

DENR Administrative Order
No. 2021-_____

**SUBJECT : GUIDELINES ON REGISTRATION OF TREE PLANTATION
CERTIFIERS**

Pursuant to Presidential Decree No. 705, as amended, otherwise known as the "Revised Forestry Code of the Philippines", Republic Act No. 10690, otherwise known as the "Forestry Profession Act," Executive Order No. 192 series of 1987, Executive Order No. 23 series of 2011 or "Declaring a Moratorium on the Cutting and Harvesting of Timber in the Natural and Residual Forests and Creating the Anti-Illegal Logging Task Force," and DENR Administrative Order No. 2020-18 entitled, "Promoting Tree Plantation Development and Liberalizing Harvesting and Transport of Planted Trees and Tree Derivatives for Inclusive Growth and Sustainable Development," the following are the rules and regulations governing tree plantation certifiers.

Section 1. Basic Policy. It is the policy of the State to ensure the sustainable utilization, development, management, protection and conservation of the country's forest and other natural resources.

Sec 2. Objectives. This aims to develop the guidelines and procedures for registering tree plantation certifiers to ensure the efficient implementation of policies on tree plantation development and liberalization.

Sec 3. Scope and Coverage. This Order shall cover registered tree plantation certifiers to certify that the harvested logs and tree derivatives for transport are planted from tree plantations.

Sec 4. Definition of Terms. For the purpose of this Order, the following terms are to be understood and interpreted as follows:

- a) ***Affiliated*** – a person officially attached or connected to a corporation/group either by ownership or employment.
- b) ***Authorized Representative*** – any officer/person duly authorized by the applicant to represent in matters relating to the registration;
- c) ***Authorized Signatory*** – any officer designated by the applicant/grantee competent to evaluate plantation inventory critically, occupying a position involving responsibility for adequacy of inventory results, and eligible for approval as signatory of endorsed tree plantation certificates;
- d) ***Nonconformity*** – failure to comply with the prescribed competencies to perform the certifier's duties and responsibilities.

- e) **Professional Bond** – An amount issued in favor of the Republic of the Philippines which shall guarantee the faithful and honest performance of the job done by the certifier.
- f) **Professional Forester** – a registered and licensed natural person who holds a valid certificate of registration and a valid professional identification card issued by the Professional Regulatory Board for Foresters and the PRC pursuant to Republic Act No. 10690.
- g) **Registration Certificate** – a formal recognition by the Department of Environment and Natural Resources (DENR) as competent to carry out the task of tree plantation certification.
- h) **Tree Plantation Certifier (TPC)** – any registered corporation/group engaged in forestry services and registered or accredited by the DENR to certify that harvested logs and tree derivatives for transport are planted from tree plantations.

Sec 5. Tree Plantation Certifier Registration Program. The Tree Plantation Certifier (TPC) Registration Program is hereby established.

The Forest Management Bureau (FMB) shall be the lead agency in the management and implementation of the TPC Registration Program. It shall formulate and prescribe policy guidelines, develop, and maintain a database of registered TPCs, and undertake other appropriate measures, as may be deemed necessary, to improve the program.

The DENR Regional Offices (DENR-RO) shall be responsible for the registration of TPCs within their jurisdiction. The Provincial Environment and Natural Resources Office (PENRO) shall accept, process and evaluate all applications. The DENR Regional Executive Director shall decide on the approval/disapproval of the TPC application based on the evaluation report and recommendation of the PENRO. The DENR-ROs shall also submit regularly to the Undersecretary for Field Operations, copy furnished the Forest Management Bureau, the list of newly registered TPCs.

