depends upon the	Laboratory Assistants and

preparation of laboratory reports	parameter to be measured and number of samples submitted (minimum of 2 working days)	Chemist Marianne Faith Perez, Perlita I. Quiling and Daryl C. Licerio
4. Release of Test Reports	5 minutes	Marianne Faith M. Perez, Chemist

2. Water Sampling

a. About the Service

The PCSD Environmental Laboratory 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.

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 2nd floor of the PCSD Building, Sta. Monica, Puerto Princesa City.

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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. File a written request for the service at PCSDS	20 minutes	Marianne Faith M. Perez, Chemist
2. Assessment and approval of the request	5 minutes	Madrono P. Cabrestante, Jr., EMED – Division Chief
3. Arrange for the conduct of activity	Around 30 minutes	Proponent, Marianne Faith M. Perez, Chemist and Perlita I. Quiling, Laboratory Assistant
4. Conduct of water sampling activity	Minimum of 1 day, may vary depending on the	Marianne Faith M. Perez, Chemist and Perlita I.

	location, parameters and number of stations	Quiling, Laboratory Assistant
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	Marianne Faith M. Perez, Chemist and Perlita I. Quiling, Laboratory Assistant
6. Release of Test Reports	5 minutes	Marianne Faith M. Perez, Chemist

H. 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. 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. 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 2nd floor of the PCSD Building, Sta. Monica, Puerto Princesa City.

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

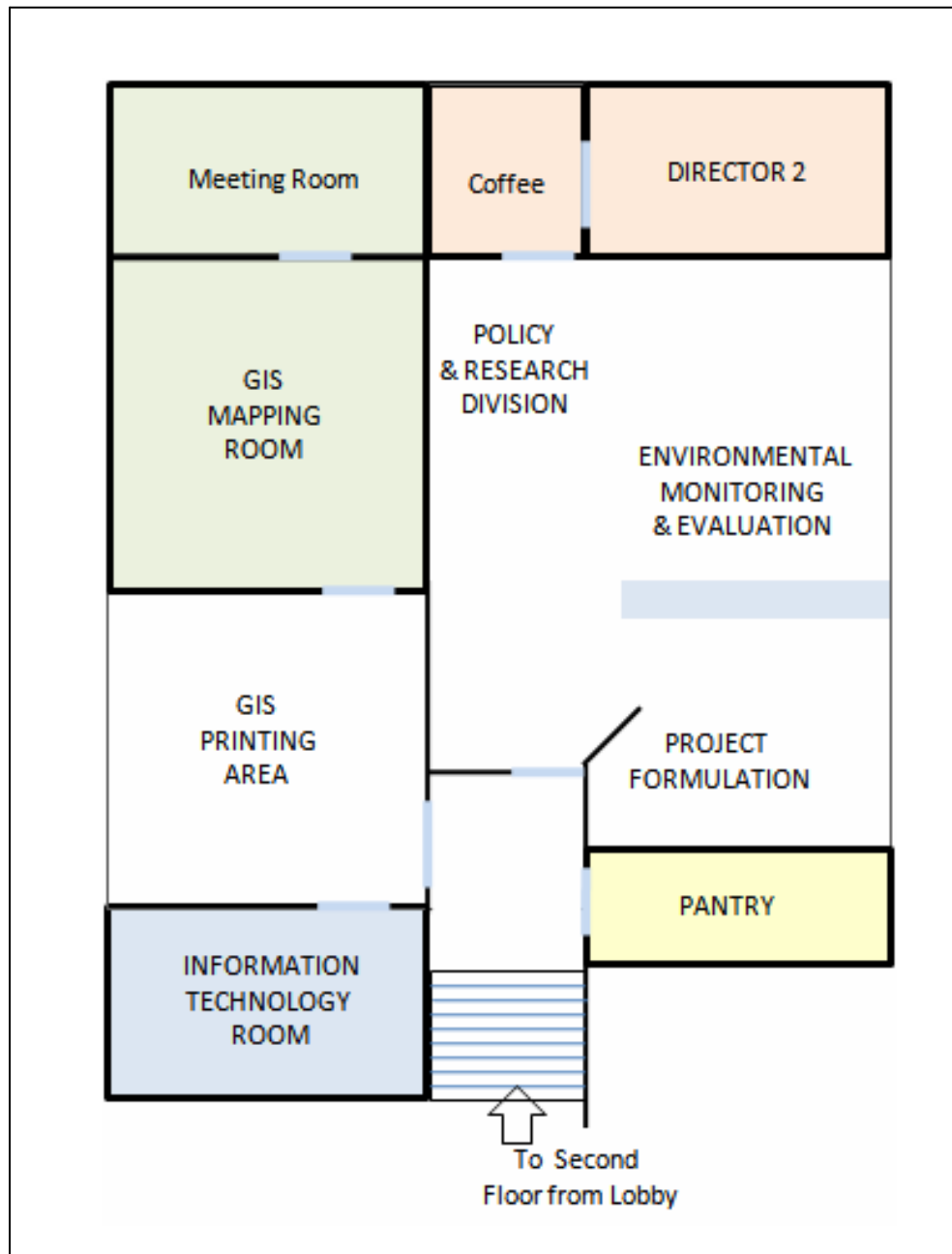
STEPS/PROCEDURES	DURATION	IN-CHARGE
1. File a written request for the service at PCSDS	Receipt of letter – 5 minutes Response or action on the request is made within 3 working days	Information personnel; Rowena B. Pasamonte, Marilou C. Kuddana, Amelyn E. Dramayo

