

**DENR Administrative Order  
No. 99-09  
March 09, 1999**

**SUBJECT : Adopting Revised Statistical Reporting Forms and Amending Certain Sections of DAO 10, Series of 1994.**

In line with the need for the Department to improve the flow of its statistical reporting system and to incorporate the concerns of the Philippine Economic Environment and Natural Resources Accounting (PEENRA) and Gender and Development (GAD) concerns in the statistical reporting forms, this administrative order is hereby promulgated.

**Section 1. Revised Statistical Reporting Forms.**

The revised statistical reporting forms which were prepared by the sectoral bureaus and attached agencies are hereby officially adopted for use by the field offices effective January 1999. These forms are attached as Annexes 1 to 7.

**Section 2. Deadlines for Submission of Forms.**

The deadlines for submission of accomplished forms from one office to another-monthly, quarterly or semi-annually, as the case may be-is likewise revised as follows:

CENRO to PENRO - every 15<sup>th</sup> day of the following month after the month, quarter or semester reported

Example      For the month of Jan. - Feb. 15  
                 For the 1<sup>st</sup> quarter      - April 15  
                 For the semester        - July 15

PENRO to Region - the consolidated PENRO report, every 20<sup>th</sup> day of the said month (Example Feb. 20, April 20 or July 20)

Region to Bureaus and Attached Agencies – the consolidated regional report, every end of the said month (Example Feb. 28, April 30 or July 30).

The Sectoral Bureaus and Attached Agencies shall submit a consolidated sectoral report every semester fifteen days (15) after the deadline of the regional offices to submit to the bureaus and attached agencies the consolidated regional reports (e.g. August 15 and March 15) to the Planning and Policy Studies Office, Attention: Chief, Research and Statistics Division.

The cut-off day for the inclusion of statistic is at the end of the month, of the quarter or semester covered.

**Section 3. Revision Forms.** The Bureaus and attached agencies are hereby authorized to revise, amend or change their respective statistical forms. However, before such are adopted by the field offices, the same must be endorsed to the Secretary who shall then issue instruction to the field offices.

**Section 4. Submission of SRS Forms as Key Result Area.** The provision of Department Administrative Order No. 32, Series of 1999 which included submission of the revised forms as Key Result Area (KRA) of the regional offices, bureaus and attached agencies is hereby reiterated. Timeliness of submission and the quality of data submitted shall be criteria to be used in the year-end Rating Award System of the RED's.

**Section 5. Repealing Clause.** This administrative issuance effectively amends Sections 2,3 and 4 of Department Administrative Order No. 10 Series of 1994.

**Section 6. Effectivity.** The revised statistical forms shall be adopted immediately.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary