



Republic of the Philippines
Department of Environment and Natural Resources

FOREST MANAGEMENT BUREAU

Visayas Avenue, Diliman, 1100 Quezon City

Tel. No.: (632) 8925-2141 / (632) 8927-4788

E-mail Address: fmb@denr.gov.ph Website: <https://www.forestry.denr.gov.ph>

MEMORANDUM

FOR : All Regional Executive Directors
All CENROs
All PENROs

FROM : The Director

SUBJECT : **RESCHEDULING OF THE ONLINE POLICY
CONSULTATION TO 31 AUGUST 2022**

DATE : **AUG 22 2022**



This has reference to the Online Policy Consultation which is originally scheduled on 23 August 2022. In this regard, please be informed that the said activity is **RESCHEDULED** on **31 August 2022 at 1:00 PM – 5:00 PM**. Attached herewith are the Zoom Meeting details and copies of the draft policy proposals which will be subjected to the said consultation for your perusal and ready reference.

Should you have further inquiries regarding the said Online Consultation Workshop, you may directly contact our staff, For. Claudett Endozo, at **(02) 8926-2141** or via e-mail at fppkmd.fps@fmb.denr.gov.ph.

FOR YOUR INFORMATION AND CONSIDERATION, PLEASE.

TIRSO P. PARIAN, JR., CESO IV

Online Policy Consultation Zoom Meeting Details

Topic: Online Policy Consultation

Time: Aug 31, 2022 01:00 PM Beijing, Shanghai

Join Zoom Meeting

<https://us02web.zoom.us/join/tZYode2ppz4sHtC-BZR-Lvi6CRNfsyU3o0vL>

Meeting ID: 825 2419 5644

Passcode: FMB2022

After registering, you will receive a confirmation email containing information about joining the meeting.



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1100 Quezon City
Tel. Nos. (632) 8929-6626 to 29; (632) 8929-6633; to 35
Email: web@denr.gov.ph Website: www.denr.gov.ph

DENR Administrative Order
No. 2022 - _____

SUBJECT: AMENDMENT OF CERTAIN PROVISIONS OF DENR ADMINISTRATIVE ORDER NO. 2008-22 OR THE "REVISED GUIDELINES ON THE DEPUTATION OF ENVIRONMENT AND NATURAL RESOURCES OFFICERS (ENRO)"

In the interest of service and in support to efforts to intensify forest protection and anti-illegal logging activities through direct participation of the citizenry, DENR Administrative Order (DAO) No. 2008-22 is hereby amended for the compliance and guidance of all concerned.

Section 1. Amendments to DAO No. 2008-22. Section 3 of DAO 2008-22 titled "Functions and Duties of DENRO/SDENRO", Section 6.2 titled "Specific Procedures" for the deputation of DENROs and Section 7 titled "Deputation Procedures for SDENRO", specifically the following provisions, shall be amended as follows:

Section 3. Functions and Duties of DENRO/SDENRO

x x x

3.7. Submit monthly accomplishment reports to the CENRO or Implementing PENRO or in the case of SDENRO, to the Regional Executive Director having jurisdiction over their area of responsibility, using the standard reporting form attached as "Annex 1"

x x x

Section 6.2.1. For Individuals

x x x

g. The RED shall issue all deputation orders to successful trainees after compliance to all documentary requirements and endorsement of the training report to the RED. The training report shall be prepared by the Head Facilitator and approved by the Regional HRD Head. The training report must contain the following:

- i. Highlights/Proceedings of the Orientation Course;*
- ii. Issues and Concerns that were raised including the responses given by the Resource Persons/Training Coordinator/Co-participant and others;*
- iii. Evaluation of the course, resource persons and training staff (tabulated form);*
- iv. Pre and post-test questionnaires including its result;*
- v. Attendance of participants; and,*

- vi. *Profile of participants and resource persons (tabulated form).*

x x x

Section 6.2.2. For members of groups/organizations with community and up to region-wide membership

e. The RED shall issue all deputation orders to successful trainees after compliance to all documentary requirements and endorsement of the training report to the RED. The training report shall be prepared by the Head Facilitator and approved by the Regional HRD Head. The training report must contain the following:

