

**1.1 DENR Memorandum Circular  
No. 96-04  
March 14, 1996**

**Subject : Additional Instruction in the  
Preparation , Submission, Review  
and Approval of Integrated  
Annual Operations Plan**

In the furtherance of the sustainable forest management program of the government under the principles of multiple use and non-impairment of the present and future capabilities of the forest resources to produce goods and services, the following additional instructions and procedures in the preparation, submission, review and approval of Integrated Annual Operations Plans (IAOP) are hereby issued for the information and guidance of all concerned:

**Sec. 1 Coverage** – Holders of commercial timber licenses which include Timber License Agreementt (TLA), Timber Production Sharing Agreement (TPSA), Integrated Forest Management Agreement (IFMA), and similar instruments issued by the Secretary of Environment and Natural Resources (SENR) or his authorized representative(s), which authorize the commercial extraction and utilization of timber and other forest products, shall prepare and submit to the Regional Executive Director (RED) concerned, the required IAOP before the conduct of logging and other forestry operations inside their respective holdings.

**Sec. 2 Persons Authorized to Prepare IAOP-** Only registered professional forester(s), in conformity with Republic Act No. 6239 and Presidential Decree No. 331, in the employ of or hired by the license holder concerned, by himself/themselves, shall prepare the

IAOP, in collaboration with the concerned CENR Office (CENRO) foresters.

**Sec. 3 Basic Considerations** – The following requirements shall first be satisfied in order that an IAOP can be given due course:

- 3.1 A complete aerial photo-coverage of the area under license has been submitted to the Secretary pursuant to DAO No. 92-17 (Conduct and Submission of Aerial Photography by Holders of Timber License Agreements and the different Programs and Projects of the (DENR) and its implementing guidelines;

As an incentive for TLA/IFMA holders who have matured plantation tree species which they intend to harvest, a separate IAOP covering the same shall be submitted, processed, and approved even without the required aerial photograph, **PROVIDED** however that, no naturally grown tree shall be included in preparation of said plan.

- 3.2 Whenever applicable, the required Medium Term Forest Management Plan or a Comprehensive Forest Management and Development Plan has been submitted;
- 3.3 The area programmed for logging operations (APLO) is inside residual forest under the Block I category;
- 3.4 A timber inventory of at least 20% intensity covering the area(s) programmed for logging has been undertaken jointly by the licensee and the CENRO personnel and the corresponding report, under oath, has been submitted;
- 3.5 The licensee has no pending forestry accounts;

- 3.6 The reforestation and timber stand improvement obligations of the licensee for the preceding year(s) have been satisfactorily complied with; and
- 3.7 License holders have duly filed checklist EIA as shown in “Annex A” hereof and has received, after due review, an Environmental Compliance Certificate for its operations.

**Sec. 4 Plan Submission** – The plan prepared in compliance with the terms and conditions of the license and in consonance with extant rules and regulations, shall be submitted to the RED, through the CENRO, at least three (3) months before the start of logging operations. For this purpose, at least seven (7) copies shall be submitted.

**Sec. 5 Plan Review and Evaluation** - The following general procedures in the review and evaluation of IAOPs shall be observed:

- 5.1 **CENRO Level** – The CENR Officer, upon receipt of the IAOP submitted by the concerned licensee shall immediately:
  - 5.1.1 Forward, direct to the Director, Forest Management Bureau, a copy of the TLA map showing the vegetative cover of the area (s) programmed for forestry operations, together with a certified copy of the timber stand and stock table submitted for the purpose, for checking and/or verification based on aerial photographs;
  - 5.1.2 Review the Plan, together with representatives of the licensee and other concerned parties (LGUs, NGOs, Multi-Sectoral Forest Protection Committee); and

- 5.1.3 Forward the Plan to the PENR Office after making the necessary corrections/modifications
  
- 5.2 **PENRO Level** - The PENR Officer, upon receipt of the IAOP shall, within five (5) working days, take appropriate action by way of:
  - 5.2.1. Causing the review and evaluation of the plan together with representatives of the licensee and other concerned parties;
  - 5.2.2. Whenever necessary, validate the data and information presented in the plan; and
  - 5.2.3. Forward the Plan to the RED, together with his comments and recommendations
  
- 5.3 **RENRO Level** – The RED shall immediately:
  - 5.3.1 Convene the Regional Technical Review Committee (RTRC), together with representatives for the licensee and other concerned parties, to review and evaluate the plan;
  - 5.3.2 The RTRC, based on the review and evaluation, shall prepare the final plan after incorporating the corrections/modifications, if any, and forward the same to the FMB;
  - 5.3.3 The RED, taking into consideration the observation and/or instruction of the SENR, shall amend, deny, approve and release the IAOP furnishing a copy thereof to the Director, FMB, and the SENR for information and reference

**FOREST MANAGEMENT BUREAU** - The Director, FMB, upon receipt of the map and the timber inventory report from the concerned CENRO, shall:

- 5.4.1 Cause the verification of the status and forest condition of the area programmed for operations using the aerial photographs covering the subject areas;
- 5.4.2 Check and evaluate the timber inventory, and reconcile with the IAOP endorsement of the Regional Office, and summarize the same for SENR; and

**THE OFFICE OF THE SECRETARY** - The OSEC shall, upon receipt of the corresponding evaluation and action papers from the Director, FMB, issue instructions to the Director, FMB or RED concerned.

**Sec. 6 Additional Considerations** – For ease of supervision, administration and monitoring, the following additional features and/or practices shall be observed:

Operations maps drawn to a convenient scale shall be gridded using the UTM system;

Corners of the areas planned for operations (logging, reforestation, TSI) shall be located on the ground using accurate surveying instruments, preferably GPS instrument;

A one-meter strip along the perimeter of the planned cutting coupes shall be established and all trees 15 cm dbh and larger within the said strip shall be marked with three (3) bands using visible enamel paint.

**Sec. 7 Effectivity** - This Circular, which supplements existing rules and regulations on the matter, shall take effect immediately.

**VICTOR O. RAMOS**  
Secretary