

**Administrative Order  
No. 13  
March 12, 1993**

**SUBJECT : Guidelines in the Conduct of Census and  
Registration of Protected Area Occupants**

Pursuant to the provisions of PD 705 as amended, R.A. 7586, otherwise known as NIPAS Act, and the New Constitution, the following terms and procedures in the conduct of census and registration of protected area occupants are hereby promulgated for the guidance of all concerned.

**Section 1. Basic Policy**

It is hereby declared a policy that census and registration of Protected Area Occupants shall be undertaken to provide the DENR management with basic data as basis for establishing management zones and buffer zones and for the preparation of management programs including the identification of alternative livelihood opportunities.

**Section 2. Objectives**

- 2.1 To determine and attest to the actual number of occupants within the Protected Area.
- 2.2 To establish the exact location and approximate size of homelots/farm lots of protected area occupants.
- 2.3 To check and confirm the period of occupancy over certain portions of the protected area, and
- 2.4 To document/register the actual number of protected area occupants and households and the extent of area occupied during the census.

**Section 3. Definition of Terms** - As used in this order, the following term shall be defined as follows:

1. **Absentee-claimant** - a person who makes an assertion of right of ownership over a portion of the Protected Area but does not himself cultivate nor reside in the area claimed.
2. **Homelots** - parcel of land of the Protected Area where the residence or house of the occupant is located.

3. **Households** - refers to a single or group of people living in same housing unit.
4. **Household head** - refers to male or female member who is responsible for the organization and care of the household.
5. **Indigenous Cultural Community** - refers to a group of people sharing common bonds of language, customs, traditions and other distinctive cultural traits and who have, since time immemorial, occupied, possessed and utilized a territory.
6. **Farmlots** - parcel of land of the protected area wholly or partly cultivated for the production of food, forage and fuel wood or other purposes.
7. **Occupants** - refers to people actually and directly occupying, cultivating or utilizing the resources/parcel of land of the protected area.
8. **Transient-claimant** - a person who makes an assertion of right of ownership over a certain farmlot but does not himself reside in the protected area or one who resides inside the protected area but does not cultivate nor asserts right over any farmlot.

#### **Section 4. Team Organization and Composition**

One census and registration team shall be organized for every Protected Area System. The team shall be composed of one or two representatives from the DENR RENRO/PENRO/CENRO, one from the Local Government Unit, preferably the Barangay Chairman, and one representative from an NGO.

Number of teams and team composition maybe increased depending upon the approximate size and/or population count of the Protected Area and the availability of fund.

#### **Section 5. Collation of Information**

Secondary data on the existence of a Barangay/Settlement area with a certain portion of the Protected Area and the corresponding numbers of occupants existing thereto maybe gathered from the office of the Municipal mayor, the Local Census and Statistics Office, Office of the Local Commission on Election or other concerned agencies. The primary data that shall be gathered in the actual census will supplement and help to confirm and/or attest to the result of the census.

## **Section 6. Census and Registration Procedures**

For a speedy disposition and to streamline procedures process on the census and registration of Protected Area Occupants, the following guidelines shall henceforth be followed.

### **A. Preliminary Data Gathering**

Schedule a meeting/dialogue with Protected Area occupants, in coordination with the local government officials and NGO. In that meeting, relate and discuss information on the purpose, importance and relation of the census to the community, particularly with regards to the provisions of the NIPAS Act and the Philippine Constitution. Also conduct preliminary interviews with local officials thereat to gather data as to the existing number of protected area occupants, their locations and the most qualified guide that may be able to assist the census team.

Existing Barangay maps, if available, shall be secured to constitute as part of the working map or for checking/confirmation purposes.

### **B. Actual Census**

Census form No.1 shall be used to tally number of individual household. Using the data from census form No.1, census form No.2 shall be accomplished to summarize all census data collected. To reckon the actual households already manifested census form No.3 shall be used while census form No.4 shall be provided to qualified occupants for registration purposes. Census form No.5 shall be posted on households already censused.

To determine/check the duration of residency occupancy over certain portion of the Protected Areas, individual tax declaration not later than 1987 and the census/survey report of the Bureau of Forest Development, the Local Census and Statistics Office and the Commission on Election which was conducted not later than CY 1987 should be consulted whenever available.

For the purpose of this guideline, absentee-claimant and transient-occupants shall not be included in the census. Furthermore, only established Protected Area occupants who continuously reside in the area for five (5) years before the effectivity of the NIPAS Act shall be considered for registration, except for members of indigenous cultural communities who are automatically qualified to register.

**C. Census Data Validation**

Information supplied by the household head during the census should be first verified before entering/ filing up the data in the census forms.

**D. Census Report Verification**

The concerned RENRO may conduct a simple random report checking and other related activities to verify the authenticity and truthfulness of the data reported by the census team. Another team maybe organized for this purpose.

**E. Registration of Protected Area Occupants**

All qualified household head may register their home and farm lots to appropriate CENRO. The CENRO, in collaboration with the census team shall review and process the document in reference with census form no. 3.

**F. Mapping**

Locate existing settlement area/household and farm lots. The location of these areas and farm lots shall be plotted in the Protected Area map with scale 1:10,000, using the following cartographic symbols, for households only:

No. of Household	Cartographic Symbol
Less than 10	
Over 10 but less than 50	
Over 50 but less than 100	
Over 100	

For farmlots, the area shall be indicated using standard mapping symbols.

A working map should be prepared for this purpose, segregating the whole Protected Area System into different sectors and compartments.

**Section 7. Public Notification**

Result of the census, particularly the lists of household heads; number of dependents; size of the individual farmlots and homelots; their locations; and respective date of occupancy in the protected area, shall be posted in the municipal hall, barangay hall, civic centers, and other conspicuous public places within or near the concerned protected area. Concerned occupants and other interested parties may file in writing their

protests/questions/inquiries/complaints/clarifications, to the concerned CENRO/PENRO, regarding the outcome of the census within thirty (30) days after it has been posted.

#### **Section 8. Participation of NGOs**

Recognized/registered competent NGOs in the concerned Regions shall be identified, selected and tapped to participate in the census of Protected Area Occupants as member of the Census and Registration Team.

#### **Section 9. Census Team Accountability**

Members of the survey team shall be made accountable for all the entries appearing in the census forms by executing a certification/statement to that effect, duly attested by the concerned CENROs/PENROs.

#### **Section 10. Penal Provision**

Members of the census team who willfully, knowingly and/or deliberately provide, furnish, supply, fabricate, and execute fictitious informations, documents, records, testimonies papers and evidences, shall be charged, penalized and prosecuted in accordance with the provisions of Articles 171 and 172 of the Revised Penal code of the Philippine.

Similarly, household heads who will be found to deliberately, knowingly and/or willfully provide, supply and/or execute fictitious information and testimonies shall be perpetually disqualified from registration and shall be evicted from the Protected Area without prejudice to the filling of a perjury case in court.

#### **Section 11. Additional Guidelines**

Additional guidelines may be issued as may be necessary, for the effective implementation of this order.

#### **Section 12. Effectivity**

This order shall take effect immediately.

**ANGEL C. ALCALA**  
Secretary