<p>2. For Coastal Resource Assessment (CRA):</p> <p>Preparation and selection of sampling sites using satellite images</p>	2 working days	Apollo V. Regalo, Jesus E. Bream and Amelyn E. Dramayo, with the requesting party
<p>3. For Coastal Resource Monitoring (CRM):</p> <p>Review of baseline information and of the previously established sampling stations</p>	2 working days	Apollo V. Regalo, Jesus E. Bream and Amelyn E. Dramayo, with the requesting party
<p>4. Arrangement & preparation of logistical requirements</p>	1 hour	Apollo V. Regalo, Jesus E. Bream and Amelyn E. Dramayo, with the requesting party
<p>5. Actual field data gathering/survey</p>	60 man-days	Apollo V. Regalo, Jesus E. Bream and Amelyn E. Dramayo
<p>6. Encoding and data organization</p>	20 man-days	Apollo V. Regalo, Jesus E. Bream and Amelyn E. Dramayo
<p>7. Data processing</p>	5 working days	Apollo V. Regalo, Jesus E. Bream and Amelyn E. Dramayo
<p>8. Data analysis and interpretation</p>	5 working days	Apollo V. Regalo and Jesus E. Bream
<p>9. Draft monitoring report preparation</p>	10 working days	Apollo V. Regalo, Jesus E. Bream and Madrono P. Cabrestante, Jr.
<p>10. Revision/Finalization of report</p>	1 day	Apollo V. Regalo, Jesus E. Bream and Madrono P. Cabrestante, Jr.
<p>11. Release of CRA/CRM report</p>	30 minutes	Apollo V. Regalo or Amelyn E. Dramayo

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

These are presented in the Attachments under GIS Services.

I. 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 thru 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

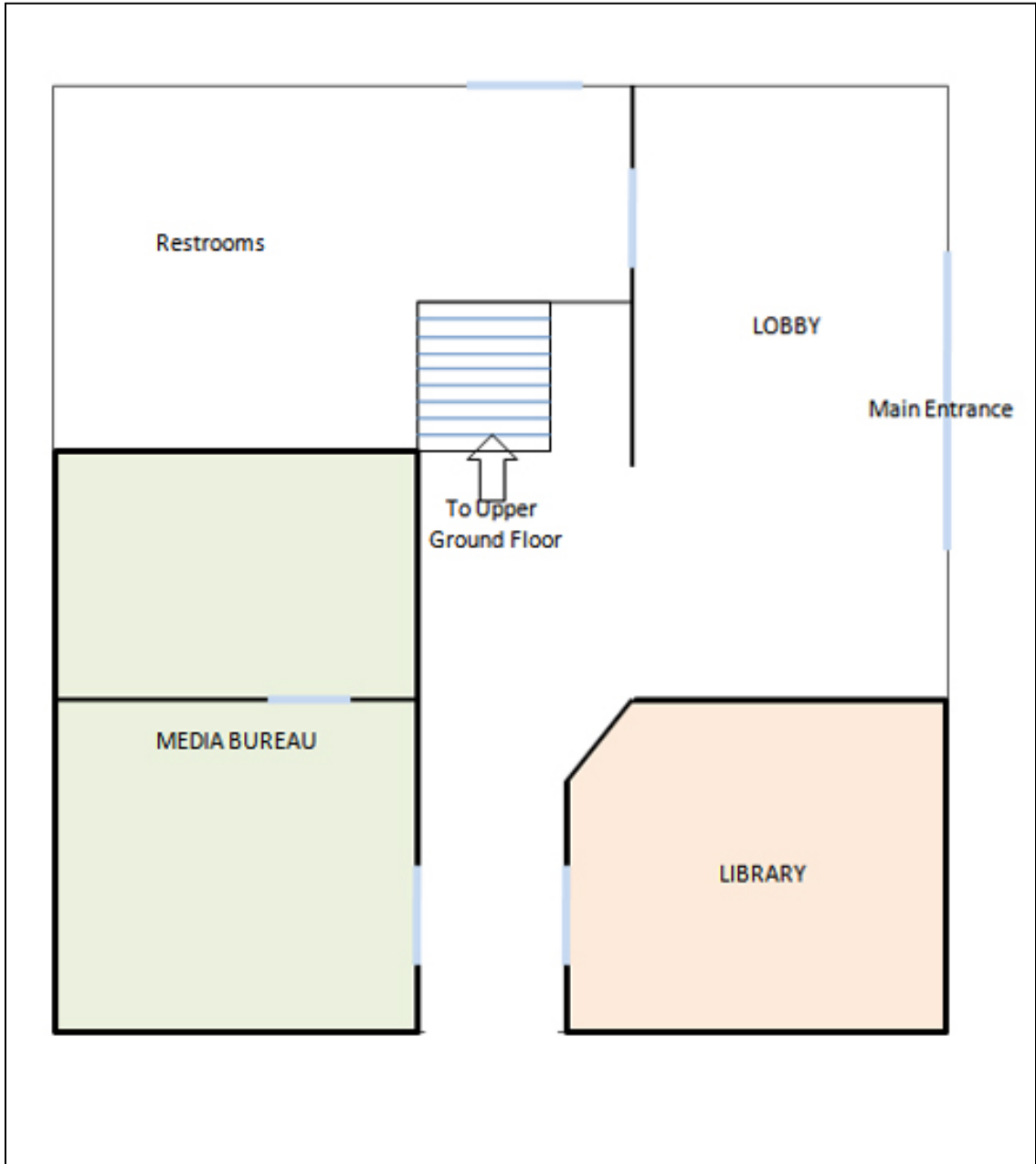
For news, photographs and other official documents: **No fees**, but concerned entities/individuals are advised to recognize/indicate ownership/credit to PCSD as the source of the material when published or used, subject to property rights.

