

**DENR ADMINISTRATIVE ORDER
NO. 32**

**SUBJECT: Amendment to DENR Administrative Order
No. 75, S. 1988, Guidelines and Procedures
on the Inventory of Forest Occupants.**

In order to ensure the smooth and effective implementation of the nationwide Inventory of Forest Occupants, DENR Administrative Order No. 75, S. 1988 is hereby amended as follows:

“Section 5. Organization

- 5.1 The Field Operations Office of the DENR and the Forest Management Bureau shall be primarily responsible for the execution of the Implementation Guidelines and procedures on the inventory of forest occupants.
- 5.2 There shall be created an Executive Committee and Project Management Team in the Central Office composed of representatives from the DENR Field Operations, Planning Service, FMB, NAMRIA, DAR, NCCB, and NSO. The Executive Committee shall set policies and provide direction in the implementation of the inventory of forest occupants while the inter-agency Project Management Team shall formulate guidelines and procedures, collate and analyze reports on this activity.
- 5.3 An IFO Central Management Group composed of DENR/FMB personnel who shall work on full time for the whole duration of the project shall be created. The group shall be responsible for the preparation of Work and Financial Plan and coordinate all the preparatory and operational activities on the inventory of forest occupants, act and finalize all documents/correspondences, monitor/checks all IFO activities in the Region, and prepare and submit reports pertaining to the project.
- 5.4 An IFO Management Group shall be created in the Regional and CENROs who shall be responsible for the complete inventory of forest occupants within their respective areas of jurisdiction.
- 5.5 The Provincial Environment and Natural Resources Officer shall designate a Provincial IFO Coordinator who shall coordinate and supervise the conduct of all activities on the inventory of forest occupants in the Province.

Section 6. Operational Activities and Guidelines

6.1 Processing and Analysis of Inventory Data

The NAMRIA through its Information Management Department in coordination with NSO, NSCB and DAR shall be responsible with the processing of data on the Inventory of Forest Occupants that shall be submitted by the Regional IFO Management Group while the analysis shall be done by the IFO Central Management Group based at the FMB.

Section 7. Reporting

Progress and terminal report shall be submitted by the CENRO including the control maps to the Regional IFO Management Group for compilation, initial processing and submission to the Central IFO Management Group. The PENRO shall be furnished a copy of the CENRO report for records and control. A final report shall then be prepared and submitted by the Central IFO Management Group.

All other provisions of DENR Administrative Order No. 75, S. 1988 shall remain the same.

This Order shall take effect immediately.

VICTOR O. RAMOS
Acting Secretary

Signed on April 11, 1989