

**DENR Administrative Order
No. 75
Sept. 8, 1988**

**SUBJECT: Guidelines and Procedures on the
Inventory of Forest Occupants**

Pursuant to the provisions of Section 52 of PD 705, LOI 1260 and MAO 41, series of 1986, and in line with the implementation of the Comprehensive Agrarian Reform Program (CARP Program D), the following Guidelines and Procedures are hereby promulgated to implement the Inventory of Forest Occupants:

SECTION 1. Mandate. The Department of Environment and Natural Resources (DENR) shall be primarily responsible for the execution of the Implementing Guidelines and Procedures on the Inventory of Forest Occupants in coordination with the Department of Agrarian Reform (DAR), the National Statistical Coordination Board (NSCB), National Statistics Office (NSO) and National Mapping and Resource Information Authority (NAMRIA).

SECTION 2. Objectives. — In pursuance of this mandate, the following objectives shall be accomplished:

- 10.1 To obtain a complete list of the actual number of occupants, within forestlands including civil, military and other forest reservations,
- 10.2 To gather information on the specific locations of the forest occupants and to determine the extent of areas occupied,
- 10.3 To gather other relevant information such as crops/trees planted, family size, income level, sources of livelihood and other data related to CARP, and
- 10.4 To determine CARP beneficiaries within the areas subject of inventory.

SECTION 3. Definition of Terms.

3.1 Forestland includes the public forests, permanent forests or forest

reserves and forest reservations.

- 3.2 Forest occupant refers to a person actually and directly occupying and/or cultivating forestland including civil, military and other forest reservations.
- 3.3 Inventory of Forest Occupants - The process of collecting, compiling, evaluating, analyzing and publishing data pertaining to forest occupants at a specified time in a well-defined portion of the forestland including civil, military and other forest reservations.
- 3.4 Barangay is a basic political unit which serves as primary planning and implementing unit of government programs/projects and activities.

SECTION 4. Scope of Inventory. —

- 4.1 The inventory shall cover all forest occupants such as kaingineros, squatters, cultural minorities and other residents actually occupying and/or developing portion/s of forestlands regardless of whether they were covered or not by previous censuses.
- 4.2 For the purpose of the inventory, known political subdivisions should be considered as enumeration area/s.

SECTION 5. Organization. —

- 5.1 The Field Operations of the DENR and the Forest Management Bureau shall be primarily responsible for the execution of the Implementing Guidelines and Procedures on the inventory of forest occupants.
- 5.2 There shall be created an Executed Committee and Project Management Team in the Central Office composed of representatives from the DENR Field Operations, FMB, DAR, NSO, NAMRIA, NSCB, and the Planning Service of the DENR. The Executive Committee shall set policies and provide direction in the implementation of the inventory of forest

occupants while the Project Management Team shall formulate guidelines and procedures, collate and analyze reports on this activities.

5.3 A Project Management Team shall likewise be created at the CENRO which shall be responsible for the complete inventory of forest occupants within their areas of jurisdiction.

5.4 The forest guards and members of the Land Evaluation and Survey Teams (LEST) shall be tapped for the actual inventory of forest occupants within their respective patrol sectors or areas of assignment.

Additional enumerators shall be hired to conduct inventory of forest occupants in addition to the existing forest guards and LEST.

In cases where it is practical and feasible, services of concession guards shall be solicited in the inventory of forest occupants within their respective timber concession areas. The enumerators shall, during the conduct of inventory, receive additional remuneration in accordance with existing rules and regulations.

SECTION 6. Operational Activities and Guidelines. —

6.1 Preparation of Control Maps

The NAMRIA shall prepare CENRO Location Map with a scale of 1:50,000 showing barangays and municipalities within forestlands, civil and military reservations. This map shall be used to indicate approximate location of forest occupants as to their legal/regulatory status (e.g. TLA, watershed, national park, game refuge, etc.) and progress of census activity in the area. Four (4) sets of maps for every CENRO shall be prepared for the purpose.

6.2 Preparation, Reproduction and Distribution of Forms and Manuals

The Central Office Project Management Team shall prepare,

reproduce and distribute the prescribed forms and manuals on the inventory of forest occupants.

6.3 Orientation and Training

A briefing shall be conducted at the DENR Central Office and shall be participated in by the Secretary, Undersecretaries, Assistant Secretaries for Field Operations, Regional Executive Directors (REDs) and representatives from the NSCB, NSO and DAR.

A trainers' training shall be conducted at the DENR Central Office and shall be participated in by members of the Project Management Team, who shall act as resource persons during the training of the Provincial Environment and Natural Resources Officers (PENROs), Community Environment and Natural Resources Officers (CENROs) and Regional Information Officers (RIOs) in the Regional Offices.

Training of forest guards, members of the Land Evaluation and Survey Teams and other additional enumerators shall likewise be conducted at the CENRO.

6.4 Inventory of Forest Occupants

The inventory of forest occupants actually occupying and cultivating portions of forestlands including civil and military reservations shall be conducted by the forest guards, members of LEST and additional enumerators using the prescribed forms.

6.5 Processing and Analysis of Inventory Data

The Project Management Team at the Central Office shall process and analyze the data on the Inventory of Forest Occupants that shall be submitted by the CENRO.

SECTION 7. Reporting. —

Progress and final report shall be submitted by the CENRO including the control maps directly to the DENR Executive Committee furnishing a copy to the PENRO and the DENR Regional Offices.

SECTION 8. Budget. —

The budget appropriation for the conduct of inventory of forest occupants shall come from the Comprehensive Agrarian Reform Program (CARP, Program D) allotment.

This Order shall take effect immediately.

(Sgd.) FULGENCIO S. FACTORAN, JR.
Secretary