



Republic of the Philippines
Department of Environment and Natural Resources
FOREST MANAGEMENT BUREAU
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MEMORANDUM

TO : **All Regional Executive Directors**
DENR Region 1-13, CAR and NCR

FROM : The Assistant Secretary for Policy, Planning and Foreign-Assisted and Special Projects and Director, in concurrent capacity

SUBJECT : **REQUEST FOR INPUTS/COMMENTS ON THE DRAFT DENR MEMORANDUM ORDER (DMO) "PRESCRIBING THE REPORTORIAL REQUIREMENTS FOR THE SUBMISSION OF ALL FOREST REVENUE COLLECTION"**

DATE : **AUG 23 2021**

This pertains to the on-going formulation of a proposed draft DENR Memorandum Order (DMO) on "*Prescribing the reportorial requirements for the submission of all forest revenue collection*", amending DMO No. 2004-01 "*Prescribing a Reporting System for the Submission of all Forestry Related Income Collection*".

This policy aims to enhance the reporting system with up-to-date forest revenue data and to improve efficiency in the collection of forestry-related fees, charges, and other sources of forest revenues.

Correspondingly, based on the observations of this Office, there is a need to amend some provisions of DMO No. 2004-01 to: (1) ensure that incomplete, confusing, and redundant data entries in filled-up forms are avoided; (2) validate the existing tenurial instruments indicated in the attached forms; (3) ensure appropriate terminology is used; and (4) validate the nomenclature of offices and designations, among others.

In this regard, may we request your Office to provide inputs or comments to the draft document. Attached is a copy of the draft DMO with the proposed forms for your ready reference. In addition, may we also request the participation of your staff to provide further inputs and comments to the draft policy during an online consultation meeting (to be scheduled). It is suggested to have one (1) representative from the Regional Office and one (1) representative from one of your CENROs, and PENROs. Kindly provide us the name and email address of your identified staff for our coordination. Meanwhile, submission of your inputs/comments through email to forev.fmb@gmail.com on or before **27 August 2021** would be highly appreciated.

FOR INFORMATION AND APPROPRIATE ACTION, PLEASE.


MARCIAL C. AMARO, JR., CESO III

DENR MEMORANDUM ORDER
NO. 2021-_____

**SUBJECT : PRESCRIBING THE REPORTORIAL
REQUIREMENTS FOR THE SUBMISSION OF
ALL FOREST REVENUE COLLECTION**

Pursuant to the provisions of Republic Act No. 7161, Presidential Decree No. 705, Executive Order No. 192, Executive Order No. 273, and DENR Administrative Order No. 2019-01 and in order to enhance the reporting system with up-to-date forest revenue data and improve the efficiency of collection of forestry-related fees, charges and other revenues, this guideline is hereby issued for the guidance and strict compliance of all concerned.

1. All DENR Field Offices (Regional Office, PENR Office, and CENR Office) through the Licensing, Permitting, and Patents Section (Regulation and Permitting Section) of CENRO and PENRO, and Forest Utilization Section (FUS) under Licenses, Patents, and Deeds Division (LPDD) of Regional Offices shall accomplish the attached FMB Revenue Forms in coordination with their respective Collecting Officers.
2. The Assistant Regional Director for Technical Services shall supervise the compilation of all forestry-related revenue collection reports by the CENROs and PENROs within its jurisdiction.
3. All the DENR Field Offices (Regional Office, PENR Office, and CENR Office) shall maintain its own database on forestry-related revenue collection.
4. The Regional Office concerned shall submit its mid-year and annual narrative reports to the DENR Central Office, thru the Forest Management Bureau, on the overall status of forest revenue collection within its jurisdiction. The Forest Management

Bureau shall consolidate all the Regional Office reports and prepare an annual comprehensive national report on forest revenue collection.

5. The mid-year and annual narrative report by the Regional Office shall include GIS-based mapping of forest revenue collection by CENRO for data visualization, thereby indicating therein, among others, the area with the highest and lowest revenue collection for monitoring, evaluation, and informed decision-making. Other performance metrics that are data-driven can also be included in the report for analysis. It shall likewise contain the process on revenue collection compliance verification, information on issuance of reminder letters, and recommended penalties for any violation.
6. The CENRO concerned shall submit its monthly report to the PENR Office on or before the 5th day of the succeeding month. The PENRO concerned shall submit the provincial consolidated monthly report to the Regional Office on or before the 15th day of the succeeding month. While the Regional Executive Director concerned shall submit the consolidated Regional monthly report to the DENR Central Office, Attention: the Director, Forest Management Bureau, on or before the 30th day of the succeeding month.