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	30 seconds	Mobile No: 09182017223

<p>phone/celfone/SMS or official letter detailing the schedule and the topic for interview.</p> <p>For ambush interviews:</p> <p>Approach PCSDS spokesperson</p>	<p>Few seconds</p>	<p>(Alejandro S. Marcaida)</p> <p>434-4234 to 35</p> <p>Alejandro S. Marcaida</p>
<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>	<p>3 minutes</p>	<p>Alejandro S. Marcaida</p>
<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> <p>Call office to follow-up: 434-4234 to 35</p>	<p>2 days</p> <p>1 minute</p>	<p>Front desk officer</p> <p>Rosana F. Gacot or Alejandro S. Marcaida</p>
<p>Request for briefings and trainings, use of PSDTI services:</p> <p>Request letter addressed to the Executive Director</p> <p>Call office to follow-up: 434-4234 to 35</p>	<p>2 days</p> <p>1 minute</p>	<p>Front desk</p> <p>Rosana F. Gacot, Alejandro S. Marcaida or Celso S. Quiling</p>

J. 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

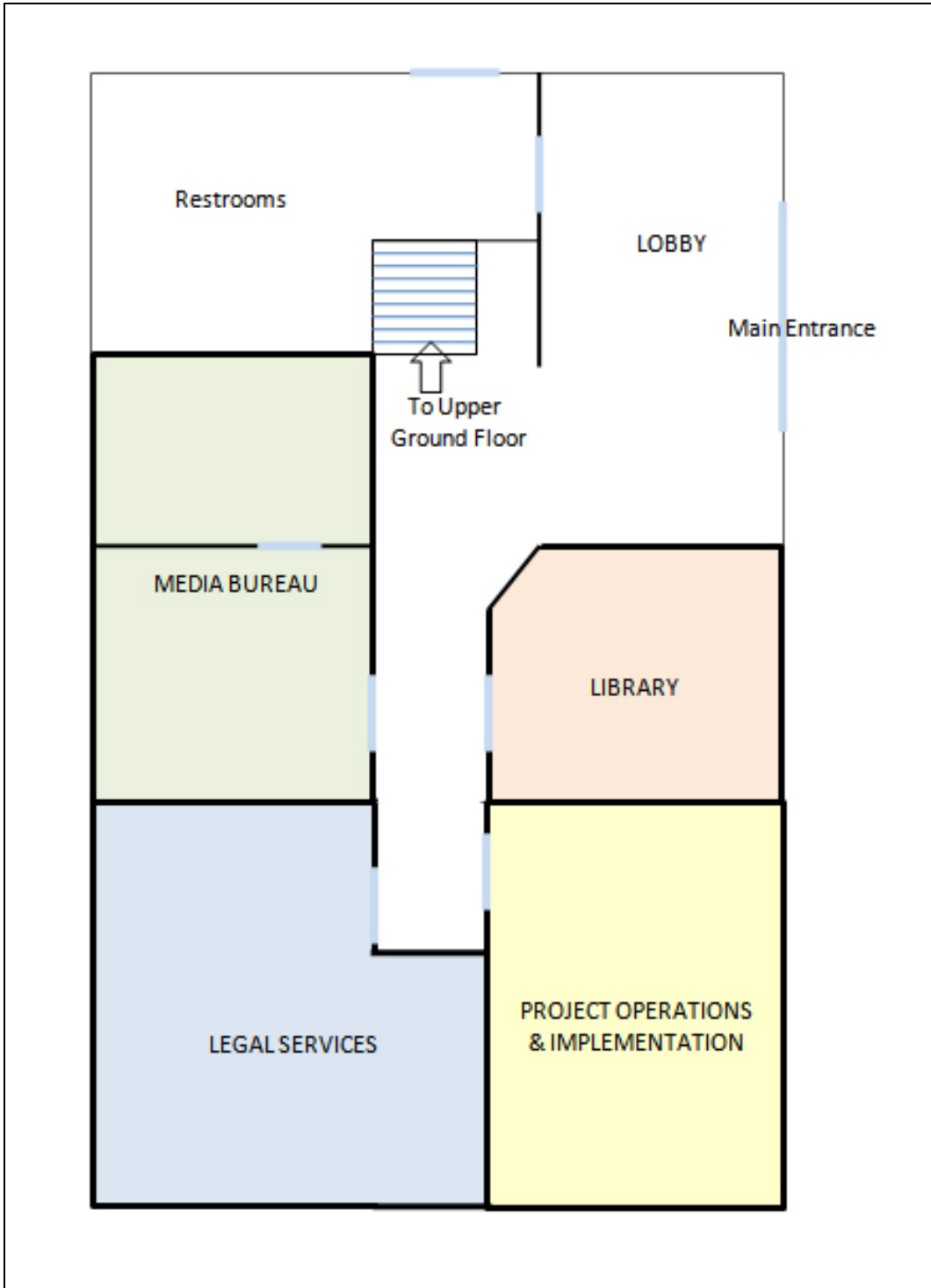
The Environmental Library is located at the ground floor of the Palawan Center for Sustainable Development Building, Sta. Monica Heights, Puerto Princesa City, Palawan.

