



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632) 929-66-26 to 29 • (632) 929 62-52  
929 66 20 to 29 • 929-66-33 to 35  
929-70-41 to 43

**DENR ADMINISTRATIVE ORDER**  
**NO. 2005 - 21**

OCT 14 2005

**SUBJECT: Revised Guidelines on the Establishment and Management of Integrated Protected Areas Fund (IPAF)**

Pursuant to Section 16 of RA 7506 otherwise known as the National Integrated Protected Areas System (NIPAS) Act of 1992 and its Implementing Rules and Regulations and in order to provide flexibility in accessing the IPAF, DENR Administrative Order No. 96-22 is hereby amended accordingly.

**Section 1. Objective and Scope** – It shall be the objective of this Order to set the procedure that the DENR and the Protected Area Management Board (PAMB) shall follow in the establishment and management of the Central IPAF and Protected Area Sub-Fund to promote the sustained financing of the operations of the National Integrated Protected Areas System (NIPAS).

This Order shall also set the procedures for the solicitation and utilization of donations, endowments, grants, and other forms of contributions to the protected areas. Furthermore, this Order shall be implemented in all protected areas comprising the NIPAS.

**Section 2. Establishment and Management of the IPAF** – All revenues generated by the protected areas shall be deposited as trust account maintained by the DENR in any authorized government depository bank. The Fund is set up to operate both at the national (Central IPAF) and local (Protected Area Sub-fund).

The Central IPAF is the trust fund directly administered by the Protected Areas and Wildlife Bureau representing the 25% of the revenues from different protected areas while the PA Sub-Fund is a trust fund retained by any protected area and managed by its respective PAMB representing 75% of the revenues generated by the protected area for the development and maintenance of the area in accordance with the existing guidelines and budgetary policy on the use of income. However, contributions, endowments, donations and grants shall be exempted from the above-mentioned sharing provision.

For this purpose, the following guidelines shall be followed:

- 2.1 At the local level, the Protected Area Management Board (PAMB) shall monitor the collection, accounting and deposit of income into the IPAF.
- 2.2 The PAMB shall recommend the designation of a Special Collecting Officer (SCO) to the DENR Regional Executive Director (RED), subject to existing accounting and auditing rules and regulations. The RED, in turn, shall designate a Special Collecting Officer.



- 2.3 The SCO shall collect fees and donations, and shall give monthly accounting report to the PAMB.
- 2.4 The SCO shall issue official receipts/tickets as an acknowledgement of collections.
- 2.5 All income generated shall be deposited preferably in any authorized government depository bank except in cases where there is no authorized government depository bank thru a specific protected area fund code.
- 2.6 The SCO shall prepare three copies each of the Bank Deposit Slip, and List of Deposited Collections and shall present said slip to the Government Bank in making the deposits. The SCO retains duplicate copies of the Bank deposit Slip. The third copy shall be handed over to the concerned Accountant. The SCO shall tender monthly report of collections and deposits to the concerned Accountant.
- 2.7 The concerned Regional Accountant nearest to the concerned protected area shall maintain the book of accounts. Report of collections and deposits and copy of the deposit slip shall be submitted to PAWB for information and monitoring.

The detailed process appointing the SCO and procedure in depositing the IPAF are indicated in Annexes A and B of this Order.

**SECTION 3. Disbursement of the IPAF-** The use and disbursement from the funds shall be made solely for the development, maintenance, administration, and management of the NIPAS, and duly approved projects endorsed by the PAMB, in the amounts authorized by the DENR. The use and disbursement of IPAF shall be guided by the following:

### **3.1 Central IPAF**

- 3.1.1 Upon the recommendation of the PAWB Director, the DENR Secretary may approve fund allocation from the Central IPAF in accordance with the allocation criteria indicated in Annex E of this Order.
- 3.1.2 Request for funding assistance from the Central IPAF shall be supported by the following requirements:
  - a. Duly approved Work and Financial Plan for the proposed project/activity by the Chairman of the concerned PAMB
  - b. Project Proposal with detailed breakdown of expenditures;
  - c. PAMB Resolution approving the Project Proposal and Work and Financial Plan (WFP); and
  - d. Accomplishment Report of previous request, if applicable.



