

DENR Memorandum Order
No. 01
February 17, 1994

**SUBJECT : Adoption of Revised Procedures on the Issuance of
Certificate of Origin Forms**

Pursuant to the sustainable resources development mandate of the DENR and in consonance with its unrelenting drive to curb the unauthorized cutting, transport, and movement of timber, lumber and other forest products, the following guidelines are hereby issued for the information and compliance of all concerned; viz.,

1. All Certificates of Timber Origin (CTO), Certificate of Lumber Origin (CLO) and Certificates of Minor Forest Product Origin (CMFPO), unused as of 28 February 1994, shall be surrendered by all DENR issuing officers to the Secretary, through the Office of the Undersecretary for Field Operations not later than 15 March 1994, accompanied by a complete Inventory Report to be signed by the Regional Executive Director concerned. The inventory shall indicate the category and serial numbers of the Certificates of Origin. All unused but unsurrendered CO forms as of 15 March 1994 are deemed cancelled or invalid.
2. Beginning 16 March 1994, no shipment of timber, lumber or minor forest products shall be allowed unless these shipments are covered by the newly-printed Certificates of Origin.

However, Certificates of Origin issued on or before 28 February 1994 shall be considered valid up to the expiry date specified therein, or upon delivery of the commodity covered thereby, whichever comes first. These new certificates are printed in six (6) copies each copy to be distributed as follows:

- a. Original copy to accompany the shipment, color-coded, red

- b. Undersecretary for Field Operations, color-coded, white
- c. Regional Executive Director, color-coded, orange
- d. PENRO, color-coded yellow
- e. CENRO, color-coded pink
- f. Shipper, color-coded green

Only the original copy of the certificate shall be allowed to accompany the shipment. A shipment accompanied by any copy other than the original shall be temporarily held pending further investigation.

- 3. The Undersecretary for Field Operations shall direct the appropriate Office in the DENR Central Office:
 - 3.1 to receive and record all surrendered Certificates;
 - 3.2 to distribute the appropriate number of the new Certificates of Origin, listed by category and serial number to the Regional Executive Directors after detaching the stub portions (located at the bottom part) of the original copies only designed to be retained by his Office; and
 - 3.3 to monitor issuances of Certificates of all regions through Central Office monitoring teams organized for the purpose.
- 4. Each Regional Executive Director is directed:
 - 4.1 to issue the appropriate number of the newly-printed Certificates of Origin listed by category and serial number, to his PENROs after detaching the stub portions of original copies only, pertaining to his Office. The PENRO, as a general rule, shall control the distribution of the Certificate of Origin to his CENROs who shall accomplish and issue the same after proper inspection/verification of the shipment. However, due to geographical constraints the following CENROs shall continue to control and issue Certificates of Origin pertinent to their areas of jurisdiction:

Region 2

Isabela - CENRO Palanan

Region 4

Quezon - CENRO Real

Aurora - CENROs Dingalan/Casiguran

Palawan - CENROs Coron/Taytay

Region 5

Masbate - CENRO San Jacinto

Region 8

Southern Leyte - CENRO San Juan

Samar - CENRO Basey

Northern Samar - CENRO Laoang

Eastern Samar - CENRO Dolores

Region 9

Zamboanga del Norte - CENRO Siocon

Zamboanga del Sur - CENROs Ipil/
Zamboanga City

4.2 to receive and record used Certificates submitted by the CENROs; and

4.3 to submit a monthly report of the inventory of used Certificates to the Undersecretary for Field Operations, including the stubs submitted by the CENROs.

5. The PENRO is likewise directed:
 - 5.1 to distribute Certificate of Origin on a per application basis to the CENROs specifying volume, species, category, origin, destination, route, conveyances registration and other identification. The PENRO shall detach the stub portion of original copies only pertaining to his Office. No certificate shall be issued to the CENRO unless a PENRO task force shall have verified/inspected first the forest products to be shipped, in collaboration with the CENRO counterpart.
 - 5.2 to keep complete records of Certificates issued to the CENRO concerned.
 - 5.3 to disseminate through the DENR Radio network the issuance of a Certificate giving such information as serial number, conveyance, route, volume, species, effectivity date, etc.
 - 5.4 to monitor the use of Certificates through Task Forces organized for the purpose.
 - 5.5 to receive and record copies of used certificates submitted by the issuing CENRO.
 - 5.6 to submit to the Regional Executive Director a monthly inventory report of used certificates, together with the stubs submitted by the CENRO.
6. The CENRO is directed:
 - 6.1 to receive all applications for shipment including the required fees therefor, and for which an Official Receipt shall be issued and shall be attached to the applications. A CENRO task force shall be assigned to handle the inspection/verification of the forest products to be shipped.
 - 6.2 to notify the PENRO of applications received and shall dispatch his Task Force, together with the PENRO Task Force to conduct

the necessary inspection/verification of the forest products, subject of the application. The joint report of the Task Forces shall be the basis for the PENRO to issue out to the CENRO the corresponding certificate which shall then be accomplished and signed by the CENRO and the other authorized CENRO personnel.

- 6.3 to perforate on the designated portion of the certificate the corresponding dates of issuance and expiration. Ensure that the duly accomplished certificate of origin shall indicate the specified volume, species, origin, destination, route, conveyance registration and other identification.
 - 6.4 to attest in the indicated space the compliance of the shipment to the conditions and specifications as required by existing regulations after the CENRO personnel concerned shall have accomplished and signed the certificate, and the shipper or his duly authorized representative has also affixed his signature in the space provided for the purpose. The issuing CENRO shall then send the individual copies of the certificate to the respective offices concerned (PENRO, RED, USEC for Field Operations) retaining copy for his Office, and that of the shipper within seven (7) days after the shipment was cleared. The original shall also be given to the shipper who will ensure that the same shall accompany the shipment.
7. The CENRO at point of destination shall approve unloading of the forest products only after conducting an inspection of the shipment and attesting to its compliance to conditions and specification in the certificate. The CENRO concerned shall detach the final stub portion duly indicated in the certificate and submit the used certificate to the USEC for Field Operations thru the RED at destination within seven (7) days after arrival of the shipment.
 8. Monitoring officers are directed to record in their log books all presentations of COs by their unique random numbers including the time presented, conveyance identification, etc., and shall examine shipments

in transit for compliance to conditions and specifications in the certificate. If satisfied that the shipment is in order, the monitoring officer(s) concerned shall stamp the corresponding DENR seal on the certificate before releasing the shipment for transit.

9. Any DENR Official found and verified to have issued or approved a CTO, CLO or CMFPO using the unsurrendered or cancelled forms shall be meted out the corresponding penalties provided for under existing laws and regulations governing the matter.
10. The Undersecretary for Field Operations is hereby authorized to issue supplementing guidelines and/or instructions as might be needed for the effective implementation of this Memorandum Order.
11. All Orders or instructions inconsistent with any of the foregoing provisions are deemed repealed or modified accordingly.
12. This Memorandum Order takes effect immediately.

ANGEL C. ALCALA
Secretary