

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 (DAO) 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.

SECTION 2. Objectives. This Order aims to develop the guidelines and procedures for registering Tree Plantation Certifiers to effectively implement the policy on tree plantation development and liberalization. It also intends to ensure and certify that the harvested logs and tree derivatives from registered plantations pursuant to DAO No. 2020-18 are properly accounted and derived from legitimate sources.

SECTION 3. Scope and Coverage. This Order shall cover the registration of Tree Plantation Certifiers, the only authorized entity to conduct tree inventory and assessment within registered tree plantations found in public forestlands and private plantations by virtue of DAO No. 2020-18.

SECTION 4. Definition of Terms. For purposes 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 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 Professional Regulation Commission (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** – stand of trees established by planting and/or deliberate seeding, that is intensively managed occupying a specific area and meets all the following criteria at planting and stand maturity: sufficiently uniform in species composition (one or two species), even age class, and regular spacing.
- i) **Tree Plantation Certifier (TPC)** – any registered corporation/group engaged in forestry services and registered by the DENR to certify that harvested logs and tree derivatives for transport are from tree plantations.

SECTION 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 Provincial Environment and Natural Resources Office (PENRO) shall accept, process, review and evaluate the completeness and veracity of the submitted forms and documents. If found in order, the PENRO shall endorse the same to the DENR Regional Office.

The DENR Regional Offices (DENR-RO), particularly the Licenses, Patents, and Deeds Division (LPDD), shall be responsible for the processing of the registration of TPCs within their jurisdiction. The DENR Regional Executive Director shall decide on the approval/disapproval of the TPC application based on the evaluation report and recommendation of the Tree Plantation Certifier Technical Evaluation Committee. 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.

Pursuant to DAO No. 2020-18, registered TPCs shall issue certifications that harvested logs and tree derivatives are from registered tree plantations and forestlands with tenure/management arrangement, which is a requirement for its transport outside the plantation area and/or tenured area.

SECTION 6. 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 Conservation and Development Division (CDD) and LPDD, which are not lower than senior technical officers.

The Tree Plantation Certifier (TPC) 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.

SECTION 7. 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 national 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, whose registered name has been issued with a TPC Registration Certificate, shall only be allowed to apply in one region. A subsidiary to the said parent company/group may be permitted to register in other regions.

SECTION 8. 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) and updated General Information Sheet;
- 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 (PRC) identification card with specimen signature in triplicate;
- g) Proof of technical and financial capability
 - i. List of affiliated professional foresters, including authenticated/certified copies of professional identification card of each forester);
 - ii. Company portfolio (compilation of similar or environment-related engagements including assessment and project/s completion reports);
 - iii. Possession and ownership of necessary field equipment and safety gears;
 - iv. 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/Renewal Fee of Php 2,000.00

Any application with incomplete or invalid documentary requirements shall not be processed and shall be returned to the applicant without prejudice to refiling. The applicant shall be given a maximum period of fifteen (15) working days to complete the necessary documentary requirements, otherwise, the application shall be deemed abandoned. *Moreover*, the application fee is non-refundable even with a denial result for registration or abandoned application.

SECTION 9. Application Evaluation. The TPC Technical Evaluation Committee shall evaluate the applicant's competency (see Annex C) 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 disapproval.

The DENR shall inform the applicant, in writing, the results of the evaluation process (see Annex D). Applicants recommended for registration shall be issued with the Tree Plantation Certifier Registration Certificate (see Annex E) by the DENR-RO upon posting of prescribed professional bond. Applicants with nonconformities shall be given a maximum period of thirty (30) working days to make corrective actions, otherwise, the application shall be deemed abandoned.

SECTION 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 Certificate; *provided* that the TPC will not apply for a renewal; and-that the

registration will not be cancelled due to grounds stated in Section 13 hereunder, in which case, the bond shall be forfeited in favor of the Government.

SECTION 11. 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. Failure to do so shall result to the forfeiture of half (50%) of the TPC's professional bond. Renewal application shall follow the procedures outlined in Section 8.