3.1.3 The above mentioned requirements shall be submitted by the PASu through proper channels to the RED who shall, as PAMB Chairperson, endorse the same to the PAWB for evaluation and appropriate action.

3.1.4 At no instance shall the PAWB Director endorse any request for fund utilization without all the above-mentioned documents.

The detailed process for approval and disbursement of the Central IPAF is in Annex C of this Order.

### **3.2 PA Sub-fund**

3.2.1 Funds can be availed of by the concerned protected area upon submission of the following to the Regional Executive Director:

- a. Duly approved Work and Financial Plan (WFP);
- b. Project Proposal including the detailed breakdown of expenditures;
- c. PAMB Resolution approving the project proposal and WFP; and
- d. Accomplishment Report of previous request, if applicable.

3.2.2 All documents mentioned above shall be forwarded to the Office of the PENR.

3.2.3 The concerned Accountant shall prepare an updated trial balance of the agency, attach copies of the bank deposits from the authorized government bank and submit the documents to the RED for approval through endorsement of the PENRO.

3.2.4 At no instance shall the RED process/approve any disbursement without all of the above-mentioned documents.

3.2.5 A copy of the approved WFP with the above requirements shall be forwarded to PAWB for information and monitoring.

3.2.6 Reports of actual disbursement of funds shall be submitted to PAWB on monthly basis for information, consolidation and monitoring purposes.


The detailed process for approval and disbursement of PA Sub-Fund is depicted in Annex D of this Order.



**Section 4. Collection, Deposit and Utilization of Contributions, Grants and Donations for Protected Areas** – Pursuant to COA Circular Letter No. 2003-005 dated 21 November 2003, the following shall be the procedure for the collection, deposit and utilization of contributions, endowments, donations and grants for protected areas:

- 4.1 The DENR Secretary or the PAWB Director or the RED as Chairperson of the PAMB may receive donations, endowments, contributions and grants for specific purpose/intent of the protected area. Such contributions, endowments, donations and grants shall be deposited in a trust account in the name of the protected area with authorized government depository bank.
- 4.2 All contributions, grants and donations shall be properly covered by deeds of donation.
- 4.3 For contributions, endowments, donations and grants for the System, a WFP shall be prepared in accordance with the Deed of Donation. For contributions, endowments, donations, and grants for specific protected area, a WFP shall be prepared in accordance with the Deed of Donation for the approval of the PAMB. The WFP shall be the basis for the disbursement of such funds.

