

**DENR Administrative Order
No. 04
January 19, 1994**

SUBJECT : Establishing the Cave Management and Conservation Program (CMCP) and Providig Funds Thereof.

Pursuant to Executive Order No. 192 and Republic Act No. 7586, otherwise known as the NIPAS Act of 1992, and in line with the Department's mandate to conserve, manage, develop, and properly use the country's environment and natural resources, a Cave Management and Conservation Program (CMCP) is hereby established.

Sec. 1 Rationale

Caves are part of our natural heritage. They possess outstanding historical, educational, cultural, scientific and aesthetic values. They are part of our ecosystem and habitat of unique and diverse flora and fauna. Caves and their resources when properly conserved and sustainably managed can aid in the social, cultural and economic upliftment of our country and can provide livelihood opportunities and benefits to the Filipino people.

Sec. 2 Basic Policy

It is the policy of the State to ensure the sustainable use, development, management, renewal and conservation of the resources, including the protection and enhancement of the quality of the environment and equitable access of the different segments of the population to the development and use of the country's natural resources not only for the present generation but for future generations as well.

It is the policy of the Department to exert maximum effort to implement the spirit and letter of the Constitution and of other laws defining its mandate, along with the objectives, provisions and principles of the Philippine Strategy for Sustainable Development (PSSD) and of the actions or agreements adopted by the Philippine Council for Sustainable Development (PCSD) in pursuing the

objectives of Agenda 21 of the United Nations Council for Environment and Development (UNCED) and of such other international protocols and treaties to which the Philippines has committed to abide. The Department shall ensure the sustainable use, protection, development, management and conservation as well as ensure the equitable access of the different segments of the society to the benefits offered by caves and cave resources. It shall also promote the widest participation of the different sectors of the society in planning, implementing, monitoring and evaluating the Cave Management and Conservation Program.

Sec. 3 Definition of Terms: -

As used in this Order, the following terms shall be taken to mean as follows:

(a) **Caves** - any naturally occurring void, cavity, recess or system of interconnected passages which are found beneath the surface of the earth or within a cliff or ledge which is large enough to permit an individual to enter, whether or not the entrance is naturally found or man-made. Such term shall include any natural pit, sinkhole, or other feature which is an extension of the entrance.

(b) **Cave Resources** - include any material or substance occurring naturally in caves, such as animal life, plant life, paleontological deposits, sediments, minerals, speleogens and speleothems.

(c) **Department** - the Department of Environment and Natural Resources.

(d) **Speleogen** - relief features on the walls, ceiling, and floor of any cave or lava tube which are part of the surrounding bedrock, including but not limited to anastomoses, scallops, meander niches, petromorphs and rock pendants in solution caves and similar features unique to volcanic caves.

(e) **Speleothem** - any natural mineral formation or deposit occurring in a cave or lava tube, including but not limited to any stalactite, stalagmite, helictite, cave flower, flowstone, concretion, drapery, rimstone or formation of clay or mud.

(f) **Secretary** - the Secretary for Environment and Natural Resources.

Sec. 4 Scope and Objectives:

The Cave Management and Conservation Program (CMCP) shall include and cover all present programs, projects, initiatives of the Department related to and involving the cave ecosystem. This will also include those present programs which the Department is undertaking jointly with or in support of other government units and agencies, people and non-government organizations and international entities or instrumentalities. This program will also encompass all ecological support systems contributing to the living organisms in caves and sustainable development of its resources.

The CMCP shall have the following objectives:

1. Develop and implement a human resource development program for cave conservation and management.
2. Develop and implement a research and development program on the different components of the cave ecosystem.
3. Formulate and implement policies to support the management and conservation of caves and cave resources.
4. Formulate and implement plans and programs which will promote wise use of and equitable access to caves and cave resources.
5. Promote participation of the different sectors of the society in the formulation and implementation of policies, plans and programs of the Cave Management and Conservation Program (CMCP).
6. Develop and implement an information, education and communication campaign for cave conservation and management.
7. Use community organizing as a strategy to ensure people's participation in the planning and implementation of the CMCP.
8. Facilitate the development and implementation of management plans for individual caves which are identified for proclamation as part of the

national heritage on the basis of their cultural, scientific, aesthetic and archaeological value.

