



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : The Regional Executive Director
All Regions except NCR

FROM : The Undersecretary for Field Operations and Environment

SUBJECT : **PROCESS ON THE RENEWAL AND CANCELLATION OF MISSING OR LOST CERTIFICATE OF STEWARDSHIP CONTRACT (CSC) DOCUMENTS**

DATE : JUN 17 2021

This pertains to the concern on the process of renewal and cancellation of missing or lost Certificate of Stewardship Contract (CSC) documents.

The DENR awarded CSCs to individual or families under the then Integrated Social Forestry Program (ISFP) and many of those CSCs have already reached their first 25 years of implementation and the holders are required to undergo performance evaluation to be conducted by the DENR for the renewal of their CSCs. However, some of the holders no longer have a copy of their certificate or stewardship agreement due to some untoward circumstances such as fire, typhoons, transfer, and lost due to improper safekeeping, among others. The said documents are very important as these are the basis for the DENR to conduct the said evaluation.

In view of the foregoing, the following procedures should be undertaken by the concerned offices, to wit:

1. For the concerned office to exhaust all efforts to get a copy of the CSC considering that four (4) CSC copies were prepared and provided to concerned CSC beneficiary/holder, DENR Offices - Regional Office, PENRO, and CENRO. The CSC copy may also be requested from the LGU concerned in which the CSCs were devolved;
2. If the above said documents cannot be found, look for a document such as log/record books or other masterlists/databases like the Universe and Baseline or Enhanced Forestry Information System (eFIS) to ascertain the issuance of the CSC and legitimate occupation of the said holder in the area;
3. Once the CSC holder has been validated, the concerned office can reconstitute the CSC in four (4) copies. The original copy of the reconstituted CSC shall be provided to the CSC holder, DENR Regional Office, PENRO and CENRO and a certified photocopy for the LGU for their information and record. The said CSC shall be approved by the authorized representative per existing guidelines:
 - Below 3 hectares – CENR Officer
 - 3 hectares to 5 hectares – PENR Officer

In cases that the CSC cannot be located or validated after all efforts, such claim will be considered as null and void due to lack of proof of possession/occupancy over the subject area which indicates name of the CSC holder, CSC No. and CSC area (ha). Hence, renewal or transfer of CSC cannot be given due consideration;

4. The concerned office can proceed with the performance evaluation or renewal (including transfer to the next-of-kin)/cancellation process following the prescribed guidelines stipulated in DMC 1993-21 or "Revised Procedures on the Conduct of Performance Evaluation of Stewardship Agreement, Cancellation and Compensation of the Holders Thereof" and as complemented by Memorandum from the Undersecretary for Field Operations dated 28 November 2013 and FMB Technical Bulletin No. 11 entitled "Supplemental Guide on the Evaluation of Certificate of Stewardship Contracts", and DMC 1993-23 or "Revised Procedures on the Transfer of Certificate of Stewardship to the Next-of-Kin of the Holders Thereof";
5. The process of renewal and cancellation will follow the same procedures per Memorandum from the Undersecretary for Field Operations dated 28 November 2013 on "Renewal and Cancellation of Certificate of Stewardship Contract (CSC)" by stamping in the CSC either "RENEWED FOR ANOTHER 25 YEARS" or "CANCELLED". In addition, a word "RECONSTITUTED" should be additionally stamped on the CSC as reference that the said CSC is a "reconstituted CSC".

Further, be informed that the renewal of CSC including transfer to the next-of-kin reckons from the CSC's date of issuance to complete the maximum of 50 years and not from the date of evaluation. Ensure to indicate the "Expiry Date" on the renewed document; and

6. A justification including the documentary proof should be attached to the reconstituted CSC for proper recording.

FOR STRICT COMPLIANCE.


ATTY. JUAN MIGUEL T. CUNA, CESO I

*cc: The Assistant Secretary for Policy, Planning and Foreign Assisted
and Special Projects, and FMB Director, in concurrent capacity*