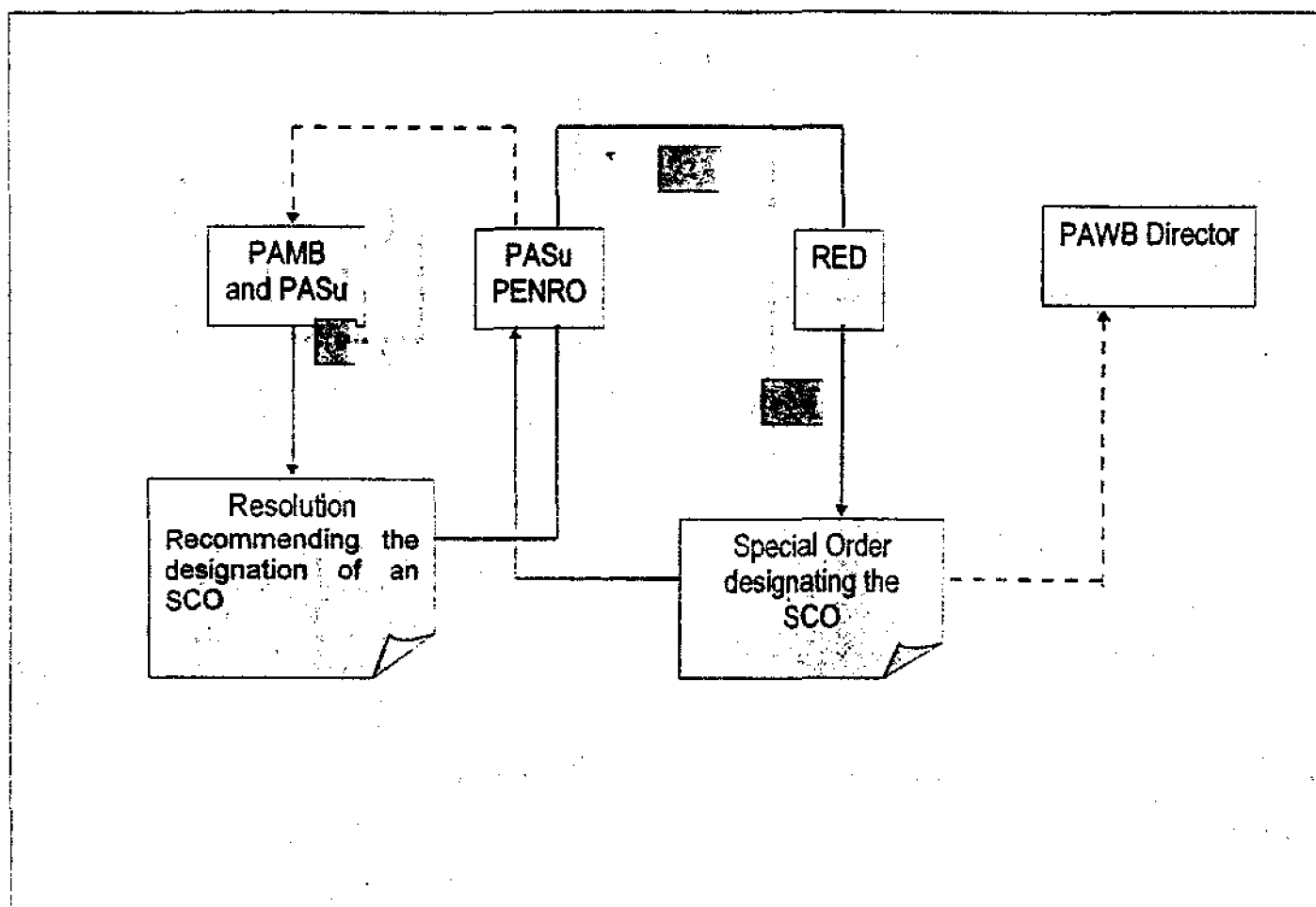
**Section 5. Effectivity** - This Order shall take effect immediately and revokes DENR Administrative Order No. 96-22 and other issuances inconsistent herewith.