Registered TPCs may issue certifications that harvested logs and tree derivatives are planted from tree plantations, which is a requirement for its transport outside the plantation area and/or tenured area. The TPC shall have the following duties and responsibilities:

- a) Conduct document review to evaluate the veracity and validity of a tenure agreement or private tree plantation registration as well as the congruence of the harvesting schedule with the tenure holder's approved management plan (i.e., Comprehensive Development and Management Plan, Indicative Development Plan, Comprehensive Resource Management Framework, FYWP).
- b) Conduct site validation to verify that the harvested trees are planted and not naturally growing as well as ensure it is within the metes and bounds of the tenured area/private plantation.
- c) Check the equipment used in harvesting the logs are duly registered with the DENR.
- d) Ensure that the species are not included in the list of prohibited for harvesting and trade pursuant to existing policies.
- e) Issue the necessary Certification pursuant to DENR Administrative Order No. 2020-18 dated December 17, 2020 and other related policies that may be promulgated thereafter, to include species, number, and volume of logs to be transported, among others.

- f) Submit to the DENR CENRO/Implementing PENRO a certified copy of all Certifications issued.

Sec 6. Eligibility Criteria. The TPC application shall be limited to corporations or groups engaged in forestry services and duly registered under Philippine laws. The corporation/group shall be composed of individuals that are:

- a) Natural born Filipino citizens;
- b) Not affiliated with the DENR or any other government agency.

Provided that only professional foresters with a valid professional identification card, and at least five (5) years of practice shall conduct the validation and shall be designated as authorized signatory of the Certification.

A registered TPC can carry out its duties and responsibilities only in the region in which it applied for registration. A company/group may only apply in one region.

Sec 7. Application Requirements. Eligible applicants shall submit the following documents to the concerned Provincial Environment and Natural Resources Office (PENRO):

- a) Duly accomplished and sworn Application Form (see Annex A);
- b) Certified copy of Certificate of Registration issued by the Securities and Exchange Commission (SEC);
- c) List of current officers and/or stockholders, duly certified by the Board Secretary;
- d) Board resolution/s indicating the authorized signatory and representative of the corporation/group, duly signed by the Board Secretary;
- e) Duly accomplished Authorized Signatory Nomination Form (see Annex B);
- f) Photocopy of authorized signatory's Professional Regulatory Commission identification card with signature in triplicate;
- g) Proof of technical and financial capability
 - i. List of affiliated professional foresters, including certified copies of professional identification card of each forester);
 - ii. Company portfolio (i.e. necessary field equipment, safety gears)
 - iii. Proof of financial capability to undertake certification operations as may be shown in a bank certificate of cash deposit, or in the form of credit lines from any financing institution
- h) Application Fee of PhP 300.00

Any application with incomplete or invalid documentary requirements shall not be processed and shall be returned to the applicant without prejudice to refiling. *Further*, the application fee is non-refundable even with a denial result for registration or abandoned application.

Sec. 8. Creation of Technical Evaluation Committee. The Regional Executive Director shall issue a Special Order on the composition of the TPC Technical Evaluation Committee. The Committee shall be composed of representatives from the concerned technical divisions.

Sec 9. Application Evaluation. The PENRO shall review the completeness and veracity of the submitted forms and documents and shall endorse the same to the Regional

Office. The Regional Technical Evaluation Committee shall evaluate the applicant's competency to perform the TPC's duties and responsibilities. It shall then submit an evaluation report with recommendations to the Regional Executive Director for approval or denial.

The DENR shall inform the applicant, in writing, the results of the evaluation process. Applicants recommended for registration shall be issued with the Tree Plantation Certifier Registration Certificate (see Annex C) by the DENR-RO upon posting of prescribed professional bond. Applicants with minor nonconformities shall be given a maximum period of thirty (30) working days to make corrective actions on the nonconformities found therein, otherwise, the application shall be deemed abandoned. Applicants with major nonconformities shall be automatically denied and barred from making an application within three (3) years of its initial application.

Sec 9. TPC Registration Certificate Validity. The TPC Registration Certificate shall be valid for three (3) years unless otherwise cancelled. A registered TPC that intends to renew its registration shall file an application for renewal three (3) months prior to its expiration. Renewal application shall follow the procedures outlined in Section 7.

Sec 10. Professional Bond. Applicants recommended for registration shall pay a professional bond, in the amount of one hundred thousand pesos (PhP 100,000.00) prior to the issuance of the registration credentials. It shall be deposited to an account to be opened by the DENR Regional Offices at any government banking institution.