Sec. 5 Program Components

The different components of the Cave Management and Conservation Program shall be as follows:

1. **Rapid Cave Resource Assessment.** This component shall include the inventory, classification and documentation in general terms of the biologic, geologic, hydrologic, paleontologic, archaeological and historic resources associated with individual caves. This will also involve pinpointing the exact location of caves and mapping of the caves.
2. **Biodiversity Assessment.** This will involve the inventory of flora and fauna and collection/ documentation of ecological data on them.
3. **Assessment of Geological, Paleontological, and Speleological Resources.** This will involve inventory and documentation of the structure, composition, features and extent of geological, paleontological and speleological resources within caves.
4. **Cultural and Archaeological Resources.** This will include an inventory and assessment of cultural and archaeological resources within the caves. This activity should only be conducted with proper authorization from the Philippine National Museum.
5. **Management of Resource Utilization.** This component will involve consumptive uses of caves and/or cave resources. Assessment and implementation of activities for consumptive use or mineral extraction should be in accordance with the established policies, rules and regulations.
6. **Visitor Management.** This will involve activities related to visitor impact, access control, cave interpretation, visitor safety, socio-economics and other aspects of ecotourism associated with caves.

7. **Information, Education and Communication Campaign.** This component shall deal with the production and dissemination of print, broadcast and audio-visual materials on cave management and conservation.
8. **Human Resource Development.** The development and implementation of training modules to support proper cave management and conservation.
9. **Research Component.** This will focus on a multisectoral approach to the development of proposals and the implementation of reserach activities in support of management or policy formulation.

Sec. 6 Program Management.

A National Cave Management and Conservation Committee (NCMCC) shall be created and shall be tasked to formulate policies/plans and programs for the Cave Management and Conservation Program. It shall also act as an advisory body to the Secretary on matters relating to the CMCP.

Members of the Committee shall come from the different units of the Department as well as from other organizations which may be willing to be represented in the CMCP. The Secretary shall designate the Program Coordinator and members of the Committee.

The following units of the Department shall be represented in the National Cave Management and Conservation Committee:

- Protected Areas and Wildlife Bureau
- Mines and GeoSciences Bureau
- Ecosystems Research and Development Bureau
- Office of the Undersecretary for Environment and Research
- Office of the Undersecretary for Field Operations
- Office of the Undersecretary for Natural Resources Management
- Foreign-Assisted and Special Projects Office
- Human Resource Development Service

The following agencies shall be invited to send representatives to the Committee:

Department of Education, Culture and Sports
Department of Interior and Local Government
Department of Tourism
Philippine Information Agency
Philippine Tourism Authority
Philippine National Museum
Presidential Management Staff
University of the Philippine National Institute of Geological Science
Non-Government Organizations
People's Organizations
Academic Institutions (Colleges and Universities)

A Regional Cave Management and Conservation Committee (RCMCC) shall be created in each of the Department's regional offices. It shall be tasked to assist the National Cave Management and Conservation Committee in the formulation of policies, plans and programs of the CMCP. Each RCMCC shall be responsible for the allocation of tasks to the participating sectors as well as the PENROs and CENROs of the regional office concerned.

The Regional Executive Director may designate the members of the RCMCC which shall be composed of the following:

Regional Coordinator	- RTD for Environment and Protected Areas
Members	- RTD for Mines and Geosciences
	- RTD for Research
	- Regional Public Affairs Office (one representative)
	- Representative from the regional office of the Philippine Tourism Authority
	- Representative from the regional office of the Department of Tourism
	- Representative from the Local Government Unit

- Regional Philippine National Police Command
- Representative from locally-based non-government organization

Membership of the National and Regional Cave Management and Conservation Committees may be expanded to include other interested parties who have valid concerns for cave management and conservation.

The Protected Areas and Wildlife Bureau shall serve as the Secretariat for the National Cave Management and Conservation Committee while the Protected Areas and Wildlife Division shall serve as the Secretariat for the Regional Cave Management and Conservation Committee.

