

PAWB MEMORANDUM ORDER  
No. 2010 - \_\_\_\_\_

**SUBJECT REVISED RULES AND GUIDELINES GOVERNING THE ADMINISTRATION, MANAGEMENT AND OPERATION OF THE FACILITIES OF THE NINOY AQUINO PARKS AND WILDLIFE CENTER (NAPWC)**

Pursuant to Executive Order No 192 and DENR Administrative Order No. 2001 – 19 transferring the management of NAPWC to the Protected Areas and Wildlife Bureau (PAWB), and in order to amend PAWB Memorandum Order No. 2003 – 01, the following guidelines are hereby adopted for the management, operation and administration of the grounds and facilities of the NAPWC.

### **Section 1. Objective**

This Memorandum Order aims to set forth an enhanced systems and procedures for the management and operation of the Ninoy Aquino Parks and Wildlife Center particularly in the use of its facilities.

### **Section 2. Scope and Coverage**

This Memorandum Order shall cover the granting of permits for the use of facilities, availment and monitoring of Park visitors and revenues generated.

### **Section 3. Definition of Terms**

As used in this Order, the following terms shall be defined as:

- 3.1. **Ampitheater** - it is an open-air structure and has a commanding view of the man-made lagoon; with a sitting capacity of 500, it is an ideal venue for Park entertainment and cultural shows;
- 3.2. **Authorized Government Depository Bank (AGDB)**- refers to a bank where government entities are allowed by law to deposit their funds and maintain depository accounts, or by way of exception, a bank authorized by the Department of Finance(DOF) and the Monetary

Board (MB) to be a government depository bank.(DOF-DTI Joint Department Administrative Order No. 02 s.2006);

- 3.2. **Bulwagang Buhay Ilang** - (formerly Visitors' Center) is an elegant two-story building with several function rooms ideal for meetings and conferences;
- 3.3. **Entrance Fee** – is a fee paid to enter the Park ;
- 3.4. **Fishing Village** - consists of five houses on stilts at one edge of the lagoon imitating the native fishing villages of the South. These are ideal for social functions;
- 3.5. **Gazebo** - is an open farm-type cottage almost hidden among lush vegetation;
- 3.6. **Government Agency** - refers to any department, bureau or office of the national government, or any of its branches and instrumentalities, or any political subdivision, as well as any government-owned or controlled corporation, including its subsidiaries, or other self-governing board or commission of the government;
- 3.7. **Grotto** - (Our Lady of Peace Grotto) amid nature, a place of prayer and worship;
- 3.8. **Lagoon** - a former mini forest that was quarried of adobe stone deposits in 1960. It is a good place to commune with nature, to relax, and to take a break from the many pressures of city life. It also serves as habitat of variety of fish like catfish (“hito”) and “tilapia” which adds life and beauty to the lagoon;
- 3.9. **Lungsod Kalikasan** - is a Park within the Park, a zoological and botanical enclave for scientific research as well as for students and pupils on field trips;
- 3.10. **Ninoy Aquino Parks and Wildlife Center** - a Protected Area classified as a nature Park. The Park simulates a natural forest setting enhanced with recreational facilities and serves as a breather from the urbanized atmosphere in the cities of high rise buildings and concrete structures. It serves as a venue for public education and nature recreation activities with opportunities to enjoy fresh air and pleasant surroundings, for learning about plants and animals, for communing with nature, meeting new friends, and relaxing aching muscles;
- 3.11. **Park Facilities** - means all the structures inside the Park under the jurisdiction of PAWB;

- 3.12. **Park Grounds** - refers to the whole recreation area of the Park;
- 3.13. **Permit** - this authorizes a group or an individual to occupy a specified area for a specific purpose on the specified date;
- 3.14. **Picnic Sheds** - these are strategically scattered in the Park, and are good for informal picnics and small gatherings;
- 3.15. **Protected Area Superintendent (PASu)** - designated by the PAWB Director who is primarily responsible for the implementation of the Management Plan and Operation of the Park;
- 3.16. **Protected Areas and Wildlife Bureau (PAWB)** - a staff sectoral bureau of Department of Environment and Natural Resources created under Section 18 of Executive Order No. 192, dated 10 June 1987. The bureau is mandated to provide efficient, effective, and dedicated services to ensure judicious use, development, management, and conservation of the country's biological diversity as well as the protection and enhancement of the quality of the environment for the people;
- 3.17. **Tea House** - constructed with simulated indigenous materials; it is available for rent and for use for workshops, seminars and meetings;
- 3.18. **Wildlife Rescue Center** - is a repository and rehabilitation facility for confiscated, donated and/or abandoned wildlife. With its collection of exotic fauna, the Center serves as a venue for public education and as a training and research facility for future veterinarians and biologists. The Center is also a source of wildlife stock for local zoos and DENR-accredited facilities/institutions for their public education, breeding and other conservation-oriented undertakings.