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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Know what you want to research. Make a list of topics/areas to be searched.	5 minutes	Researchers
2. Talk to a librarian and identify yourself (for outside researchers only).	1 minute	Librarian
3. Log in at the visitors' logbook by stating your name, address and purpose (for outside researchers only).	1 minute	Librarian
4. Give the information needed or requirements and letter request to the librarian.	1 minute	Librarian
5. The librarian will assist you or you can go directly to the card catalog. You can look by "author," and "subject" or any combination thereof. Write down one to ten of the catalog number so that you can find the books on the shelves easily. Then, search the book by catalog number on the shelves. If you are confused, ask the librarian for help.	15 minutes	Librarian
6. Once you have located the books, sit in the library and read the pages you need from	30 minutes to 4 hours	Librarian

the book. Take notes on paper. Be sure to write down all bibliographical information (author, publisher, published date, etc.).		
7. Ask the librarian for further information (if needed).	5 minutes	Librarian
Checking a book out of a library		
1. Take the book at the lending desk for recording.	30 seconds	Librarian
2. Present your validated ID along with your selection (for outside researchers only).	30 seconds	Librarian
3. Sign book card / fill up all items in the borrower slip.	1 minute	Librarian
4. Leave your current identification card before you can take the book outside (for outside researchers).	15 seconds	Librarian
Returning a book to the library		
1. Return the materials borrowed at the lending desk.	1 minute	Librarian
2. Get your identification card from the librarian. The date for return will be stamped on the borrower's slip.	1 minute	Librarian

K. ECAN Zones Management and Enforcement



1. Legal Services

a. About the Service

- Filing of criminal complaints for violations of RA 9175, RA 8550, RA 9147, PD 705, as amended, NIPAS Act, Caves Act and other allied laws.
- Intervene by filing of appropriate pleadings in criminal cases filed by PCSD in court.
- Initiate responsive pleadings in behalf of the PCSD and Staff.
- Initiate administrative complaints/criminal complaints against erring PCSD Staff.

b. Requirements

- For filing of criminal complaint – submit apprehension report, seizure receipt, sworn statements, other evidence (at least 10 copies each).
- Turn over of evidence before the PCSD Staff for proper disposition or safekeeping.

c. Fees:

No fees required.

d. Location

The ECAN Zones Management and Enforcement Division (EZMED) 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

STEPS/PROCEDURES	DURATION	IN-CHARGE
PNP, etc. shall coordinate with the PCSD Staff violators of RA 9147, RA 8550 and other allied laws.	One (1) hour	Adelina B. Villena or Person in-charge legal staff
Bring the evidence secured in order for the Staff to initiate proper complaint (regular filing)	Three (3) hours	Adelina B. Villena or Person in-charge legal staff
Inquest proceeding – promptly provide the Staff	Three (3) hours	Adelina B. Villena or Person in-charge legal staff

necessary evidence for filing a complaint. Observe mandatory legal requirements in detaining the violators.		
Preparation of Sworn Statement(s) and formal complaint, signatures of complainant then filing before the fiscal.	Three (3) hours	Adelina B. Villena or Person in-charge legal staff

2. Enforcement of Environmentally Critical Areas Network (ECAN) and PCSD Administrative Orders, policies and other laws

a. About the Service

- Conduct on-site inspection.
- Conduct enhancement seminars to enforcement officers.
- Filing of administrative complaints for violations of PCSD Administrative Order, rules and regulations.
- Exemption/implementation of closure/ceased and desist order issued by the Council.

b. Requirements

- Onsite inspection – inform the Staff thru PCSD Connect/personally or thru written petition of the alleged violation of the PCSD Order, rules and regulations.
- Enhancement training(s) – written request thru 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).
- *Motu proprio* or by motion to execute the Order issued by the Council or the Board.

c. Location

The ECAN Zones Management and Enforcement Division (EZMED) 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

STEPS/PROCEDURES	DURATION	IN-CHARGE
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	Adelina B. Villena
Immediately, the Staff shall prepare the inspection team from different enforcement units.	Two (2) hours	Adelina B. Villena
Onsite inspection, raid then followed by apprehension if necessary and taking of evidence.	Four (4) hours	Adelina B. Villena
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
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	Adelina B. Villena

3. 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 PCSD 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, EZME Division 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.

b. Requirements

- PCSD Resolution No. 04-238 "A RESOLUTION AMENDING THE COMPOSITION OF QUASI-JUDICIAL BODY AND THE PROCEDURES FOR ADJUDICATING ADMINISTRATIVE CASES FOR VIOLATION OF PCSD POLICIES" provides the following procedural guidelines for the adjudication of administrative cases in relation to the functions of the Secretariat:
- Section 7. Number of Copies of all Pleadings before the Board. All pleadings must be filed in seven (7) copies and must show proof of service thereof to the adverse party.
- Section 9. Recording of the Complaint. If the complaint is filed by an individual other than a PCSDS employee, the receiving employee or officer shall record the receipt of any complaint and shall immediately forward the same, together with the attachments thereto, to the Board Secretary, where the complaint shall be docketed and assigned a specific identification number for reference purposes.
- Section 10. Summons. The Board Secretary 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 should therefore state the names of the parties to the action, the specific alleged violation(s) and the specific provision of the rules or order allegedly violated, including the applicable penalty, and a direction that the respondent must answer within the time fixed by these

rules and that failure to answer would constitute waiver of his right to refute the allegations in the complaint and the case shall be decided based on the documents submitted by the complainant.

