

Memorandum Order
No. 1
January 3, 1990

SUBJECT : Guidelines in the Preparation and Submission of the Integrated Social Forestry Situation and Performance Report

To ensure an effective and smooth implementation of the Integrated Social Forestry Program and to provide the necessary mechanism to generate critical data and information for planning, policy formulation and design of appropriate social forestry development strategies, the following guidelines are hereby promulgated for information and guidance of all concerned:

The Community Environment and Natural Resources Offices (CENRO); Provincial Environment and Natural Resources Offices (PENRO) and all DENR Regional Offices shall follow the attached guidelines (Annex A) in the preparation and submission of the ISFP Situation and Performance Report.

All the reports prepared and submitted by the CENROs shall be properly reviewed and endorsed by the PENRO concerned to the Regional Office which shall compile and prepare the regional report.

The ISF Situation and Performance report shall be prepared twice a year (Mid-Year and Annual Reports) which shall be submitted to the ISF National Secretariat thru the Social Forestry Division of the Forest Management Bureau for review, validation and compilation. The Planning Service shall then be provided the copy of validated and consolidated report for information, planning and budgeting

Henceforth, all accomplishment in the development of all areas covered with Community Forest Stewardship Agreements (CFSA) shall be included as part of the mid-year and annual accomplishment reports to be submitted by the Regional Offices.

For strict compliance.

VICTOR O. RAMOS
Undersecretary for Field Operations

Note: Situation and performance reports omitted.

**GUIDELINES AND PROCEDURES IN PREPARING THE
INTEGRATED SOCIAL FORESTRY
SITUATION AND PERFORMANCE REPORT FORMAT**

A. CENR OFFICE

1. The Social Forestry Technician in coordination with the legitimate representatives of the program participants shall fill in all the needed information in the attached ISFP Situation and Performance reporting formats for a given period following the herein guidelines:

General Instructions

- The period covered by the report shall be placed below the Situation and Performance Report under the space provided for. This period refers to the time covered by the report either mid-year for midyear report or annual for annual accomplishment report.
- The column for cumulative shall contain the total number for that item/activity since the start of project establishment up to the period covered by the report.
- All projects covered by the Community Forest Stewardship Agreements (CFSA) existing in the CENRO should always be included in the reports to be submitted.

Form 1

- Project location shall include the Sitio, Barangay and municipality in a given province
- No. of families refers to the total no. of family heads covered by the program which include CSC and non-CSC holders.
- Area (Column 4) should include the total project area determined after the perimeter survey of the project.

Form 2

- The number of CSC/CFSA issued and the area shall be placed in the number and area column respectively.
- Major species of forest and other crops that are produced in the nursery shall be specified under the column for species in Agroforestry and Planting Stock.

Form 3

- Kind, under Area Developed refers to the major species planted in the project (e.g. Avocado, Mango, Coffee, Cacao, Ipil-Ipil, Kakawate, etc.).
- Soil and water conservation structures under kind of structure (Column 7) refers to other improvements/ structures introduced in the project such as hedgerows, terraces, rockwalls, etc.
- All unit of measures for infrastructure support should always be expressed in cubic and linear meter.
- Under the Column Average Income, On Farm, (P), refers to the income generated from all the harvested and sold agroforestry products (e.g. fuel wood, charcoal, fruits, cash crops, etc.)
- Specify other income generating activities like piggery, livestock, basket making, charcoal making, bee keeping, silkworm production, etc. under other sources. Indicate also the corresponding monetary value in pesos (Column 14).
- Gross income is derived by getting the summation of columns 12 and 14. Always indicate the cumulative income by adding the income for the period under report and the gross income in the preceding report.

Form 4

- Specify the kind of information/extension services whether training, community assemblies/fora, etc.

- **Participants-hour** refers to the numbers of hours covered by a particular information/extension activity or the number of hours participated by the families.
- 2. The SFO shall package and submit to the CENRO all duly accomplished forms for each project site before the end of June for mid-year report and December for Annual Report for compilation of the SF Unit Chief.
- 3. The SF Unit Chief shall consolidate and prepare three (3) copies of Mid-Year and Annual Accomplishment Report to be distributed as follows:
 - Original - Forestry Sector, Regional Office
 - Duplicate - Social Forestry Unit, PENRO
 - Triplicate - CENRO File
- 4. The Chief, Social Forestry Unit shall indicate/provide all the necessary notations on some inconsistencies of previous and current report (e.g. explanation for reduction of project area, participants, etc.).

B. PENRO Office

The PENR Officer shall review and endorse to the Regional Office all submitted CENRO ISF accomplishment reports.