SECTION 12. Roles and Responsibilities. 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 boundaries of the tenured area/private plantation.
- c) Ensure that the equipment used in harvesting the logs are duly registered with the DENR.
- d) Guarantee that the conduct of inventory and resource assessment is consistent with the provisions of DENR Memorandum Order No. 1991-08, or Prescribing the Guidelines in the Implementation of DAO 1991-24 or the Shift in Logging from the Old Growth Forests to Second Growth Forest and FMB Technical Bulletin No. 3, or the Measurement Standards in the Conduct of Timber Inventory.
- e) Ensure that the species are not included in the list of prohibited species for harvesting and trade pursuant to existing policies.
- f) Charge Service Fee not higher than Php 2,000.00/ha, provided that said fee shall be subjected to DENR review every two (2) years.
- g) 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.
- h) Maintain a database of issued Certifications including the plantation information.
- i) Submit to the DENR CENRO/Implementing PENRO a certified copy of all Certifications issued quarterly.
- j) Ensure the validity of PRC license of the professional Foresters under their respective corporation/group; and submit to the DENR Regional Offices the certified true copies of the PRC ID upon renewal of the same.

SECTION 13. 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 pursuant to R.A 10690.

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 with expired registration certificates, who issued transport certificates shall be fined accordingly and barred from renewing their registration.

SECTION 14. Monitoring and Database of Registered Tree Plantation Certifiers.
The Forest Management Bureau (FMB) 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.

As part of monitoring and policy enhancement, the FMB shall conduct consultation with the registered Tree Plantation Certifiers every two (2) years, to discuss good practices, common issues and possible solutions to problems.

SECTION 15. 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.

SECTION 16. Repealing Clause. All other Department circulars, orders, memoranda, and issuances inconsistent herewith shall be amended or repealed accordingly.

SECTION 17. 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

ANNEX A: 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 and updated General Information Sheet
- ___ 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 authenticated/certified copies of professional identification card of each forester);
 - Company portfolio (compilation of similar or environment-related engagements including the assessment and project/s completion reports);
 - Possession and ownership of necessary field equipment and 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 _____.

ANNEX B:

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)

ANNEX C: COMPETENCY EVALUATION TOOL FOR TREE PLANTATION CERTIFIER

Applicant Information

SEC Registration No:

Date of SEC Registration:

Name of Authorized Representative/s:

Office address:

I. CRITERIA	II. RATING					Comments
	Excellent	Satisfactory	Generally Satisfactory	Unsatisfactory	Not applicable	
1. Practical knowledge and experience in the inventory and assessment of forest resources						
2. Ability to adapt knowledge and experience to assigned tasks						
3. Productivity						
4. Ability to work with others						
5. Adherence to Section 25 of R.A. 10690 and executing agency’s working regulations						
6. Quality of work completed						

7. Special recognition of service/ citation/ awards						
8. Notable challenges encountered						
9. Others (specify)						
III. OVERALL PERFORMANCE						

Reviewer’s notes and observations:

Evaluated by: <i>(Regional Technical Committee member)</i> _____ Name and Signature	Date:	Endorsed by: <i>(concerned PENR Officer)</i> _____ Name and Signature	Date:
Reviewed by: <i>(Regional Technical Committee head)</i> _____ Name and Signature	Date:	Action recommended: <i>(concerned RED)</i> _____ Name and Signature	Date:

Narrative Descriptions of the Evaluation Criteria for the Competency of Tree Plantation Certifier

1. Practical Knowledge of and experience in the field concerned (*conduct interview*)

Does the applicant demonstrate practical knowledge and experience in the claimed areas of expertise? Were there any gaps apparent in the applicant's knowledge or does they lack experience in one or more areas? Does the applicant demonstrate a professional appreciation of the problems encountered during previous similar projects?

2. Ability to adapt knowledge and experience to assigned tasks

Does the applicant thoroughly investigate, understand, analyze, and report on all the aspects of the assignment? Does the authorized representative fully aware and completely familiar with the projects previously fulfilled? Does the applicant exhibit technical expertise and sound judgment based on actual field experience on techniques on forest resources inventory?

3. Productivity (*check the number and magnanimity of projects completed, check the methodology used, check result and recommendation*)

Does the applicant complete all the tasks in the terms of reference and projects previously engaged? Were the applicant's tables, calculations, and other written outputs complete? How many similar projects were completed by the applicant to date? Were there ongoing projects and /or engagements being conducted to date?