- Section 11. Answer. The respondent(s) shall file an answer or counter-affidavit, not motion to dismiss, within ten (10) calendar days from receipt of the summons.
- The respondent(s) shall furnish the complainant a copy of his answer or counter-affidavit, together with supporting documents. Service to such copy to the complainant shall be a prerequisite prior to or simultaneous with the filing of such answer or counter-affidavit to the Board Secretary. Said copy shall be served through registered mail if personal service cannot be affected.

c. Location

The ECAN Zones Management and Enforcement Division (EZMED) 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

STEPS/PROCEDURES	DURATION	IN-CHARGE
1. Filing of administrative complaint	5 mins.	Irish R. Villamor
2. Recording and docketing of administrative complaint	25 mins.	Irish R. Villamor
3. Preliminary evaluation	1 min.	Irish R. Villamor
4. Preparation and distribution of summons	1 hr.	Mary J. Benitez
5. Receiving of counter-affidavit, answer and reply	5 mins.	Irish R. Villamor
6. Preparation of agenda for hearing/meeting	3 hrs.	Mary J. Benitez

7. Preparation and issuance of notices	1 hr.	Mary J. Benitez
8. Preliminary investigation	24 hrs.	Person in-charge legal staff
9. Review of the transcript of proceedings	8 hrs.	Adelina B. Villena
10. Preparation of case briefs	30 mins.	Appointed legal staff
11. Finalization of PAB's decision	1 hr.	Adelina B. Villena
12. Routing of decision to PAB members	3 hrs.	Mary J. Benitez/Admin Staff
13. Dissemination of copies of decision to both parties	30 mins.	Mary J. Benitez
14. Recording of decision in the book of entry	30 mins.	Irish R. Villamor
15. Study of PAB's decision	3 hrs.	Niño Rey C. Estoya
16. Uploading of the decision at the PCSD website	25 mins.	Person in-charge legal staff
17. Maintenance of PAB files	5 mins.	Mary J. Benitez
18. Digitizing of files of terminated case	30 mins.	Mary J. Benitez

4. Implementation of community listening posts and quick response system (CLP/QRS)

a. About the Service

- Actively monitor illegal logging, illegal live fish trading, fishing, and regulates the use of chainsaw units and other enforcement activities in a particular area.
- Serves as the coordinating center during the time of apprehension and seizures.
- Serves as the base of the monitoring team from different enforcement units.

- Serves as the receiving center of the PCSDS in a particular area.

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.