The professional bond shall be refunded to the Tree Plantation Certifier upon expiration of the registration validity. *Provided* that the TPC will not apply for a renewal. *Provided further*, that the registration was not cancelled due to the TPC's negligence in which case the bond shall be forfeited in favor of the government.

Sec 11. Grounds for Cancellation. The following shall be grounds for the cancellation of TCP Registration prior to its expiration:

- a) Making any false declaration or statement or making use of any such declaration or statement or any document containing the same; or committing fraud or any act of misrepresentation for the purpose of obtaining the grant of registration *provided* that the cancellation of registration as herein stated shall be without prejudice to any action which may be initiated against the violator.
- b) Failure to maintain the standards and requirements for registration.
- c) Violation of or non-compliance with any of the provisions of these rules, promulgated orders, decisions and circulars issued by the DENR and other concerned government agencies.
- d) Involvement in illegal activities, pending final court decision.
- e) Conviction for criminal offense involving moral turpitude.
- f) Violation of professional ethics.
- g) Falsification, mis-issuance, or lack of due diligence in the issuance of certificate/s.

TPCs with cancelled registration certificates shall be barred from making another application. *Further*, TPCs who issued transport certificates with expired registration certificates shall be fined accordingly and barred from renewing their registration.

Sec 12. Database of Registered Tree Plantation Certifiers. The Forest Management Bureau shall develop a database of registered certifiers published in its official website. The registry shall reflect the names and other pertinent information of registered corporations for every region. The Regional Offices shall submit the list of registered TPCs to the FMB annually.

Sec 13. Separability Clause. Should any provision or part of this Order be declared unconstitutional, those not affected shall remain to be in force and full effect.

Sec 14. Repealing Clause. All other Department circulars, orders, memoranda, and issuances inconsistent herewith shall be amended or repealed accordingly.

Sec 15. Effectivity Clause. This Order shall take effect after publication in a newspaper of general circulation and upon submission to the Office of the National Administrative Register (ONAR) from the UP Law Center.

ROY A. CIMATU
Secretary

APPLICATION FOR TREE PLANTATION CERTIFIER

[date]

The Regional Executive Director

DENR Regional Office _____

[address]

Sir/Madam:

This is to respectfully convey our intent and submit out application for registration as tree plantation certifier pursuant to DENR Administrative Order No. 2020-18 and other pertinent laws and policies. We understand that the filing of this application form does not automatically grant us the authority as tree plantation certifier and that such authority will be granted upon further verification and approval of the DENR.

Application No. Type: ☐ New Application ☐ Renewal

Applicant Information

Company Name	<input type="text"/>		
Business Address	<input type="text"/>		
SEC Registration No.	<input type="text"/>	Company Tax Identification No. (TIN)	<input type="text"/>
Contact No.	<input type="text"/>	Email Address	<input type="text"/>
Company Size	<input type="checkbox"/> Micro (Asset size: <3M pesos)	<input type="checkbox"/> Small (Asset size: 3-15M pesos)	<input type="checkbox"/> Medium (Asset size: 15-100M pesos) <input type="checkbox"/> Large (Asset size: >100M pesos)

Checklist of Attachments

- ___ Certified copy of Certificate of Registration issued by the SEC
- ___ List of current officers and/or stockholders, duly certified by the Board Secretary
- ___ Board resolution/s indicating the authorized signatory and representative of the corporation/group, duly signed by the Board Secretary
- ___ Duly accomplished Tree Plantation Certifier Authorized Signatory Nomination Form
- ___ Photocopy of authorized signatory's Professional Regulatory Commission identification card with signature in triplicate;
- ___ Proof of technical and financial capability:
 - List of affiliated professional foresters, including certified copies of professional identification card of each forester);
 - Company portfolio (i.e. necessary field equipment, safety gears)
 - Proof of financial capability to undertake certification operations as may be shown in a bank certificate of cash deposit, or in the form of credit lines from any financing institution
- ___ Proof of payment of Application Fee

Certification

We hereby certify that the provided information is true and correct and that all documents submitted in support of this application are true copies of the original. Any misrepresentation and/or manifestation of fraud in this application shall be a ground for the disapproval of this application and/or the suspension or revocation of the Certificate of Registration, in case the same had already been issued.