C. Regional Office

The Chief, Social Forestry Section shall review and consolidate all PENRO ISF Accomplishment reports and shall prepare three (3) copies of mid-year and annual reports to be distributed as follows:

Original - SFD, Forest Management Bureau
Duplicate - Planning Service, DENR
Triplicate - Regional Office, File

All Regional consolidated ISFP accomplishment reports shall be submitted not later than the fifth (5th) day of the month immediately following the period under reports (e.g. 5th day of July and 5th day of January for mid-year and annual reports, respectively).

Memorandum Order
No. 2
January 16, 1990

**SUBJECT: Moratorium on the Logging Operation in
the Province of Nueva Vizcaya**

Reports reaching this Office, notably those submitted by the Congressman and the Municipal Mayors of Nueva Vizcaya, including the PC Provincial Commander thereof, have disclosed the occurrence of unchecked illegal logging in Nueva Vizcaya. These nefarious activities should be curtailed in order to conserve and maintain the sustainable capacity of the remaining forests of the province, and safeguard the ecological balance.

In the face of this threat, upon the recommendation of the Congressman, the Governor, the Provincial Board, Mayors and the PC Provincial Commander, and pending the re-assessment evaluation and study of the existing forest resources situation of the province, logging activities in Nueva Vizcaya, including all movement of logs and lumber originating from the province are hereby **SUSPENDED** effective immediately, as of this date until further notice.

The Regional Executive Director, DENR Region 2, Tuguegarao, Cagayan is hereby instructed to seek the assistance of the PC Provincial Commander of Nueva Vizcaya and the Philippine Army Units assigned thereat for the effective implementation of this Order. The coordination with Local Government Units (LGU's) shall also be sought especially the Municipal Mayors concerned.

The Regional Technical Director for Forestry and the PENRO of Nueva Vizcaya shall prepare the mechanics of implementation of this Order within ten (10) days from date hereof, indicating among others the strategic location of monitoring stations, the organization and composition of Forest Products Monitoring Teams, the names of persons who will man the stations on a 24-hour (3-shift) basis, etc. In the meantime, the PENRO of Nueva Vizcaya shall take initial preparatory actions to implement this Order.

In implementing this Order, the following are hereby ordered:

1. All logging activities in the Province of Nueva Vizcaya, if any, are hereby suspended/stopped until further notice;
2. All operations of legitimate sawmills and mini-sawmills are hereby suspended;

3. All sawmills, mini-sawmills and re-saws without permit should be closed/padlocked, and criminal charges be filed against the owners/operators;
4. There should be immediate scaling and inventory of all logs and lumber within the Province whether in the processing plants, logponds or inside the forest. Results of scaling and inventory are to be submitted to this Office immediately.
5. The movement of minor forest products shall not be covered by the transport ban, i.e. pulpwood, firewood, bark, tree top, resin, gumwood, oil, honey, beeswax, nipa, rattan and other forest products such as grass, shrubs and other forest plants.
6. That the transport ban shall not cover/affect logs, lumber and other forest products whose origin is not from Nueva Vizcaya and are just passing through the National Highway of Nueva Vizcaya.

The implementation of this Order shall be closely coordinated with the Non-Government Organizations (NGOs) directly working or supporting the operation.

Any TLA holder, permittee and wood processor found handling or in possession of illegally sourced forest products shall be closed, their license/permit cancelled. Conveyances used in the shipment of illegal forest products shall be confiscated in favor of the government, without prejudice to the filing of appropriate criminal charges if evidence warrants.

The RTD for Forestry Region 2, is hereby designated as the Special Coordinator in the implementation of this Order. He shall be responsible to his Regional Executive Director, who shall in turn report to the Assistant Secretary for Regional Operations, Luzon, every two (2) weeks on the progress (status) of the implementation of this Order.

This Order takes effect immediately and supersedes any order inconsistent herewith.

FULGENCIO S. FACTORAN, JR.
Secretary

**Memorandum Order
No. 4
February 22, 1990**

**SUBJECT Clarification on Moratorium on the
Logging Operation in the Province of
Nueva Vizcaya**

Upon the request of Local Government Unit heads including Governor Dumlao and Congressman Padilla, and as recommended by the PENRO of Nueva Vizcaya, DENR Memorandum Order No. 2 Series of 1990 is hereby clarified as follows:

"Manufactured softdrinks shell, onion crates, refrigerator crates whether knock down or fully assembled and minor forest products are allowed for shipment from the Province of Nueva Vizcaya provided wood materials used were obtained from legitimate sources"

All other provisions of DENR Memorandum Order No. 2, Series of 1990 remains in full force and effect.