- i. Highlights/Proceedings of the Orientation Course;*
- ii. Issues and Concerns that were raised including the responses given by the Resource Persons/Training Coordinator/Co-participant and others;*
- iii. Evaluation of the course, resource persons and training staff (tabulated form);*
- iv. Pre and post-test questionnaires including its result;*
- v. Attendance of participants; and,*
- vi. Profile of participants and resource persons (tabulated form).*

x x x

Section 7. Deputation Procedures for SDENRO

x x x

7.2. Potential SDENROs shall be invited by the REDs or Bureau Directors to become members of the pool of SDENROs, and upon their agreement, will undergo an orientation program to be conducted by the Regional/Bureau Human Resources Development Staff. The Head Facilitator for the orientation program shall prepare a training report which shall be approved by the Regional HRD Head and endorsed to the RED. The training report must contain the following:

- i. Highlights/Proceedings of the Orientation Course;*
- ii. Issues and Concerns that were raised including the responses given by the Resource Persons/Training Coordinator/Co-participant and others;*
- iii. Evaluation of the course, resource persons and training staff (tabulated form);*
- iv. Pre and post-test questionnaires including its result;*
- v. Attendance of participants; and,*
- vi. Profile of participants and resource persons (tabulated form).*

Section 2. Transitory Provision. All existing applications for deputation prior to the effectivity of this Order shall continue to apply the specific procedures as outlined in DAO 2008-22. Applications for deputation after the effectivity of this Order shall now follow the specific procedures of DAO 2008-22, as amended by this Order.

Section 3. Repealing Clause. All other provisions of DAO 2008-22 not affected by this amendment shall remain in full force and effect.

Section 4. Effectivity. This Order shall take effect in fifteen (15) days after publication in at least two (2) newspapers of general circulation and upon submission of three (3) copies to the Office of the National Administrative Registrar (ONAR) of the U.P. Law Center.

Ma. Antonia Yulo-Loyzaga
Secretary

Annex 1. Format for Monthly Accomplishment Reports**MEMORANDUM**

FOR	:	The CENRO/Implementing PENRO/Regional Executive Director
FROM	:	The Undersigned
SUBJECT	:	REPORT OF DEPUTY ENVIRONMENT AND NATURAL RESOURCES OFFICERS (DENRO)/ SPECIAL DEPUTY ENVIRONMENT AND NATURAL RESOURCES OFFICERS (SDENRO) FOR THE MONTH OF _____ 20__
DATE	:	

ACTIVITIES	FREQUENCY	SPECIFIC CASES	REMARKS
I.			
A. Prevention			
B. Detection			
C. Seizure			
II.			
A. Information, Education and Communication Campaign			
B. Cases Filed			
C. Etc.			

Prepared by:**Attested by:**_____
Name of DENRO/SDENRO_____
Enforcement Unit Head



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1100 Quezon City
Tel. Nos. (632) 8929-6626 to 96, (632) 8755-3300/8755-3330
Website: www.denr.gov.ph

DENR Administrative Order
No. 2022 - _____

SUBJECT : GUIDELINES FOR THE DISPOSITION OF TURNED-OVER LOGS TO THE DENR DERIVED FROM TREE CUTTING PERMITS (TCPs)

Pursuant to Executive Order No. 23 dated February 1, 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”, Anti-Illegal Logging Task Force Resolution No. 2011-001 by virtue of E.O. No. 23 dated February 21, 2011, DENR Administrative Order (DAO) No. 2018-16 dated July 18, 2018, or the “Guidelines in the Processing and Issuance of Permits on the Removal and Relocation of Trees Affected by DPWH Projects”, DAO No. 2020-06 dated February 12, 2020, or “Amending Certain Provisions and Expanding the Coverage of DAO No. 2018-16”, and DAO No. 2021-11 dated May 19, 2021, or the “Guidelines in the Processing and Issuance of Permits for the Cutting, Removal, and Relocation of Naturally Growing Trees”, the following guidelines and procedures governing the disposition of turned-over logs from Tree Cutting Permits are hereby promulgated.

Section. 1. Basic Policy. It is the policy of the State to protect and advance the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature to sustainably manage the country’s forest resources for the benefit of the present and future generations.