Sec. 7 Funding

The funds to implement this Order shall come from appropriate or designated items in the Annual General Appropriations of the Department and from such other sources, both local and foreign, as programmed or obtained for the national development and conservation efforts of the Department.

Sec. 8 Repealing Clause

All orders, circulars, official instructions or parts thereof inconsistent with the provisions of this Order are hereby repealed and amended accordingly.

Sec. 9 Effectivity

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

DENR Administrative Order
No. 14
April 22, 1994

SUBJECT : Revising DENR S.O. No 607 S. 1993 and Creating the Project Coordination Unit (PCU) for All IPAS Projects.

In the interest of the service, to provide clear direction and effective linkage of all IPAS projects under different funding arrangements, and to effectively and efficiently implement the NIPAS law, its implementing rules and regulations and other support policies, DENR S.O. No. 607 S. 1993 is hereby amended, renaming the IPAS Project Management Office (IPMO) into Project Coordination Unit (PCU). This Order further expands the subject to agreements with donor agencies on the details of Project management protocols:

1. The PCU shall provide the day to day administration of all IPAS Projects.
 - 1.1 The PCU shall be assisted by an Advisory Board whose primary function shall be to provide advise on all matters that are critical in project management. The members of the Advisory Board shall be appointed by the Secretary.
 - 1.2 The DENR Project Director shall be solely responsible for overseeing the Republic of the Philippines (ROP) -WB-GET Grant Agreement and in implementing the ROP activities/components of the Conservation of Priority Protected Areas (CPPA) Project of the GET.
 - 1.3 Under the WB-GET Project, the PCU shall be co-directed by a NIPA Project Director.
 - 1.4 The NIPA Project Director shall be solely responsible for overseeing the NIPA-WB Grant Agreement and in implementing the NIPA activities/components of the GET-CPPA Project.

1.5 The Project Director (ROP) and Co-Project Director (NIPA) shall coordinate their group's activities so that Project direction in attaining project goals and objectives is strictly followed.

2. The following are the functions of the PCU that will be jointly undertaken by ROP Project Director and Non-ROP Project Director(s) except those functions that are specified in this Order as pure ROP PCU Project Director(s) functions. Where Project management design puts the ROP Project Director as the solely responsible person, these functions are therefore inherent to his office:

- a. Direct the overall implementation of the Project activities;
- b. Prepare the Project's annual budget and work and financial plan;
- c. Coordinate with Co-Project Director(s) in the implementation of Project activities;
- d. Review and consolidate reports and all other documents submitted by the IPAS Project site offices;
- e. Formulate a multi-level Monitoring and Evaluation System;
- f. Monitor and evaluate project activities;
- g. Provide reports to the NPPSC and IPAF Governing Board;
- h. Conduct regular evaluation of staff performance and design training programs to upgrade the skills of staff, technical and non-technical;
- i. Facilitate the timely provision of funds for use by PCU and Project site offices;
- j. Coordinate with DENR regional offices and PAMBs to ensure understanding of all concerns and issues including decisions,

problems and policies in all levels of Project implementation by all persons involved in the Project;

- k. Develop TORs for all NGOs and consultants whose services will be engaged by the various projects;
 - l. Develop a set of criteria in the selection of TA consultants whether individuals or institutions;
 - m. Develop a set of criteria in selecting NGOs whose services will be engaged by the various projects;
 - n. Support the NPPSC and the IPAF Governing Board in all matters pertaining to their respective functions;
 - o. Perform other tasks as the NPPSC and the IPAF Governing Board may deem necessary to achieve the Project goals and objectives;
 - p. Ensure the linkage of all projects under its responsibility; and
 - q. Ensure the linking of the IPAS Project with relevant projects of DENR and other institutions, government and non-government.
3. The PCU shall be structured to maintain the following offices within its organization:
- a. Office of the Project Director
 - b. Office of the Assistant Director for Technical Matters
 - c. Office of the Assistant Director for Administrative and Finance Matters
 - d. Government Project Units that are named after sources of funds
 - e. Support and technical staff for each Project Unit.