Authorized Representative
(signature over printed name)

Name of Company President/CEO
(signature over printed name)

All personal data collected herein shall be processed according to the principles and provisions of the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), and National Privacy Commission (NPC) issuances

REPUBLIC OF THE PHILIPPINES
Province of _____ : S.S.
Municipality of _____

SUBSCRIBED AND SWORN to before me _____,
this ____th day of _____, 20____, Affiant exhibiting to me his/her
attached proof of identity, ID No. _____.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

**TREE PLANTATION CERTIFIER
AUTHORIZED SIGNATORY NOMINATION FORM**

Application Type: ☐ Initial Nominee ☐ Change of Nominee

Nominee Information

Name:		
Permanent Address:		
Birthdate (mm/dd/yyyy):	Sex:	Civil Status:
Contact Nos.:	Email Address:	
PRC License No:	PRC License Validity Date:	

Company Information

Company Name:	
Complete Principal Address:	
Contact Nos.:	Email Address:
Position/Designation in the Company:	Length of Service in the Company:

Specimen Signature

1.
2.
3.

I hereby certify that the information on this application form and all supporting application documents are true and correct.

Authorized Representative
(signature over printed name)

**TREE PLANTATION CERTIFIER
REGISTRATION CERTIFICATE**

No: _____

Pursuant to Section 19 of Presidential Decree No. 705, as amended, otherwise known as the "Revised Forestry Code of the Philippines", Executive Order No. 192 (Providing for the Reorganization of the Department of Environment, and Executive DENR Administrative Order No. 2020-18 (Promoting Tree Plantation Development and Liberalizing Harvesting and Transport of Planted Trees and Tree Derivatives for Inclusive Growth and Sustainable Development), and other existing laws and regulations, this Tree Plantation Certifier Registration Certificate is hereby issued to:

[Name of Corporation/Group]

A registered corporation/group engaged in forestry services with business address at _____, to engage in the business of certifying harvested logs and tree derivatives from planted trees in managed/tenured forestlands and/or private tree plantations in Region _____.

This Certification is subject to the provisions of applicable Forestry Laws and regulations promulgated or which may be promulgated, subject to the Terms and Conditions enumerated in the succeeding page and such other additional regulations which may hereinafter be prescribed.

This Certification is effective from _____ [date of issuance] to _____ [date of expiry] at _____, Philippines.

Approved:

[Name of Regional Executive Director]

TREE PLANTATION CERTIFIER REGISTRATION CERTIFICATE

Terms and Conditions

1. The Registered Tree Plantation Certifier shall accomplish diligently the following duties and responsibilities:
 - Conduct document review to evaluate the veracity and validity of a tenure agreement or private tree plantation registration as well as the congruence of the harvesting schedule with the tenure holder's approved management plan (i.e., Comprehensive Development and Management Plan, Indicative Development Plan, Comprehensive Resource Management Framework, FYWP).
 - Conduct site validation to verify that the harvested trees are planted and not naturally growing as well as ensure it is within the metes and bounds of the tenured area/private plantation.
 - Check the equipment used in harvesting the logs are duly registered with the DENR.
 - Ensure that the species are not included in the list of prohibited for harvesting and trade pursuant to existing policies.
 - Issue the necessary Certification pursuant to DENR Administrative Order No. 2020-18 dated December 17, 2020 and other related policies that may be promulgated thereafter, to include species, number, and volume of logs to be transported, among others.
 - Submit to the DENR CENRO/Implementing PENRO a certified copy of all Certifications issued.
2. The Registered TPC shall maintain the standards and requirements for registration as well as professional ethics.
3. The Registered TPC shall not be involved in illegal activities, criminal offenses involving moral turpitude, and falsification, mis-issuance, or lack of due diligence in the issuance of certificate/s.
4. Violation of any of the above terms and conditions shall be sufficient ground for termination/cancellation of the certificate, subject to due process without prejudice to the imposition of appropriate penalties pursuant to existing regulations.