  
**MICHAEL T. DEFENSOR**  
Secretary

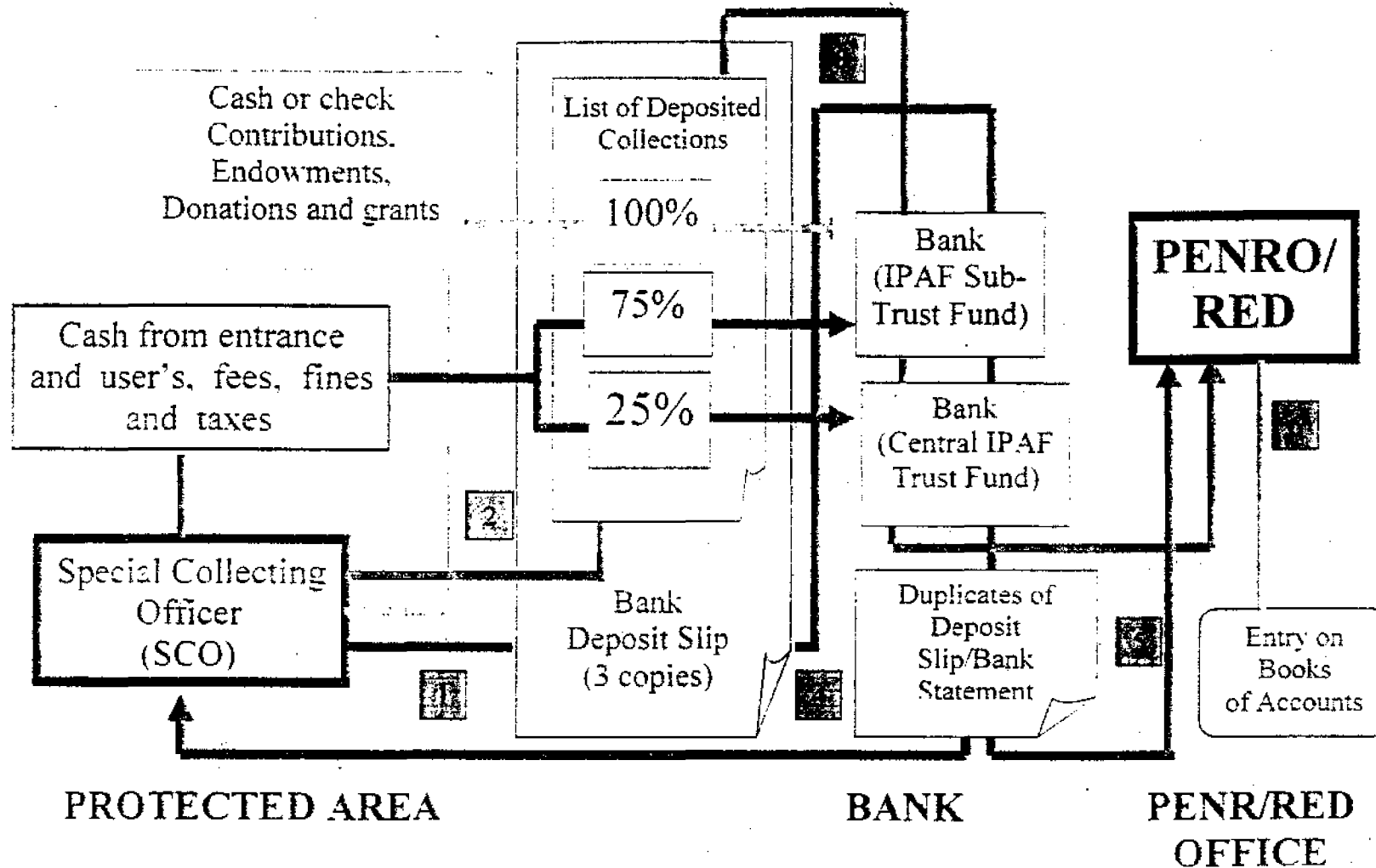


Tess/laptop/dao-ipaf streamlining-final  
C8/tess/ipaf/DAO-IPAF STREAMLINING FINAL1  
07/14/05  
09/27/05