Each Project Unit shall maintain a Technical and Support Staff.

4. The Project Director shall perform the following responsibilities:
 - a. Supervise the day-to-day operations of the PCU;
 - b. Coordinate with the Co-Project Director(s) in the implementation of Project activities;
 - c. Provide policy and planning direction;
 - d. Monitor the implementation of Project activities;
 - e. Advise the DENR regional offices and other participants to the Project implementation, such as NGOs, etc. on corrective actions required to meet the objectives and requisites of the Project;
 - f. Assess Project progress and direct the implementation of remedial measures if required;
 - g. Represent the NPPSC and the IPAF Governing Board in negotiations, meetings, and conferences related to the Project;
 - h. Enforce effective linking and coordination of all involved in the Project implementation;
 - i. Initiate an effective working arrangement for all Project participants/advisers/consultants as well as other parties involved in the Project; and,
 - j. Perform other assignments assigned/delegated by the NPPSC.

Where Project management design puts the ROP Project Director as the solely responsible person, these functions are therefore inherent to his office. Project direction and functional relationship between the PCU ROP Project Director and PCU Non-ROP Co-Director(s) is specified in items 1.0 and 2.0 of this Order.

- 4.1 The Assistant Director for Technical Matters shall have the following functions and responsibilities:

- a. Supervise the formulation of various project activities to ensure consistency with the over-all goals and objectives of the Project;
 - b. Formulate guidelines in areas of planning, organization and management, resource-use and evaluation, protected area monitoring and other relevant concerns of the Project;
 - c. Provide technical assistance to the IPAS Project sites on a regular basis, or whenever necessary;
 - d. Coordinate and facilitate the preparation of detailed work and financial plan;
 - e. Take responsibility for the timely and effective implementation of various components of the Project;
 - f. Coordinate the preparation of regular Project component reports and ensure the quality of output;
 - g. Undertake monitoring and evaluation of Project activities in the 10 sites to ensure the attainment of management plan objectives;
 - h. Assist the Project Director in the supervision of Project activities in the IPAS Project sites; and,
 - i. Perform other tasks as may be assigned by the Project Director.
- 4.2 The Assistant Director for Finance and Administrative Matters shall have the following functions and responsibilities:
- a. Financial matters
 - a.1 Arrange the judicious provision of funds for the various activities of the Project and monitor allocation and disbursement of the same;

- a.2 Determine measures relative to the timely submission of the detailed work and financial plans of all Project sites;
 - a.3 Coordinate with DBM to ensure the timely releases of ROP money;
 - a.4 Coordinate with PAWB in the setting up of the National IPAF Account and IPAF Sub-accounts in all Project sites;
 - a.5 Supervise the preparation, submission and maintenance of pertinent reports/information/financial records as may be required by COA;
 - a.6 Liaise with funding agencies to ensure smooth financial transactions so as not to jeopardize the timely discharge of Project activities; and,
 - a.7 Coordinate with the Project Director as to the performance of other tasks as may be deemed necessary to achieve the Project's over-all goals and objectives.
- b. Administrative matters
- b.1 Supervise administrative work covering logistics and supply, record management, general clerical functions, etc.
 - b.2 Take responsibility for all Project personnel transactions such as daily time records, travel documents, personnel files, contracts, etc.;
 - b.3 Recommend trainings, workshops, seminars, etc., whenever required;

- b.4 Provide administrative policies and functions suited to the needs of the PCU; and,
 - b.5 Supervise the proper distribution/ allocation and inventory of equipment/ materials and goods.
- 4.3 The Technical Staff shall perform the following responsibilities:
 - a. Monitor and evaluate the Project sites;
 - b. Provide advise to the Project sites;
 - c. Assist the Project sites in conducting pre-proclamation activities such as designing resource appraisal techniques and survey strategies, etc.;
 - d. Assist in the preparation of technical training modules for each protected area;
 - e. Develop and maintain an MIS for the PCU;
 - f. Assist the Project sites in developing MIS; and,
 - g. Perform other activities assigned by the Project Director.
- 4.4 The Support Staff shall perform the following functions:
 - a. Identify and procure supplies and logistics;
 - b. Perform proper records management and general clerical functions, i.e., records and files of all finished works/ documents and all other communications papers;
 - c. Type/encode Project documents and all other communication papers;

