

Excerpts from the Minutes of the 105th TPAMB Meeting

Zoom Meeting ID: 889 6225 9490

11 June 2026

Present:

1.	Atty. Teodoro Jose S. Matta, PCSDS	Presiding Officer
2.	PENRO Felizardo B. Cayatoc, DENR	Member
3.	Mr. Marco Angelo Ancheta, PCSSD	Member
4.	Captain Ariel Nicomedes D Torres, Western Command	Member
5.	LCdr. Daryl Q Tabang PN, Western Naval Command	Member
6.	LCDR Emmanuel V Agustilo PCG, CDG-PAL	Member
7.	Ms. Marilyn A. Cruz, SP- COA	Member
8.	Atty. Milkah Pagobo, SP-ENR	Member
9.	Hon. Sergio S. Tapalla, LGU-Cagayancillo	Member
10.	Hon. Mary Liza C. Bonales, SB- CENR	Member
11.	Dr. Ronald Edilberto A. Ona, Palawan State University	Member
12.	Dr. Roger G. Dolorosa, Western Philippines University	Member
13.	Ms. Marivel P. Dygico, WWF-Phils	Member
14.	Mr. Augustus Montebon, CI-Phils	Member
15.	Angelica Querubin, Saguda Palawan	Member
16.	Ptr. Jehu P. Cayaon, Tambuli ta mga Kagayanen	Member

TPAMB RESOLUTION NO. 26-03

“A RESOLUTION ADOPTING A GRIEVANCE MECHANISM POLICY FOR THE TUBBATAHA MANAGEMENT OFFICE AND DIRECTING THE PROTECTED AREA SUPERINTENDENT TO FORMULATE, DISSEMINATE, AND IMPLEMENT THE GUIDELINES THEREFOR”

WHEREAS, Republic Act No. 10067, otherwise known as the Tubbataha Reefs Natural Park Act of 2009, mandates the protection, conservation, and sustainable management of the Tubbataha Reefs Natural Park (TRNP);

WHEREAS, the Tubbataha Reefs Natural Park (TRNP) is a protected area of global ecological significance, declared under Republic Act No. 10067 and managed by the Tubbataha Protected Area Management Board (TPAMB) pursuant to Republic Act No. 7586, as amended by Republic Act No. 11038, otherwise known as the Expanded National Integrated Protected Areas System (E-NIPAS) Act of 2018;

WHEREAS, the TPAMB is mandated to ensure the effective management, protection, and sustainable use of the TRNP, which includes the adoption of internal administrative policies and mechanisms to promote transparency, accountability, and organizational harmony;

WHEREAS, the Civil Service Commission (CSC) of the Philippines, through Memorandum Circular (MC) No. 02, s. 2001, mandates that all government agencies establish a Grievance Machinery to resolve employee complaints expeditiously, fairly, and at the lowest possible organizational level, thereby prioritizing conflict resolution without technicalities;

WHEREAS, the Tubbataha Management Office (TMO), as the executive and administrative arm of the TPAMB, relies on a dedicated team of personnel whose operational efficiency, workplace welfare, and professional well-being are vital to the successful protection of the TRNP, thereby necessitating a reliable internal mechanism to peacefully resolve workplace issues, foster professional growth, and maintain organizational harmony;

WHEREAS, in addition to internal personnel matters, the unique operations of the TMO involve extensive interactions with external partners, making it equally necessary to establish a comprehensive Grievance Mechanism that addresses complaints, concerns, and disputes arising from field enforcement, stakeholder engagement, and general operations;

WHEREAS, establishing a clear, functional, and dual-purpose grievance mechanism—covering both internal human resources and external stakeholder relations—will strengthen institutional trust, enhance compliance with environmental laws, and contribute to the effective governance of Tubbataha;

WHEREAS, it is necessary to develop comprehensive implementing guidelines to operationalize this policy, establishing clear procedures, roles, timelines, and safeguards consistent with due process, data privacy, and non-retaliation principles;

NOW, THEREFORE, on motion duly seconded, be it **RESOLVED**, as it is hereby **RESOLVED**, that the Grievance Mechanism Policy for the Tubbataha Reefs Natural Park is **ADOPTED** to serve as the official system for receiving, processing, and resolving complaints, concerns, and disputes related to TMO functions, administrative operations, personnel conduct, field enforcement, project implementation, and official decisions or omissions.

RESOLVED FURTHER, that the Policy shall achieve the following objectives:

1. Provide personnel and stakeholders with a formal, accessible, and structured mechanism for raising grievances;
2. Promote accountability, transparency, fairness, and mutual trust within the TMO and among its partners;
3. Ensure that all grievances are acted upon promptly and resolved within mandated periods;
4. Protect the rights, safety, anonymity, and dignity of complainants and all concerned parties;
5. Document grievances and corrective actions for monitoring, institutional learning, and policy improvement; and
6. Refer matters outside the scope of this mechanism, such as formal disciplinary cases, to the proper authorities.

RESOLVED FURTHERMORE, that the Grievance Mechanism shall be strictly guided by the principles of accessibility, impartiality, transparency, timeliness, confidentiality, and absolute non-retaliation;

RESOLVED FURTHERMORE, that the TMO is hereby **DIRECTED** to formulate, within sixty (60) days from the approval of this Resolution, the implementing guidelines for this Policy, which shall detail:

- The distinct scopes and procedures for internal personnel grievances (pursuant to CSC rules) and external stakeholder complaints;
- Step-by-step procedures for filing, receiving, assessing, investigating, and resolving grievances;
- The composition, roles, and responsibilities of the Grievance Committee or designated officers;
- Clear timelines and service standards for resolution;
- Strict protocols on confidentiality, data privacy compliance, and protection against retaliation;
- Monitoring, reporting, and documentation mechanisms; and

- Alignment and coordination with other relevant legal and administrative processes.

RESOLVED FURTHERMORE, that the TMO shall establish and maintain a centralized Grievance Registry and Reporting System, and submit semi-annual reports to the TPAMB on the status and outcomes of grievances received;

RESOLVED FINALLY, that the Protected Area Superintendent (PASu) is hereby authorized to approve, sign, and issue the said implementing guidelines in consultation with relevant stakeholders, and ensure wide dissemination.

Let copies of this Resolution be furnished to all TMO personnel and relevant stakeholder groups for their information and guidance.

APPROVED this 11th day of June 2026, at Puerto Princesa City.

I hereby certify to the correctness and accuracy of the above – quoted resolution.

Prepared by:


ANGELIQUE M. SONGCO
Secretary

Attested by:


ATTY TEODORO JOSE S. MATTA
Presiding Officer