Section. 2. Objectives. The objectives of this Order are to provide a system for the final disposition of turned-over logs derived from Tree Cutting Permits (TCPs). Specifically, it aims to:

- a. maximize the economic life of the turned-over logs;
- b. prevent further deterioration of unutilized logs;
- c. minimize the cost of maintenance of yards/log decks/stations outside DENR’s properties; and
- d. support the local wood supply needs of the country.

Section. 3. Scope and Coverage. This Order shall cover the disposition of turned-over logs, whether from naturally grown or planted trees, that were cut or removed and covered by TCPs issued by the DENR. The following conditions shall require the turnover of logs, except for trees found within private/titled lands:

- a) Renewable energy projects such as geothermal, hydrothermal, dendrothermal, solar, and wind projects;
- b) Construction of transmission lines, telecommunication sites, sub-station sites, and other power generation projects, including maintenance activities on existing lines;
- c) Road right of way rehabilitation/widening of roads, airstrips, and other infrastructure projects undertaken by government entities through private contractors;
- d) Trees in public places that pose danger to the human lives and/or properties as evaluated by the DENR;

Let’s Go Green!

- e) Mining operations with approved Environmental Protection and Enhancement Program (EPEP) for the construction of mining facilities and conduct of mineral exploration/extraction; and
- f) Other priority activities of government and government-approved projects and programs approved and certified as a priority project by the President.

Section. 4. Definition of Terms. For purposes of this Order, the following terms shall be defined and be understood to mean as follows:

- a) Disposition – the act of transferring, parting with, or the alienation of, by which the ownership, possession, and management of the logs are transmitted from one person to another, subject to the modes prescribed by law
- b) Forest Lands - includes the public forest, the permanent forest or forest reserves, and forest reservations
- c) Log – any section of the bole, a large branch, or a felled tree after cross-cutting with at least 15 centimeters in diameter and 1.5 meters in length
- d) Naturally Grown Tree - any naturally occurring or growing trees with woody stem, regardless of size and economic utility or end-use, including the parts thereof such as stumps, tops, and branches
- e) Planted Tree – an artificially grown/planted tree with woody stem, regardless of size and economic utility or end-use
- f) Private/Titled land – any land belonging to any private person or group of persons or juridical entity by virtue of statutory and/or customary laws, judicial title, OCT, TCT, and CLOA (issued within alienable and disposable lands)
- g) Public Auction/Sale - refers to public sale where logs are sold to the entity who offers the highest bid
- h) Tree Cutting Permit (TCP) – a collective term for all the permits issued by the DENR for the cutting or removal of trees such as, but not limited to, Special Tree Cutting Permits, Special Private Land Timber Permits, Private Land Timber Permit, and Tree Cutting Permit
- i) Turnover – manner by which the logs derived through the cutting or removing naturally grown and planted trees from public places, forestlands, national parks, and mineral reservations is surrendered to the DENR as the proper authority for disposition

Section. 5. Mode of Disposition. The TCP holder shall not be automatically granted the privilege to receive the logs. The logs from TCPs issued for conditions cited under Section 3 of this Order shall be disposed of through sale by public auction only.

All expenses incurred in the turn-over of logs for public auction/sale shall be shouldered by the TCP holders immediately after cutting operations, for proper accounting and recording. The turnover procedure shall be attached with two (2) copies of an Acknowledgment Receipt for Logs Received (ARLR) to attest receipt (*See Annex A*), to be distributed and marked as follows: *Copy 1 – TCP issuing authority, Copy 2 – TCP holder*

In the event that the transport of logs is not feasible due to the inadequate transport infrastructure in the area, unavailability of the storage facility of the CENRO/Implementing PENRO/Regional Office, or any other considerations making the arrangement of the transport impractical, temporary custody of logs within the area of the TCP holder shall be allowed during the period of the bidding process.

On the other hand, logs derived from TCP issued within public places that pose danger to life, limbs, or properties and those necessary for public safety and beautification may also be subjected to public auction/sale.

Whereas, logs derived from TCPs issued within private/titled land covering planted trees or naturally grown trees cut or removed, whether posing danger or not, shall automatically belong to the landowner without the need for the official turnover procedure from the DENR.