- d. Receive, interview and screen callers and visitors regarding official business transactions;
- e. Arrange calendar and remind the Assistant Directors and Technical Staff of appointments and scheduled activities;
- f. Transmit and follow-up official transactions and documents with concerned offices and units;
- g. Deliver communications or other documents to other participating agencies and units of DENR;
- h. Assist the technical staff during meetings, workshops, etc.; and,
- i. Perform other functions as may be required by the immediate supervisor.

The corresponding organizational and management structure is appended.

This Order takes effect immediately and repeals, amends, supersedes or revokes any order or issuances inconsistent herewith.

ANGEL C. ALCALA
Secretary

Recommending Approval:

BEN S. MALAYANG III
Undersecretary for
Field Operations

DENR Administrative Order
No. 39
November 08, 1994

**SUBJECT : Amending Section 50 Chapter VIII of Department
Administrative Order No. 25, S- 1992**

Pursuant to Section 4(1), Section 9 par. 1 of Republic Act No. 7586 and Section 50 Chapter VIII of DAO No. 25, Series of 1992, and in order to clarify the reckoning date of the five (5) year period of stay of a tenure migrant in the area, this order is hereby promulgated for the information and guidance of all concerned.

Section 50 is hereby amended to read as follows:

Any person who has actually and continuously occupied an area for five (5) years prior to its designation as part of the protected area system or as an additional area thereof in accordance with SECTIONS 5(a) and 6 of the Act, subsistence shall be considered a tenured migrant. As a tenured migrant he shall be eligible to become steward of a portion of the land within the multiple use management or buffer zone of the protected area and from which he may derived subsistence. Provided however, that those migrants who would not qualify for the category for tenure shall be resettled outside the protected area.

It is also clarified under this Order that, the reckoning period of 5 years of occupancy for areas designated as initial component of the system shall be on June 1, 1992 and for areas that may hereinafter be added to the system pursuant to Section 6 of the Act, from the time a Presidential Proclamation is issued by the President.

All other provisions of DAO 25, Series of 1992, shall remain in force.

This Order takes effect immediately and supersedes all orders inconsistent herewith.

ANGEL C. ALCALA
Secretary

**DENR Administrative Order
No. 41
November 11, 1994**

SUBJECT : Addendum to DAO No. 14, Series of 1994 Specifying the Role of the Foreign-Assisted Projects Office (FASPO) in the IPAS Project.

In pursuit of an effective IPAS Project implementation and management, the Foreign-Assisted and Special Projects Office (FASPO) shall be included in the IPAS Project Coordinating Unit's (PCU) Organizational Structure to perform the following functions:

1. Assist the PCU in the monitoring and evaluation of the IPAS site-based activities;
2. Assist in strengthening coordination and linkaging with other foreign-assisted projects;
3. Initiate coordination with other funding agencies/ institutions for possible financial assistance for other protected areas.

All other functional responsibilities of FASPO as mandated under Administrative Order No. 1, Series of 1988 shall remain in effect.

The corresponding organizational and management structure which include FASPO is appended.

This Order shall take effect immediately and modifies or revokes all other orders inconsistent herewith.

ANGEL C. ALCALA
Secretary

DENR Administrative Order
No. 42
November 16, 1994

SUBJECT : Memoranda of Agreement in Protected Areas.

Pursuant to Section 10 (h) of RA 7586 of 1992 and DAO No. 38 Series of 1990, authorizing the Secretary to enter into an agreement with other government agencies, NGOs, and private institutions for the development and management of protected areas, and Section 18 of DAO # 25 Series of 1992, recognizing the authority of the Protected Area Management Board (PAMB) to decide/approve matters related to protected area management, the following guidelines are hereby issued to ensure effective administration and management of protected areas:

1. The Secretary shall sign all MOAs concerning protected area management until such time that the final PAMB for each protected area is organized. Once the final PAMB is organized, signing of MOAs and other similar or related documents is hereby delegated to the Chairman of the organized PAMB.
2. All current Memoranda of Agreement entered into and similar or related documents signed by the Secretary will be reviewed by the final PAMB. If some amendments are warranted, same shall be incorporated in the amended MOA that will be signed by the PAMB Chairman (Regional Executive Director). If there are no amendments, the documents will be ratified by the PAMB and shall remain in force within the stipulated period indicated therein.