#### **Section 4. Securing A Permit for the use of Park Facilities**

A written permit from the Office of the PASu is required for the use of facilities inside the NAPWC. The procedure for securing a permit is as follows:

- 4.1. The applicant shall fill out the prescribed application form stating the facility requested, the date of function, the reason for use, the contact information of the applicant;
- 4.2. The applicant shall submit the application form to the Clerk/Action Officer.
- 4.3. The Clerk/ Action Officer shall check out if the facility being reserved is available. If the facility is available, the Action Officer shall check out that all the items in the application

form are properly filled out. Improperly filled out forms will be returned to the applicant for appropriate corrections. For properly filled out forms, the Clerk/Action Officer shall label the application form with a control number;

- 4.4. The Clerk/Action Officer shall prepare an order of payment based on the approved fee structure and shall issue the order of payment to the applicant;
- 4.5. Payment shall be made directly to the PAWB Cashier, who shall issue the corresponding official receipt to the applicant;
- 4.6. The official receipt of payment shall be presented to the Clerk/Action Officer who shall prepare the permit in three (3) copies (Annex 'A'). The number of the official receipt shall be indicated in the permit;
- 4.7. The permit shall be forwarded to the PASu or, in his absence, the duly authorized representative for approval;
- 4.8. The Clerk/Action Officer shall release the approved permit to the applicant.

The applicant shall secure the permit at least five (5) working days prior to the actual date of use. Permits are issued from Monday to Friday between 8:00 a.m. to 5:00 p.m. except holidays.

*(The process flow in securing a permit for the use of NAPWC Facility is hereto attached as Annex 'B'.)*

## **Section 5. Reservation**

Reservation (by phone or walk in) for the use of facilities and amenities are accepted from Monday to Sunday 8:00 a.m. to 5:00 p.m.

- 5.1. Reservation request for the use of facilities and amenities is valid within three (3) working days only, within which, the applicant shall pay the required rental fee, following the rules/process in Section 4 hereof, otherwise, the reservation shall be cancelled; and
- 5.2. Reservation request shall be for one-time use only.

## **Section 6. No show/Cancellation of Permit**

No refund will be issued for no show/cancellation of activity, however, cancellation of activity with a five-day prior notice of actual use, or those that were cancelled by reason of *force majeure* shall be allowed re-scheduling within twelve (12) months after the original date depending on the availability of the same facility paid for.

## **Section 7. Park Facilities**

The following Park Facilities are open for public use subject to the issuance of permit:

- 7.1. Tea House
- 7.2. Fishing Village
- 7.3. Ampitheater
- 7.4. Picnic Sheds (Kubo)
- 7.5. Gazebo
- 7.6. Grotto

The Bulwagang Buhay Ilang is reserved for DENR official functions and not open to the general public, except those authorized by the DENR Secretary or the PAWB Director;

## **Section 8. Use of Park's Grounds and Other Amenities**

- 8.1. Grounds and other amenities are to be used on a first come-first served basis.
- 8.2. Movie Commercial and TV filming and other related activities:
  - 8.2.1. Filming activities may be authorized by the PAWB Director or the officials herein designated to issue permits for the use of the Park's grounds and its facilities;
  - 8.2.2. Reservation and booking for filming shall be in accordance with Section 4 hereof;
  - 8.2.3. Prior to making the reservation; individuals or institutions with filming activities in Lungsod Kalikasan and Wildlife Rescue Center (WRC) shall coordinate with the Chief, WRC who shall take into consideration among others, the health and behavior of the animals; and
  - 8.2.4. The PAWB-NAPWC shall be properly acknowledged for the use of its facilities and amenities.

### 8.3. Parking Area

- 8.3.1. Vehicles entering the Park shall pass through Gate No. 2 located along North Avenue;
- 8.3.2. Vehicle owners, holders of permits and guest with vehicles shall be allowed to Park at the designated Parking areas only. Service vehicles of catering, lights and sounds, generator set and Outside Broadcast Van shall be allowed to Park near the booked facility;
- 8.3.3. Only six (6) vehicles at a time shall be allowed to Park near the filming/shooting area;
- 8.3.4. No overnight Parking of private vehicles shall be allowed without clearance from the PAWB Director.

### **Section 9. Use of Equipment**

The use of equipment, accessories and other related paraphernalia to be used during the functions shall be registered for proper recording and charging.

### **Section 10. Monitoring of the Use of Park Facilities**

- 10.1. At the end of office hours each day, the Office of the PASu shall furnish the Guard on duty at Gate 2 with the daily Master List of Permit (Annex 'D') approved for the following day together with the copy of the permit;
- 10.2. The holder of the permit should present a valid identification card to the Guard-on-Duty at Gate 2 upon entry;
- 10.3. Upon receipt of the permit, the Guard-on-Duty shall cross-check the permit number with the daily master list and duly note down the identification card on the master list;
- 10.4. For validation, the Holder of the permit shall be required to countersign on the daily master list;
- 10.5. The Guard-on-Duty will then inform the Office of the PASu of the presence of the permit holder and the permit number;
- 10.6. The Office of the PASu and/or the Guard-on-Duty will

conduct inspection of the used facility. Any untoward incident observed shall be reported by the roving Officer to the duly designated staff or to the Office of the PASu.

### **Section 11. Use of Facilities by PAWB Employees**

- 11.1. The use of facilities by PAWB employees free of charge for personal functions shall only be allowed once a year. Succeeding requests shall be charged accordingly;
- 11.2. Personal functions shall be limited only to affairs involving immediate family members of the concerned personnel (parents, children, brothers and sisters only);
- 11.3. The Office of the PASu shall keep a record of PAWB Employees who have availed the free of charge privilege;
- 11.4. The use of facilities shall be allowed from 7:00 a.m. to 6:00 p.m. only. If the intended use shall extend beyond 6:00 p.m., a written request shall be submitted upon reservation to the PASu, for consideration;
- 11.5. The holder of the permit shall ensure the cleanliness and orderliness of the facility and its immediate surroundings after use. The same shall also be responsible for the repair and replacement of damaged facilities arising from their use;

*(The process flow in securing a free of charge permit for the use of NAPWC Facility is hereto attached as Annex C'.)*

### **Section 12. Use of NAPWC Facilities by other DENR Offices and other Government Agencies**

The use of facilities by other DENR Offices and other Government Agencies shall be subject to the approval of the PAWB Director.

### **Section 13. Assessment on the Use of Facilities**

The Office of the PASu shall conduct a regular assessment on the status of the facilities and submit assessment report to the Office of the PAWB Director. Based on its regular assessment on the use of facilities, the Office of the PASu shall forward to the Office of the PAWB Director, its recommendations on design, maintenance, management and administration, among others;

## **Section 14. General Rules**

The Park visitors are enjoined to observe the rules and regulations posted at the entrance gates. The gate collectors and/or security guards on duty shall direct all incoming Park visitors to read the posted rules and regulations of the Park.

Park visitors who want to avail of the tour-guiding services are required to submit a written request at least five (5) days before the scheduled date to the Office of the PASu for approval.

Any person and/or group granted with the permit for the use of any Park facility shall use them only for such purpose as specified in the permit and shall limit the use only to the facility requested;

### **14.1. Operating Hours**

The Park shall be open from 7:00 AM to 6:00 P.M to the public daily except on Maundy Thursday and Good Friday. The Wildlife Rescue and Rehabilitation Center shall be open to the public from 9:00 AM to 5:00 P.M. except Mondays for maintenance purposes;

### **14.2. Park Fees**

Tickets shall be issued to the Park visitors upon payment of entrance/Parking fee to the authorized gate collectors at the designated entrance gates in accordance with existing DENR Administrative Order or other applicable Orders that may hereafter be promulgated;

### **14.3. Security**

14.3.1. For security purposes all vehicles, including personal belongings of incoming Park visitors are subject to inspection by the Security Guards. Private vehicles without car pass and/or proper authorization shall not be allowed entry to the Park beyond 7:00pm;

14.3.2. Firearms and all kinds of deadly weapons shall be deposited to the Security Guard on duty at the entrance gates who shall issue the corresponding acknowledgement receipt;

### **14.4. Parking**

Parking shall only be allowed in designated areas. Only authorized vehicles are allowed overnight Parking inside the Park;

14.5. **Taking of Pictures**

Taking of pictures for commercial purposes, research and the like, are not allowed unless prior clearance from the Office of the PASu;

14.6. **Cooking/Camping**

Cooking/camping shall only be allowed in designated areas. Fire shall immediately be put out after use;

14.7. **Sanitation**

All Park visitors are required to keep the Park clean and sanitary at all times. Garbage and other refuse shall be disposed of properly at the garbage receptacles marked with biodegradable and non-biodegradable labels, otherwise, the same visitor shall be denied future entry and use of facilities;

14.8. **Vending**

Vending shall only be allowed upon issuance of a permit from the PAWB Director.

