



Republic of the Philippines
Department of Environment and Natural Resources

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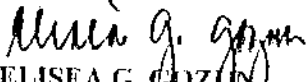
DENR MEMORANDUM ORDER
NO. 2004-01

SUBJECT : **PRESCRIBING A REPORTING SYSTEM FOR THE
SUBMISSION OF ALL FORESTRY RELATED INCOME
COLLECTION**

Pursuant to the provisions of Executive Order No. 192 and in order to have a standard operating procedure on the submission of information regarding the collection of forestry related fees, charges and other revenues, a reporting system is hereby prescribed for the guidance and strict compliance of all concerned:

1. All DENR Regional Offices (CENR Office, PENR Office and Regional Office) thru its Forestry Management Sector shall accomplish the attached form (FMB-FED Income) in coordination with their respective Finance Officer;
2. The CENROs and PENROs shall maintain their own database on Forestry related income collection;
3. The Regional Technical Director for Forest Management Service shall supervise the compilation of all forestry related income collection report by the CENROs and PENROs within their jurisdiction to establish the sectoral collection by congressional district;
4. The CENRO, PENRO and Regional Technical Director for Forest Management Service shall see to it that the data to be submitted are consistent with the income report of their respective offices;
5. The Regional Executive Director concerned shall submit the Consolidated Regional monthly report by Congressional District to the Central Office: Attention the Director, Forest Management Bureau on or before the 5th day of the succeeding month; and
6. The Director, Forest Management Bureau, thru the Forest Economics Division shall consolidate all the Regional Office reports.

For immediate compliance.


ELISEA G. COZON
Secretary

Region _____

Monthly Collection Report on Forest Fees and Charges
 Month _____ Year _____

Type of tenurial instrument/permit/ lease agreement	Type of fee/charge	Amount (Php)	
		Basic	Penalty/Surcharge (if applicable)

Prepared by: _____

Noted by: _____

RTD-FORESTRY/PENRO/CENRO

Attested by: _____

Finance officer (REGION/PENRO/CENRO)

Types of fees/charges

- Rental
- ITP
- Tree Farms
- Rattan Plantation
- SIFMA
- Special Use of forest lands (please specify)
- Others: please specify

- Forest Charges
 - Timber
 - Rattan
 - Bamboo
 - Others: please specify

- Government Share
 - IFMA
 - Special Use of forest lands (please specify)
 - TLA Reforestation area
 - Others: please specify

- Usei Fee
 - CBFMA
 - Grazing
 - Others: please specify

- Administrative Fee
 - Application fee
 - Annual/permit fee
 - Survey fee
 - Inventory fee
 - Inspection fee

- Certification fee
 - Dath fee
 - Others: please specify

- Other fees
 - Silvicultural
 - Certificate of Lumber Origin
 - Certificate of Timber Origin
 - Certificate of Minor Forest Product Origin
 - Certificate of Verification
 - Self-Monitoring Form
 - Other: please specify