This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

**Memorandum Order
No. 5
April 25, 1990**

SUBJECT: Further Amendment to DENR Memo Order Nos. 10 and 36, S. of 1988 re: Guidelines on the Confiscation, Seizure and Disposition of Illegally Cut, Gathered, and/or Transported Forest Products

Section J of DENR Memo Order No. 10, S. of 1989 regarding the issuance of notice to owners of confiscated forest products is hereby amended to read as follows:

"j. Notice to Owner. The CENRO/PENRO/RED shall give the owner or his representative a written notice of the confiscation or seizure and shall give him an opportunity to be heard in reference to the ground or reason for the seizure or confiscation by requiring said owner or representative to submit sworn statements or affidavits within three (3) days from receipt of such written notice.

All other provisions of the Order remain in full force and effect.

This amendment shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Memorandum Order

No. 6

May 8, 1990

SUBJECT: Program for a Forest Based Economic Development Initiative for San Mariano, Isabela

Because of a high incidence of illegal logging which became difficult to control, the DENR imposed a Logging Moratorium throughout the Municipality of San Mariano on February 16, 1989. This moratorium has thereafter caused a drastic stoppage of all forest based economic activities in the area, effectively eradicating the activities of illegal loggers and timber poachers. The drastic measure also resulted in a serious economic dislocation of the community that has traditionally been dependent on forest based livelihood activities.

Having suffered from economic difficulty, the community through its local government leaders represented by the Congressman, the Mayor, Vice Mayor and all members of the Sangguniang Bayan as well as informal leaders and representatives of NGOs in the area pleaded with DENR for relief and economic rehabilitation, promising in return to take full responsibility for the protection of the forest resources against illegal and destructive logging practices.

Believing in the sincerity of commitment of the community and the local government to protect the area against a recurrence of illegal logging activities, and pursuant to the Executive Order No. 370, series of 1989, establishing Program to Refocus Orientation for the POOR (PRO-POOR) and under the provisions of PD 705, as amended, to conserve, protect and wisely utilize our forest resources in San Mariano, Isabela, NOW THEREFORE, the DENR hereby authorize the implementation of a Program for a Forest-Based Economic Development Initiative in San Mariano, Isabela or San Mariano Development Initiative (SMDI).

The SMDI shall include the following programs and conditions:

1. The logging moratorium in San Mariano shall be, as it is hereby lifted. This lifting of the moratorium means that TLA holders in the area shall be allowed to operate logging sites within the Municipality of San Mariano, Isabela upon approval of their IAOP. Other legitimate permittees such as holders of rattan cutting permits and PLTPs shall likewise be allowed to operate within the provisions /guidelines of this program.

2. The community, through its local government, with the assistance of the PENRO and CENRO concerned shall solicit the support and cooperation of other government agencies such as DTI, DA, etc. for the broader implementation of this development initiative.
3. As a requirement for IAOP approval, TLAs shall submit aerial photography of their proposed logging sites in addition to the photo-inventory of the whole San Mariano the cost of which shall be shared by participating TLAs and sawmill operators.
4. TLAs and sawmill operators shall be required to register their conveyances, logging and processing equipment, including chainsaw to the CENRO of Ilagan, Isabela. Stickers with DENR logo shall be used to identify registered conveyances and equipment.
5. No logs are to exit from San Mariano unprocessed. All timber cut from San Mariano are to be processed into lumber and other finished products within the municipality.
6. Sawmilling of logs harvested from San Mariano shall be limited to legitimate sawmillers in the area with supply contract from the three (3) existing TLAs namely: PATECO, LUZMATIM and MONTE ALTO. All other processing plants in the municipality shall be closed and dismantled.
7. The Naguilian Junction GATEWAY shall be established and manned by an Inter-Agency Task Force from DENR, Military, LGU, NGO, TLA holders and sawmillers twenty-four (24) hours daily.
8. Traffic of logging equipment and forest products shall be done only through the Naguilian Junction GATEWAY road. The San Mariano-San Guillermo logging road shall be blasted and closed to traffic under the strict supervision of MONTE ALTO.
9. A three (3) stage monitoring system covering the three (3) major zones of operations, namely: TLA logponds, sawmill compound and GATEWAY shall be implemented. Radio and other communication facilities linking these three major zones of operation shall be installed and operated by the participating parties.