## Annex A. Appointing the Special Collecting Officer



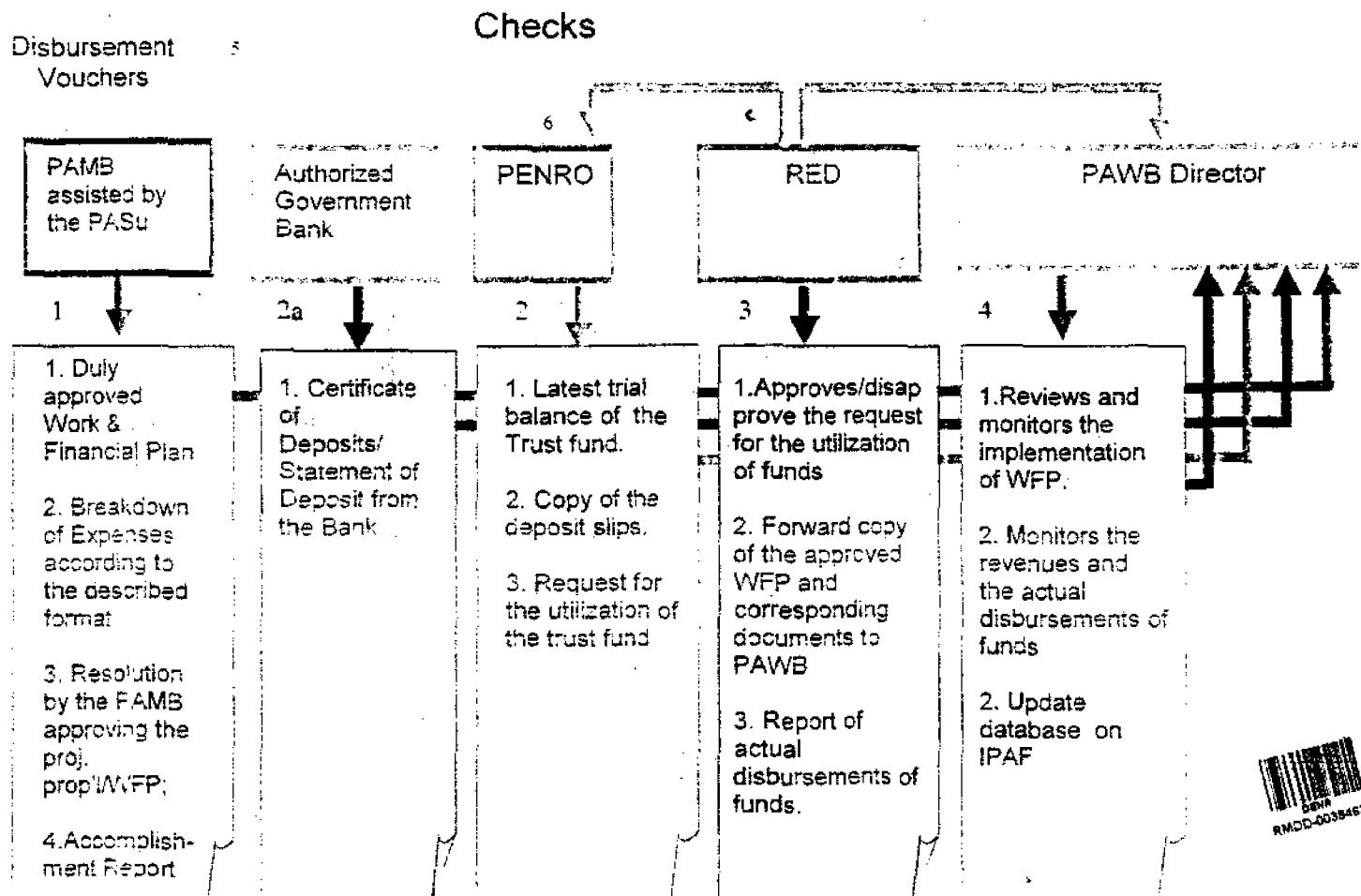
## Annex B. Procedure in Depositing Collected IPAF



### Annex C. Disbursement of Funds (Central – IPAF)



## Annex D. Disbursement of Funds (PA – Sub Fund)





## **Annex E. Allocation Criteria for the Disbursement of Funds from the Central Protected Area Fund (CIPAF)**

### **1. Prioritization Criteria**

The following protected areas are priority for funding assistance from the Central IPAF:

- 1.1 Protected areas with PAMB.
- 1.2 Protected areas without funding assistance either from local or foreign institutions.

### **2. Criteria**

Once the protected area meets the above-mentioned criteria, it will be evaluated on the following: **(50%)**

- 2.1 Protected areas that are in need of immediate funding assistance for protection from further degradation based on the following considerations:
  - a. Existing and potential threats that will lead to biodiversity loss/degradation such as but not limited to logging, slash and burn farming and timber/wildlife poaching; **(20%)**
  - b. Presence of threatened and endemic wildlife in the area; **(15%)**
  - c. National and global significance of the area; **(15%)**
- 2.2 Protected areas shall also be assessed based on the following socio-economic considerations: **(50%)**
  - a. Protected areas without income but with high ecotourism potential and other potentials to generate future income; **(20%)**
  - b. Protected areas with PAMB and Staff and/or organized communities capable of implementing projects; **(15%)**
  - c. Protected areas management authority that have strong linkage with local government units and communities. **(15%)**

The protected area that passed the 70% rating shall be eligible for funding from the Central IPAF.

### **3. Other Provisions**

A protected area can only avail funding from the Central IPAF once every five (5) years with the maximum amount of Php500,000.00

The ceiling for funding assistance shall depend on the amount available at the Central IPAF.