c. Location

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

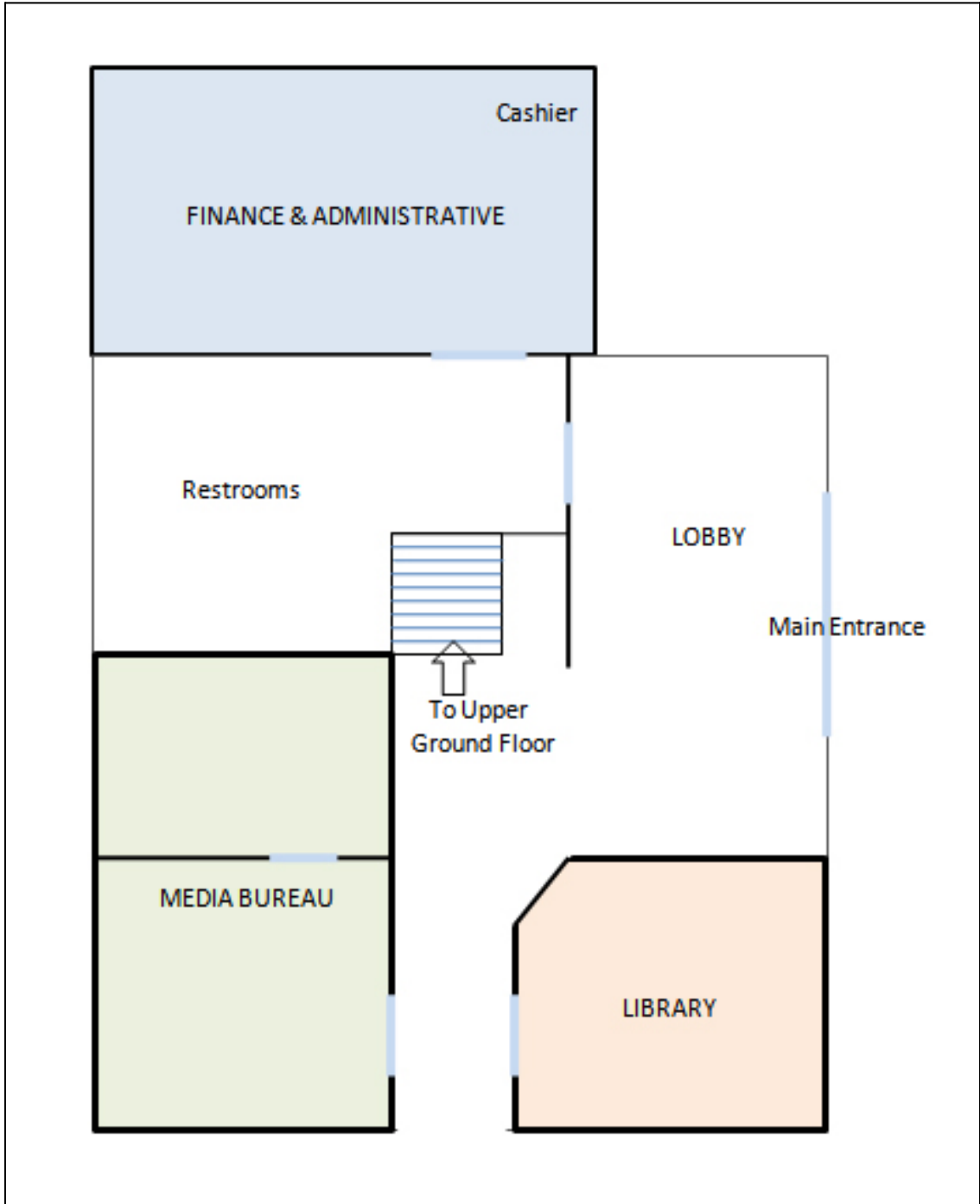
d. Fees

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

STEPS/PROCEDURES	DURATION	IN-CHARGE
Concerned residents shall coordinate with the center any alleged violations of RA 9147, RA 8550 and other allied laws.	One (1) hour	Adelina B. Villena or Person in-charge legal staff
Concerned residents may also file their letter, communications or petitions before the Staff assigned in the center.	Three (3) hours	Adelina B. Villena or Person in-charge legal staff

L. Other services



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
2nd 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

STEPS/PROCEDURES	DURATION	IN-CHARGE
Secure an Assessment Form	5 minutes	DMO Staff / GIS Staff
Pay the amount indicated in the assessment form	2 minutes	Proponent
Issue the Official Receipt to the proponent	2 minutes	Nicasio M. Villena, 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:

Address/Tirahan:

Age/Edad:

Comment for the service/Komento sa serbisyo:

Praise/Complaint/Papuri/Reklamo:

For complaints/Para sa Reklamo:

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

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

Signature/Lagda _____

VIII. SERVICE PROFILE OF PCSDS OFFICES

WHAT SERVICES DO WE OFFER?	WHO ARE RESPONSIBLE?	WHO ARE OUR CLIENTS?
SEP Clearance		
Area Clearance (for new and renewal)	DMO Staff/Manager EMED/GIS Technical Staff Cashier	Project Proponents
SEP Clearance (for new and renewal)	DMO Staff/Manager PCS DS TWG/EMED PCS DS Directors PCSD Secretariat Cashier	Project Proponents
Chainsaw Registration and Permits		
Chainsaw Registration (for new and renewal)	DMO Staff/Manager Finance/Accounting/Cashier EZMED PCSD/PCS DS Secretariat/ED	Chainsaw Owners/ Holders
Chainsaw Permits (for transport/use permit, purchase and sale)	DMO Staff/Manager Finance/Accounting/Cashier EZMED PCSD/PCS DS Secretariat/ED	Chainsaw Owners/ Holders
Live Fish Accreditation		
Live Fish Accreditation (for renewal)	DMO/EMED PCS DS Directors/PCSD Secretariat/Cashier	<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)	DMO EMED	Live Fish Incidental Cagers/ Fishermen Cagers
Wildlife Permits		

Wildlife Farm Permit (WFP) (except Beetle Farming)	Front Desk/Records Section ED/Department Directors Executive Assistant/Secretary EPPRD/PCSDS Director PCSD Secretariat	Commercial breeders or propagators of wildlife resources
Wildlife Collector's Permit	Front Desk/Records Section ED/Department Directors Executive Assistant/Secretary EPPRD/PCSDS Director PCSD Secretariat	Any individual or entity collecting from the wild specimen of wildlife species for commercial purposes
Gratuitous Permit	Front Desk/Records Section ED/Department Directors Executive Assistant/Secretary EPPRD/PCSDS Director PCSD Secretariat	Any individual or entity collecting from the wild specimen of wildlife species for research purposes
Wildlife Special Use Permit (except beetles)	Front Desk/Records Section ED/Department Directors Executive Assistant/Secretary EPPRD/PCSDS Director PCSD Secretariat	Any individual or entity utilizing for educational and documentation for commercial purposes
Beetle Ranching Permit	Front Desk/Records Section ED/Department Directors Executive Assistant/Secretary EPPRD/PCSDS Director PCSD Secretariat	Any individual or entity involved in beetle ranching
Wildlife Farm Permit/Wildlife Collector (Beetle Farming)	Front Desk/Records Section ED/Department Directors Executive Assistant/Secretary EPPRD/PCSDS Director PCSD Secretariat	Any individual or entity involved in beetle farming
Wildlife Special Use Permit (WSUP) (for Direct Trading of Beetles)	Front Desk/Records Section ED/Department Directors Executive Assistant/Secretary EPPRD/PCSDS Director PCSD Secretariat	Legitimate IPs