4. Ability to work with others (*check list of partnerships engaged and created, check also the location of previous projects, plus points for areas within ancestral lands*)

Does the applicant maintain cordial relations with the executing agency and partners, if any? Does the applicant have a network of contacts that may attest his or her competence in the field of inventory and resource assessment? Has the applicant worked in other sectors aside from the government? Has the applicant's working relations to different cultures evident in their previous engagements?

5. Adherence to Section 25 of R.A. 10690 and executing agency's working regulations

Does the applicant work within the professional code of ethics on the practice of forestry? Does the applicant's previous working relations with executing agency good and amiable? Does the applicant have a record of unprofessionalism and malpractice that were documented officially and unofficially? Does the reputation of the applicant suggest desirability?

6. Quality of work completed (*check at least three project completion reports*)

Assess whether the quality of the applicant's outputs from previous projects was fully satisfactory. Was the applicant's report or contribution to the team's report well organized, clearly, and simply written, without jargon? Does the applicant present his or her conclusions logically and convincingly, with adequate references? Were the applicant's inputs and outputs complete, covering all the requirements in the terms of reference? Does the applicant's report comprehensive and technically sound?

7. Special recognition of service/ citation/ awards

Does the applicant have been awarded with recognition of service for his or her performance? (This can be unrelated to forestry) Was his or her work ever cited in scientific papers, journals, and even forums on forestry professionals?

8. Notable challenges encountered

Were the challenges encountered by the applicant fully documented in the portfolio? Were the challenges enumerated successfully resolved? Check whether the approach on issues and challenges were exceptional.

9. Other (specify)

ANNEX D: LETTER ON RESULT OF TPC EVALUATION

[DATE]

Head/Authorized Representative
Company/Organization
[ADDRESS]

Dear Tree Plantation Certifier Applicant:

Thank you for your interest to apply for the *Tree Plantation Certifier Program* of the **Department of Environment and Natural Resources (DENR)**, through the Forest Management Bureau (FMB), by virtue of DAO No. 2020-18 dated December 17, 2020.

The evaluation process was very thorough and competitive due to the high expectations of professionalism and credibility required from the applicant. Unfortunately, your application was unsuccessful. Please note that the decision of the TPC Technical Evaluation Committee is final and confidential.

You may re-apply again after 30 days from the receipt of this letter. Please note that the application fee is non-refundable.

Thank you and we hope to see you again.

Sincerely,

Regional Executive Director
DENR

[DATE]

Head/Authorized Representative
Company/Organization
[ADDRESS]

Dear Tree Plantation Certifier Applicant:

Thank you for your interest to apply for the *Tree Plantation Certifier Program* of the **Department of Environment and Natural Resources (DENR)**, through the Forest Management Bureau (FMB), by virtue of DAO No. 2020-18 dated December 17, 2020.

The evaluation process was very thorough and competitive due to the high expectations of professionalism and credibility required from the applicant. We are happy to inform you that you are qualified to register under the *Program*.

Kindly proceed to the DENR office from which your application was filed to process your certificate.

Thank you and welcome aboard.

Sincerely,

Regional Executive Director
DENR

ANNEX E:

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:
 - 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 boundaries of the tenured area/private plantation.
 - c. Ensure that the equipment used in harvesting the logs are duly registered with the DENR.
 - d. Guarantee that the conduct of inventory and resource assessment is consistent with the provisions of DENR Memorandum Order No. 1991-08, or Prescribing the Guidelines in the Implementation of DAO 1991-24 or the Shift in Logging from the Old Growth Forests to Second Growth Forest and FMB Technical Bulletin No. 3, or the Measurement Standards in the Conduct of Timber Inventory.
 - e. Ensure that the species are not included in the list of prohibited species for harvesting and trade pursuant to existing policies.
 - f. Charge Service Fee not higher than Php 2,000.00/ha, provided that said fee shall be subjected to DENR review every two (2) years.
 - g. 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.
 - h. Maintain a database of issued Certifications including the plantation information.
 - i. Submit to the DENR CENRO/Implementing PENRO a certified copy of all Certifications issued quarterly.
 - j. Ensure the validity of PRC license of the professional Foresters under their respective corporation/group; and submit to the DENR Regional Offices the certified true copies of the PRC ID upon renewal of the same.
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.