10. Monthly monitoring reports shall be submitted from each major zone and shall be consolidated and computerized at the PENRO. The PENRO shall submit final monthly reports to the region, furnishing a copy to the Office of the Assistant Secretary for Luzon operations.
11. Non-San Mariano based NGO shall be contracted to audit/evaluate the monitoring report on a periodic basis from the three major zones of operation.
12. Any violation of the above conditions shall result to confiscation of forest products, conveyances and equipment used by violators and these shall be forfeited in favor of the government. Criminal or administrative charges to be filed against violators and/or their cohorts as evidence may warrant.
13. Employment-generating activities shall be implemented in the form of:
 - 13.1 Community contracts of the concessionaire's owned reforestation projects, ISF, etc. in compliance to DENR requirements;
 - 13.2 Forest and Non-Forest based livelihood activities which may be funded by a San Mariano Development Capital Fund or other funds which may be made available to the PRO-POOR Program. A capital fund shall be established and managed by the TLAs and will provide credit extension to the poor upland dwellers and other residents of San Mariano. The amount shall be entrusted to a foundation and deposited in a reputable bank. The annual return to be earned from deposit interest shall finance livelihood programs such as ISF, Community-based processing, etc.
 - 13.3 Maximum processing of forest products into finished or semi-finished goods.

The SMDI shall be implemented under the direct supervision of the PENRO and CENRO concerned who shall report to the Assistant Secretary of Field Operations, LUZON. The ASEC Luzon is hereby authorized to implement this design of the SMDI and to issue additional guidelines for its strict or improved implementation.

This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Memorandum Order
No. 9
May 28, 1990

TO: All Regional Executive Directors

FROM: The Undersecretary for Field Operations

SUBJECT: Submission by Sawmill Operators of Reports on Logs Purchased and Milled

It has been observed that periodic reports supposed to be submitted by sawmill operators are not being received or, if at all submitted, same are not properly consolidated by field offices.

In view thereof, all Regional Executive Directors are hereby directed to enforce strictly the terms and conditions of existing sawmill permits provided therefor, in their respective area of concern, specifically the sawmill permittees' obligation to submit reports required of them, to wit:

1. **Annually**
 - a. List of personnel and/or employees indicating their positions and SSS numbers, if any; and
 - b. Audited financial statement certified by a reputable accounting firm.
2. **Quarterly**
 - a. Report of production indicating the number of actual operational days; and
 - b. Report of increase or decrease in employment.
3. **Monthly**

Volume and source of logs purchased and processed and disposition of production showing a segregation between the volumes and prices of products sold locally or exported.

4. **Anytime**

- a. Report of stoppage of operation lasting more than two days due to breakage or repair of any part of equipment giving an estimate of the period of repair and time of the resumption of the plant operations.
- b. Report on additional machinery/equipment installed or to be installed.
- c. Any other data or information pertaining to the operation of the sawmill shall be furnished to the Director of Forest Management Bureau whenever required.

Sawmill operators should be required to submit periodic reports, copy furnished the Director, Forest Management Bureau. No renewal of wood processing plant permits shall be approved unless the above requirements are complied with.

This Order shall take effect immediately.

VICTOR O. RAMOS
Undersecretary for Field Operations

Memorandum Order
No. 11
July 23, 1990

**SUBJECT: Prescribing Guidelines for the
Movement/Transport of Finished and
Semi-Finished Rattan Forest Products**

1. Pursuant to PD No. 705, as amended, Executive Order No. 192, dated 10 June 1987, and in line with the policy of the Government to encourage the processing and manufacture of rattan forest products, the following guidelines are hereby issued:
 - 1.1 Effective immediately, the movement/transport of manufactured rattan forest products, whether in their finished or semi-finished knockdown forms, shall not be unnecessarily impeded.
 - 1.2 Towards this end, the transport/shipment documents normally required under BFD Circular No. 10, S-1983 shall not apply to finished and semi-finished rattan forest products contemplated herein except for the delivery receipt and certificate of legitimacy of the source of rattan forest products issued by the CENRO concerned which should accompany the commodities being transported.
 - 1.3 The shipper shall furnish the office of the CENRO concerned with a copy of the required delivery receipt for record purposes.
2. The provisions of existing Orders, Circulars, inconsistent herewith are hereby amended/revised accordingly.
3. This Memorandum Order shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Memorandum Order
No. 12
August 17, 1990

SUBJECT: Addendum to DENR Memorandum Order No. 36, Series of 1988, Re: Guidelines on the Confiscation, Seizure and Disposition of Illegally Cut, Gathered and/or Transported Forest Products

Pursuant to the provisions of Presidential Decree No. 705, as amended, the National Accounting and Auditing Guidelines and other pertinent policies, laws and regulations, additional procedures on the confiscation and disposition of illegally cut forest products are hereby issued for the information and guidance of all concerned:

I. GENERAL PRINCIPLE

1. Supplies and equipment acquired by the Department through confiscation/forfeiture are considered government properties and henceforth must be entered in the book in the books of accounts. Any subsequent transactions made will in all instances be accounted for.
2. For internal control, all confiscation and disposition forms shall be numerically marked and issued by Central Office thru the General Services Division.