14.9. **Prohibited Acts**

The following acts are prohibited in the NAPWC:

14.9.1. Use of prohibited drugs and/or alcoholic beverages;

14.9.2. Gambling in any form;

14.9.3. Bringing in domesticated animals/pets;

14.9.4. Vandalism, littering and destruction of Park facilities;

14.9.5. Solicitation for cash and in-kind; and

14.9.6. Indecent/lascivious acts.

14.10. **Disclaimer**

The PAWB and NAPWC shall not be liable for any loss or damage to any person, properties/belongings or injury or death due to accident that may happen to any member of the group/Park visitors for the duration of their visit to the Park;

## **Section 15. Recording Procedure for the Use of Facilities and Revenues Generated**

### 15.1. Issued Permit for the use of facilities

- 15.1.1. The Permit issued shall be numbered consecutively for each year including the cancelled permits.
- 15.1.2. All issued and approved permits, whether it is a revenue or free of charge, shall be recorded in the designated record book following the prescribed format (Annex 'E');

### 15.2. Gate Collections

- 15.2.1. Each Gate Collector shall be held accountable for the individual rolls/booklets of tickets assigned to them;
- 15.2.2. Upon receipt of the tickets and official receipt/s, the Gate Collectors shall record the series of the tickets and check the correctness of the numbers of the tickets per roll, and that the official receipts are consecutively numbered. The Gate Collectors shall keep them in their individual safety locker provided for the purpose;
- 15.2.3. Upon reporting for duty for the day, the Gate Collectors shall record in their individual Cash Receipts Records, the series of the entrance tickets, parking fee and official receipts to be used for the day;
- 15.2.4. The Gate Collectors shall issue entrance tickets to all visitors and Parking tickets to those visitors with vehicles upon entering the Park. The entrance and parking tickets shall be issued in numerical sequence.

### 15.3. Remittance of Revenues

- 15.3.1. The revenues from Gate 1 and Gate 2 shall be remitted to the PAWB Cashier by the assigned Remittance Officer every 11:00 a.m., Monday to Friday;

15.3.2. The PAWB Cashier shall deposit all revenues as trust fund to any authorized government depository bank under the account of the Bureau of the Treasury; and

15.3.3. The revenues deposited shall be reported using the form of Daily Report of Collections and Deposits (Annex 'F') , as prescribed in the existing government accounting and auditing rules and regulations;

#### 15.4. Monthly Reporting

15.4.1. Each Gate Collector shall prepare a Monthly Report of Accountability for Accountable Forms (Annex 'G') as prescribed in the existing government accounting and auditing rules and regulations to be submitted to the Commission on Audit through the Auditor assigned at PAWB at the end month together with the used entrance and parking ticket;

15.4.2. The Property Section of the Administrative and Finance Division shall be the custodian of all the tickets and official receipts purchased by PAWB. The duly assigned personnel in the said Section shall have the rolls/booklets of tickets received by the Gate Collector/s using the prescribed form duly approved by the Chief of the Administrative Division. The Property Section shall keep a record of all the entrance tickets and official receipts issued by each Gate Collectors. From time to time, inventory of remaining entrance tickets and official receipts shall be done vis-à-vis the record of issuances;

15.4.3. The Property Section shall also prepare a Monthly Report of Accountability for Accountable Forms (Annex 'H') to counter check with the accountability reports prepared and submitted by the Gate Collectors;

15.4.4. The Office of the PASu shall submit a Monthly Report of Income from the Use of Facility and Entrance Fee to the PAWB Director in accordance with the attached form (Annex 'I') copy furnished the Office of the Administrative and Finance Division.

## **Section 16. Compliance Review**

- 16.1. The PASu shall ensure that all provisions herein stipulated are properly implemented and strictly complied with;
- 16.2. The Office of the Administrative and Finance Division may, from time to time, conduct inspection and verification of the records of the Office of the PASu on the use of facility and entrance fee;
- 16.2. The Office of the PAWB Director shall periodically monitor adherence to this Memorandum Order.

## **Section 16. Penalties**

Commission of any unlawful or prohibited acts herein stipulated shall be penalized in accordance with existing laws, rules and regulations.

## **Section 17. Repealing Clause**

All orders, and other issuances issued by PAWB which are inconsistent herewith are hereby rescinded, repealed and/or modified accordingly.

## **Section 18. Effectivity**

This Order takes effect immediately and shall remain valid until revoked in writing.

**THERESA MUNDITA S. LIM**  
PAWB Director