Local Transport Permit	Front Desk/Records Section ED/Department Directors Executive Assistant/Secretary EPPRD/PCSDS Director PCSD Secretariat	Any individual or entity transporting specimens of wildlife out of Palawan
Research Accreditation	Front Desk/Records Section ED/Department Directors Executive Assistant/Secretary EPPRD/PCSDS Director PCSD Secretariat	All research undertakings and related activities especially those that will utilize flora and fauna resources
GIS Services		
Mapping	GIS staff (Amelyn E. Dramayo, Fernando E. Padilla, Wilson R. Pambid) DMO staff and Accounting staff (Nicasio M. Villena or Susan K. Maghanoy)	Public and private individuals and sectors
ECAN Survey	Information personnel Apollo V. Regalo, Wilson R. Pambid, Amelyn E. Dramayo or Fernando E. Padilla, Rowena B. Pasamonte	LGUs and other sectors
Environmental Laboratory Services - Water Quality Analysis	Laboratory Staff (Perlita I. Quiling, Marianne Faith M. Perez) GIS Staff (Amelyn E. Dramayo) POID Staff (Daryl C. Licerio)	LGUs and other sectors
Environmental Laboratory Services - Water Sampling	EMED Head Laboratory Staff, Perlita I. Quiling, Marianne Faith M. Perez) GIS Staff (Amelyn E. Dramayo) POID Staff (Daryl C. Licerio)	LGUs and other sectors
Technical Services - Coastal Resource Assessment and Monitoring	Information personnel (Madrono P. Cabrestante, Jr., Apollo V. Regalo, Jesus E.	LGUs

	Bream, Amelyn E. Dramayo, Rowena B. Pasamonte)	
Media Relations and Other Services	Front Desk Alejandro S. Marcaida, Celso S. Quiling, Rosana F. Gacot	Media and guests gathering news and requesting for office briefings
Environmental Library	Romy Jun D. Saldajeno Researchers	All regular employees of PCSDS and outside researchers from government agencies, non-government organizations and academe may avail themselves of the library privileges
ECAN Zones Management and Enforcement		
Legal Services	Adelina B. Villena Person in-charge legal staff	Law enforcement agencies, complainants (public and private individuals)
Enforcement of Environmental Critical Areas Network (ECAN) and PCSD Administrative Orders, policies and other laws	Adelina B. Villena	Law enforcement agencies, general public
PCSD Adjudication Board (PAB) Secretariat	Adelina B. Villena Niño Rey C. Estoya Francis E. Estember Irish R. Villamor Mary J. Benitez Appointed legal staff Admin Staff	Complainants and respondents (public and private individuals), project proponents
Implementation of community listening posts and quick response system (CLP/QRS)	Adelina B. Villena Person in-charge legal staff	Public and private sectors, general public
Other services		

Collection of fees	DMO Staff/GIS Staff Cashier	Project Proponents
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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 still 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

Teresita A. Batul
PDO V/Head, DMO-North

Teodoro M. Baltazar, Jr.
PDO V/Head, DMO-Calamian

Virginia B. Catain
PDO V/Head, DMO-Central/South

Madrono P. Cabrestante, Jr.
PDO III/OIC Head EMED

Alejandro S. Marcaida
PDO IV/Head, EEED

John Francisco A. Pontillas
PDO V/Head, EPRD

Adelina Benavente-Villena
PDO V/Head, EZMED

Ermina D. Ledesma
Supervising Admin Officer, FAD

Maria Luz A. Martinez
PDO V/Head, EPD

Lualhati E. Tabugon
Director II

Josephine S. Matulac
Director II

ROMEO B. DORADO
OIC-Executive Director

X. DIRECTORY AND FEEDBACK

A. PCSDS Directory

Office of the Executive Director

MR. ROMEO B. DORADO, OIC-Executive Director

Contact # (048) 434-4234/4235

Email us at 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. LUALHATI E. TABUGON, Director II

Contact # (048) 434-4234/4235 or 09196939208

Email us at (oed@pcsd.ph) or ltabugon@yahoo.com

Assists the Executive Director in the supervision of day to day management of PCSDS operations; Spearheads the overall planning activities of the PCSDS including preparation of Annual Plans & Budget and consolidation of Annual Operational Plan; Coordinates with the Provincial Planning and Development Office in planning activities to ensure that SEP as a framework for Palawan Sustainable development is achieved; Spearheads the conduct of policy researches, other studies and in support of policy making functions of the PCSD; Supervises the conduct of continuing researches in support of ECAN including operationalization of Environmental Monitoring and Evaluation System (EMES); Supervises preparation and packaging of project proposals in relation to SEP for funding consideration

Office of the Executive Director

MS. JOSEPHINE S. MATULAC, Director II

Contact # (048) 434-4234/4235 or 09263761657

Email us at (oed@pcsd.ph) or jmatulac@yahoo.com

Assists the Executive Director in the supervision of day to day management of PCSDS operations; Spearheads the establishment of institutional mechanisms through the DMO's in carrying out the provisions of SEP through environmental education and extension activities; Facilitates interagency coordination and partnerships through the DMO's to implement the SEP and ensure alignment of LGUs development plans and programs with the objectives of the SEP and integration of the ECAN in the local CLWUPs; Institutionalizes the ECAN through the DMOs by strengthening ECAN Boards and implementation of ECAN Resource Management Plans specially at the ECAN Learning Centers

ECAN Planning Division

MS. MARIA LUZ A. MARTINEZ, PDO V/Head, ECAN Planning Division

Contact # (048) 434-4234/4235 or 09175875318

Email us at oed@pcsd.ph or malu220@yahoo.com

Prepare program and project proposals; undertake annual, medium and long term programming to implement SEP; and develop ECAN resource management plans and programs.