II. ADDITIONAL PROCEDURES ON CONFISCATION:

1. Confiscation order forms shall be accomplished in five (5) copies and distributed as follows:

ORIGINAL - to the owner of articles confiscated. In the absence of the owner, the original copy should be posted in the premises of the confiscating office;

DUPLICATE - to the head of Agency or its designated Office/Officer;

TRIPLICATE - to the Accountant;

QUADRUPPLICATE - to the receiving officer or the person/official holding custody of the property;

QUINTUPLICATE - for file apprehending Office

2. If a case is filed in court by the owner or DENR after a confiscation order was issued, a certification from the court handling the case should be secured manifesting that the seized property is under litigation. The accounting office should always be furnished a copy of the certification and final court decision.

III. ADDITIONAL DISPOSITION PROCEDURES - This holds true to all modes of disposition (bidding, donation, release and use for DENR infrastructure projects).

1. A quintuplicate prenumbered copy of the disposition forms shall in all instances be accomplished and distributed as follows:

ORIGINAL - for file of issuing Office;

DUPLICATE - to the recipient;

TRIPLICATE - to the Accountant;

QUADRUPPLICATE - to the official holding custody of the confiscated items;

QUINTUPLICATE - to the head of Agency or designated Office/Official.

2. A certification of acceptance from the official or owner receiving the confiscated items should also be secured in all modes of disposition.
3. The Office/Officer handling the case should inform the COA and request the Resident Auditor or its representatives to be present and witness the physical transfer of the confiscated items for disposition.

IV. ACCOUNTING ENTRIES:

1. The Secretariat handling the data and records shall furnish the Accounting Division all papers, and documents pertaining to the confiscation of goods, forest products, equipment and other paraphernalia as well as its disposition thru sale, donations or release as basis for recording such transactions in the books of accounts.
2. The entries to be followed in the confiscation and disposition procedures are as follows:

a) Upon confiscation of goods.

8-72-500	xx	
8-86-500		xx

b) Upon confiscation of equipment, tools in the commission of the crime treated as contingent asset.

8-74-300	xx	
8-86-500		xx

c) Upon court order for forfeiture.

Reverse entries on (b) then take up as asset

8-79-8?	xx	
0-94-140		xx

d) Upon disposition

- Sale of confiscated goods

Collection		
8-70-400	xx	
0-91-000		xx

Adjusting Entry		
8-86-500	xx	
8-72-500		xx

- Release of confiscated goods

8-86-500	xx	
8-72-500		xx

- Donation of confiscated goods

8-86-500	xx	
8-72-500		xx

V. REGISTRATION OF CONFISCATED VEHICLES:

After thirty (30) days from receipt of the confiscation order by the owner of the conveyance and no appeal is filed, the office/officer holding custody of the confiscated vehicles and/or equipment shall register the same with the proper government offices.

VI. CONFISCATION AND RELEASE OF EQUIPMENT AND TOOLS

Implementing provisions on the forfeiture or release of apprehended/seized equipment and/or tools will explicitly be covered in a separate order.

This ORDER takes effect immediately and amends or modifies previous order inconsistent herewith.

FULGENCIO S. FACTORAN, JR.
Secretary

Memorandum Order
No. 14
September 28, 1990

SUBJECT: Suspension of the Issuance/Renewal of Permits, Lease Agreements, Licenses, Reforestation Contracts, and Stewardship Contracts/Agreements within the Low-Income Upland Communities Project (LIUCP) in Oriental and Occidental Mindoro

1. One of the conditions of the Loan Agreement for the Low-Income Upland Communities Project (LIUCP) is for the Government of the Philippines to make available, promptly as needed, the funds, facilities, services, land and other resources which are required for the carrying out of the said Project.
2. To ensure the availability of the areas needed by the said Project, the issuance/renewal of permits, lease agreements, licenses, reforestation contracts and Stewardship contracts/ agreements covering areas within the Project area is hereby suspended.
3. All concerned offices shall coordinate closely with the National Project Office, LIUCP.
4. This Circular takes effect immediately and shall be in force for the entire project duration or until otherwise revoked.

Approved:

VICTOR O. RAMOS
Undersecretary for Field Operations
and Acting Secretary

RICARDO M. UMALI
Undersecretary for Planning,
Policy and Project Management

LITO MONICO L. LORENZANA
Undersecretary for Natural Resources
Management and Attached Agencies