

**DENR Administrative Order  
No. 03  
January 13, 1995**

**SUBJECT : Procedural and/or Documentary Requirements. Guidelines and/or Criteria to be Observed and/or Followed in the Selection of Representatives of Local Government Units (LGUs), Non-Government Organizations (NGOs) and People's Organizations (POS) to the Protected Area Management Board (PAMB)**

Pursuant to Letters d, e, and g of Section 19, DENR Administrative Order (DAO) No. 25, Series of 1992, or the National Integrated Protected Area System (NIPAS) Implementing Rules and Regulations, the municipalities and barangays covered by a particular protected area and local NGOs, POs and/or church or civic organizations based in or near the same shall be represented in the PAMB. The following are the procedural and/or documentary requirements, guidelines and/or criteria to be observed and/or followed in the selection of the members of the PAMB representing the LGUs, NGOs and/or POs concerned, thus:

**A. Local Government Units (LGUS)**

1. Accomplished personal data sheet;
2. Certification/endorsement from the head of the concerned office, e.g., a representative of the Barangay Captain or the Mayor shall be endorsed/certified to by the Barangay Captain or Municipal Mayor concerned. In case the barangay or the municipality is represented by the Barangay Captain or Mayor themselves, the corresponding Sangguniang Barangay and/or Pambayan Resolution ratifying their membership to the PAMB shall be required;
3. In case the PAMB member who is an elected local government official is not re-elected for another term, he may continue as a PAMB member unless majority of the PAMB members with the concurrence of the majority Sangguniang members concerned decide otherwise; and
4. Each Municipal Government Unit shall be entitled to only one representative.

**B. Non-government Organizations (NGOS) and People's Organizations (POS)**

The NGO and PO representation in the PAMB shall be limited to a maximum of seven (7) and five (5), respectively. If there are consortia within the area, each consortium is entitled to one (1) representative only.

The NGO, PO and/or consortia representatives must be:

1. Known to be with interest, integrity and commitment to the conservation of natural resources;
2. Reputable and socially acceptable to the concerned or affected communities;
3. Preferably locally-based in operations;
4. With capability related to protected area community management and/or can be trained if there are capability gaps; and
5. Having at least three (3) years experience in handling environmental and other related programs.

The NGOS and POS themselves must be accredited based on the procedures mandated by the Department's Regional NGO Desk concerned and DAO No. 52, Series of 1992.

This Order takes effect immediately.

SO ORDERED.

**ANGEL C. ALCALA**  
Secretary