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

**DENR Administrative Order
No. 45
December 21, 1994**

SUBJECT : Addendum to DAO No. 14, Series of 1994.

In pursuance of an effective IPAS Project Implementation and Management, and to establish strong coordination between the IPAS-GEF project (CPPAP) with the 2 other ENR-SECAL Components, namely MEC and RRMP, particularly in IPAS areas where both or any of the 2 components are present, the following items are hereby added to the provision of DAO No. 14 Series of 1994 for the guidance of all concerned:

1. The CPPAP shall be administratively independent from the 2 components of the ENR-SECAL Program albeit as part of the overall ENR-SECAL Program, the DENR shall also view the performance of the IPAS Project in the context of overall SECAL performance focusing on activity coordination and complementation.
2. The PCU shall copy furnish the ENR-SECAL PMO of every report on the CPPAP submitted to the NPPSC and other relevant institutions.
3. The ENR-SECAL PMO shall assist the PCU in effectively fulfilling its main task of monitoring the Protected Area Superintendents (PASu), Regional Offices, NIPA and Host NGOs and in facilitating the release of GOP finds to the PCU and field offices.
4. The ENR-SECAL PMO shall designate some of its staff who shall serve as partners of the IPAS-PCU Desk Officers in the field of monitoring and evaluation work. These partners shall be strongly oriented about the project by the IPAS-PCU for effective participation in the monitoring and evaluation work.
5. The travelling and incidental expenses incurred by PCU Desk Officers shall be charged against the IPAS Project Fund and those incurred by the ENR-SECAL staff against ENR-SECAL PMO Fund.

6. The discussion on IPAS matters by the ENR-SECAL Steering Committee shall be limited within the context of the overall ENR-SECAL Program, principally on coordination and complementation of components. Issues in relation to the NIPAS ACT and its Implementing Rules and Regulations shall be handled by the NIPAS Policy and Program Steering Committee (NPPSC). Coverage of both committees in project implementation shall follow project documents and related references.

This order shall take effect immediately upon approval.

ANGEL C. ALCALA
Secretary

**DENR Administrative Order
No. 47
December 28, 1994**

SUBJECT : Amending Sections 23 and 27 of DAO No. 25, Series of 1992.

Section 23 of DAO No. 25, Series of 1992 is hereby amended to read as follows:

Section 23. Meetings.

- a. The PAMB shall PREFERABLY meet monthly.
- b. In cases where an Executive Committee will be established, THE SAME MAY MEET MONTHLY in lieu of the full PAMB. Provided further, that the PAMB shall meet en-banc at least twice yearly by which the first meeting shall be held during the first month of the year.
- c. A quorum for both PAMB and Executive Committee meeting shall consist of MORE THAN ONE HALF OF THE TOTAL BOARD MEMBERSHIP.

The PAMB/EXECOM Chairman may call special meetings as deemed necessary. The Board shall formulate guidelines on calling special meetings and how they should be conducted.

Section 27 of DAO No. 25, Series of 1992 is hereby amended to read as follows:

Section 27. Removal. A member of the PAMB may be removed for ANY of the following reasons:

- a. More than three (3) unexcused absences during regularly scheduled Board meetings;

- b. Commission of acts prejudicial to protected area management as embodied in Section 20 of R.A. 7586 or other existing rules and regulations governing the protected areas;
- c. Graft and corruption; and
- d. Conviction on criminal acts.

All other provisions of DAO 25, Series of 1992 shall remain in force.

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

BEN S. MALAYANG III
Undersecretary for Field Operations

BENJAMIN C. BAGADION
Undersecretary for Environment and Research