ECAN Policy and Research Division

MR. JOHN FRANCISCO A. PONTILLAS, PDO V/Head, ECAN Policy and Research Division
Contact # (048) 434-4234/4235 or 09175531917

Email us at oad@pcsd.ph or john.pontillas2001@yahoo.com

Develop policy studies and additional researches as identified by the Council; undertake continuing research in support of ECAN; and review existing laws, rules and regulations related to environment.

ECAN Monitoring and Evaluation Division

ENGR. MADRONO P. CABRESTANTE, JR., PDO III/OIC-Head, ECAN Monitoring and Evaluation Division

Contact # (048) 434-4234/4235 or 09164932011

Email us at oad@pcsd.ph or mcabrestante@yahoo.com

Operationalize EMES/PEENRA/ENRIS; operate GIS; develop maps; and operate the environmental laboratory.

ECAN Zones Management and Enforcement Division

ATTY. ADELINA BENAVENTE-VILLENA, PDO V/Head, ECAN Zones Management and Enforcement Division

Contact # (048) 434-4234/4235 or 09217950111

Email us at oad@pcsd.ph or attyadelle@yahoo.com

Provide legal assistance/services; ensure the enforcement of approved ECAN guidelines, PCSD Admin Orders, policies and other laws; perform secretariat work of PCSD Adjudication Board (PAB); and implement Community Listening Posts and Quick Response System (CLP-QRS).

ECAN Education and Extension Division

MR. ALEJANDRO S. MARCAIDA, PDO IV/Head, ECAN Education and Extension Division

Contact # (048) 434-4234/4235 or 09182017223

Email us at oad@pcsd.ph or asmarcaida@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.

Finance and Admin Division

MS. ERMINA D. LEDESMA, Supervising Officer/Head, Finance and Admin Division

Contact # (048) 434-4234/4235 or 09267079918

Email us at oad@pcsd.ph or pjjapmj@yahoo.com

Provide general and administrative and logistic support services to PCSDS operations; undertake accounting and budgeting and cash receipt and disbursements; provide general services (office/building, premises and equipment maintenance) and ensure property and supply and motorpool management.

Finance and Admin Division (Personnel Unit)

MS. GISELA R. CANOZA, PDO II/Personnel Officer Designate, Personnel Unit

Contact # (048) 434-4234/4235 or 09214002068

Email us at oad@pcsd.ph or gisela.canoza@yahoo.com

Establish a sound recruitment and personnel selection system within the PCSDS; assist in the development and execution of policies, rules, and regulations in all areas of personnel management in accordance with the Civil Service Commission (CSC) Law and rules; provide inputs in the development and implementation of human resource training and development programs; and maintain a complete and up-to-date personnel information system.

District Management Offices

District Management Office – North

MS. TERESITA A. BATUL, PDO V/Head, DMO North (Roxas, San Vicente, Araceli, Dumarán, Taytay and El Nido)

Contact # (048) 434-4234/4235 or 09175530539

Email us at oad@pcsd.ph or tessabatul@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 & Central

MS. VIRGINIA B. CATAIN, PDO V/Head, DMO South (PPC, Aborlan, Narra, Cagayancillo, Quezon, Rizal, Española, Brooke's Point, Bataraza, Balabac and Kalayaan)

Contact # (048) 434-4234/4235 or 09285053886

Email us at oad@pcsd.ph or virginiacatain@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 – Calamian

ENGR. TEODORO M. BALTAZAR, JR., PDO V/Head, DMO CALAMIAN (Coron, Culion, Linapacan, Busuanga, Cuyo, Magsaysay and Agutaya)

Contact # (048) 434-4234/4235 or 09194943529

Email us at oad@pcsd.ph or tbaltazar15@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.

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 date relevant to your request?

- Are the instructions clear, brief and concise?

COMMENTS/SUGGESTIONS:

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

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:

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

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***

List of Requirements to Comply after Issuance of ECAN Zoning Certification

Required documents to be submitted for processing and further evaluation:

- Environmental Impact Statement/Initial Environmental Examination/Project Description
 - LGU Endorsements through Resolution:
 - Barangay (Sangguniang Barangay)
 - City/Municipality (Sangguniang Bayan/Panglunsod)
 - Province (Sangguniang Panlalawigan)
 - Free Prior and Informed Consent (FPIC)/Certification of Pre-Condition from NCIP
 - Detailed site development plan map (scale: 1:10,000 or 1:5,000)
 - Zoning Clearance/Certification
 - Tenurial Instrument/Proof of Ownership
 - Other requirements
-
-

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 tenorial 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	Type of unit

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)

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

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

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)

_____ 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)

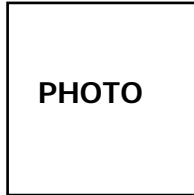
 10. Analysis of foreseen impact on biological diversity

 11. Detailed description of immediate compensation anticipated

 12. Detailed description of long-term compensation anticipated

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

APPLICATION FOR SEP CLEARANCE



1.a Name

Last Name	First Name	Middle Name
-----------	------------	-------------

Nationality_____

Degree (Sought/Completed)_____

Nature of Employment:

Government_____

Private _____

Present Position / Official Designation_____

School/Institution/Agency_____

1.b Company/Organization/Institution/Agency

Name of Company/Institution/Organization/Agency:

Address

Head

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)

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

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 _____
TOTAL		P _____

Prepared by: _____