The deadline for submission of reports from one office to another (monthly, mid-year, and annual) shall be as follows:

Office	Monthly Report	Mid-Year Report	Annual Report
CENRO to PENRO	On or before the 5 th day of the succeeding month	On or before the 5 th day of July of each year	On or before the 5 th day of January of the succeeding year

PENRO Region	to	On or before the 15th day of the succeeding month	On or before the 15th day of July of each year	On or before the 15th day of January of the succeeding year
Region DENR Central Office, FMB	to thru	On or before the 30th day of the succeeding month	On or before the 30th day of July of each year	On or before the 30th day of January of the succeeding year

7. **DEFINITION OF TERMS.** For the purpose of this Order, the following terms shall have the meaning as indicated below:

- 7.1. **Administrative Fees** - refer to payment being made for the services and operational expenses of the government in the processing, monitoring, and managing of tenurial instruments, permits and other privileges being granted by the DENR.
- 7.2. **Forest Charges** - levies imposed by the government on naturally-growing timber and other forest products cut/harvested by the tenurial instrument holder or permittee, the rate of which is provided under Section 70, 71 and 72 of R.A. 7161, otherwise known as the Forest Charges Law.
- 7.3. **Tenure Fees** - refer to the amount to be paid by a tenurial instrument holder in the form of government share, user's fee and rental for the use of a certain parcel of forest land.

8. For guidance and uniformity, hereunder are the List of Forestry-related Fees and Charges, to wit:

8.1. ADMINISTRATIVE FEES

A. Application Fees

1. Socialized Industrial Forest Management Agreement (SIFMA)

2. Integrated Forest Management Agreement (IFMA)
3. Special Land Use Permit (SLUP)
4. Forest Land Use Agreement (FLAg)
5. Forest Land Use Agreement for Tourism (FLAgT)
6. Forest Land Grazing Management Agreement (FLGMA)
7. Wood/Rattan Processing/Manufacturing Plants
8. Non-Timber Forest Products cutting/gathering/harvesting
9. Certificate of registration as poles, piles, log, and lumber dealer (local dealership)
10. Registration as Agents, Contractors & Dealers of logs, lumber, veneer & commercial poles and piles (imported)
11. Export authority
12. Certification of status clearance for mining prospecting area
13. Chainsaw registration
14. Permit to purchase or import chainsaw
15. Permit to manufacture chainsaw
16. Permit to sell/re-sell/dispose/distribute/ transfer of ownership of Chainsaw
17. Authority to lease, rent or lend chainsaw

B. Annual Fees

1. Wood Processing Plant Permit to operate Regular Sawmill, Mini-sawmill and Re-sawmill (per Daily rated capacity)
2. Veneer, Plywood and Other Wood-based panel plants permit (per Daily rated capacity)
3. Non-Timber Forest Products cutting/gathering/harvesting permit
4. Wood treating plant permit
5. Rattan manufacturing/processing plant permit

C. Service Fee

1. Survey (delimitation of boundary) on forestlands subject of application for permit/license/tenure
2. Timber Inventory
3. Inspection/verification of timber/non timber forest products (local and for export)
4. Assessment of forestry tenured areas (if requested by lessee/agreement holder)

D. Other fees

1. Transport permit and special certification (i.e. Forest Products origin, Forest product verification, Transshipment certification, Land Classification status, etc.)
2. Oath fee
3. Appeal Fee for forestry tenure instruments
4. Authentication fee (Certified True Copy of documents)

8.2. GOVERNMENT SHARE/USER'S FEE/RENTAL

- A. Government Share/User's Fee (Annual fee for tenure holders)/Rental
- B. Surcharges and Penalties

8.3. FOREST CHARGES FOR TIMBER AND NON-TIMBER FOREST PRODUCTS

9. All orders, circulars and/or instructions inconsistent herewith are hereby repealed and/or modified accordingly.

FOR GUIDANCE AND STRICT COMPLIANCE.

ROY A. CIMATU
Secretary

Region _____

ANNEX 1

MONTHLY COLLECTION REPORT ON FOREST CHARGES

MONTH _____ YEAR _____

REGION/ PENRO/CENR O/ Implementing PENRO	Name of Permittee/Li censee/ Tenure Holder	Type of Permit	Source of Forest Products (Public/Priv ate Land)	Kind of Forest Products (Timber/N TFP)	Species (Specific Group)	Volume	Forest charges Paid (Php)	Date of payment (mm/dd/ye ar)	OR Number	Remarks

Standard Unit of Measure (Volume)

- Timber- cubic meter
- Almaciga Resin/Beeswax/Gutta Percha/Other Gums and Resin- Kilograms
- Bamboo Poles- piece
- Rattan (unsplit)- Lineal Meter
- Rattan (split)- Kilogram

Prepared by:

Noted by:

Technical Staff (Region/PENRO/CENRO)

ARD-Technical Service/PENRO/CENRO

MONTHLY COLLECTION REPORT ON ADMINISTRATIVE FEES

MONTH _____ YEAR _____

[illegible]

Noted by:

ARD-Technical Service/PENRO/CENRO

MONTH _____ YEAR _____

[illegible]

Forestland Grazing Management Agreement (FLGMA)	Socialized Industrial Forest Management Agreement (SIFMA)	Forest Land Use Agreement for Tourism Purposes (FLAGT)
Agro-Forestry Farm Lease Agreement (AFFLA)	Tree Farm Lease Agreement (TFELA)	Special Land Use Lease Agreement (SPLULA)
Integrated Forest Management Agreement (IFMA)	Upland Agroforestry (MOA or JVA)	Special Land Use Permit
	Forest Land Use Agreement (FLAG)	