Section 6. Prohibition on Disposition. All chainsaws for the cutting of logs into flitches and other desired sizes shall be duly registered with the CENR Office/Implementing PENR Office/DENR Regional Office concerned, in the case of NCR, or the Palawan Council for Sustainable Development (PCSD) Executive Director, in the case of Palawan. The processing of turned-over logs into lumber and other semi-finished wood products shall only be allowed through legitimate holders of Wood Processing Plant (WPP).

Section 7. Public Auction/Sale. All turned-over logs subject for public auction/sale shall undergo proper scaling procedures to be conducted by the CENRO/Implementing PENRO concerned for actual volume computation, based on existing laws, rules and regulations.

7.1. Qualified Bidders for Public Auction/Sale. The following shall be eligible to participate in a public auction/sale of turned over logs derived from Section 3 of this Order, provided that they are duly registered log dealers or WPP holders:

- 7.1.1. Duly licensed Filipino citizens/Sole Proprietorships;
- 7.1.2. Partnerships or Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- 7.1.3. Cooperatives duly organized under the laws of the Philippines; and
- 7.1.4. Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%).

Consistent with the provisions of R.A. No. 6713 dated February 20, 1989, or the Code of Conduct and Ethical Standards for Public Official and Employees, DENR employees and their relatives within the fourth civil degree of consanguinity or affinity shall in no way, directly, or indirectly, be allowed to participate in the bidding process for the disposition of logs subject of this guidelines.

7.2. Documentary Requirements. Prospective bidders shall submit original and two (2) photocopies the following requirements. Absence of any of these documents shall be valid ground for disqualification of the bidder.

- a. Letter of Intent to participate in the public auction/sale
- b. Notarized Affidavit of Bidder's declaration of no relation up to fourth degree by affinity or consanguinity to any members of the PENR Office BAC
- c. Special Power of Attorney, in case of representative
- d. Certificate of Log Dealer or Wood Processing Plant Permit

All qualified bidders shall register with the BAC before the public auction/sale by presenting the receipt of the cash bond together with their Community Tax Certificate and Taxpayer's Identification Number ID.

7.3. Publication of the Prescribed Floor Price. The floor price of the logs shall be determined by the Bids and Awards Committee (BAC) of the Provincial Environment and Natural Resources Office (PENRO)/Implementing PENRO, and shall be published on the website of the DENR Field Offices concerned. The published floor price is subject to change without prior notice, to conform to the current fair value of the logs depending on its major geographical location.

7.4. Disposition Procedure. The respective BAC of the DENR PENR Office shall serve as the Disposal Committee for the facilitation of sale through public auction of logs derived from Section 3 of this Order on an "as-is-where-is basis". The logs to be disposed of shall be subjected to the proper bidding process and public auction/sale, following existing laws, rules, and regulations.

7.4.1. Prior to the posting of Notice of Sale (NOS), marked as *Annex B* in this Order, each BAC shall convene and agree on including the following information in the notice, for reference of all qualified bidders:

- i. Sale Lot No.
- ii. Place, date, and time of opening of sealed bids
- iii. Quantity of logs
- iv. Accurate description and specification of logs
- v. Prescribed floor price
- vi. Summary or schedule of bidding activities
- vii. Bond requirement
- viii. Terms and conditions/general guidelines
- ix. Right to accept and reject bids (government reservation clause)
- x. Contact person/office and details

7.4.2. Only bids equal to or higher than the prescribed floor price as specified in the NOS shall be considered by the BAC during the opening of sealed bids.

7.4.3. There should be a qualified bidder for every batch of logs subject to the bidding process. In case of a single bid, the qualified bidder shall offer an amount equal to or higher than the prescribed floor price set forth by the DENR. In case of two (2) or more bidders, the bid shall be awarded to the highest and most advantageous offer in favor of the Government, provided that the offer shall not be lower than the prescribed floor price indicated in the NOS.

7.4.4. The NOS shall be posted on the DENR field offices concerned and DENR Central Office's website fifteen (15) calendar days before the opening of the bids and in at least three (3) conspicuous places in the DENR field offices and in other public places where the sale is to take place. Qualified bidders may see the detailed description of the logs for sale at the DENR field office concerned where the bids forms, the manner, and the conduct of the bidding, and other particulars may be obtained during working days from 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm.

7.4.5. In case of rebidding, the posting of the NOS shall be extended for another seven (7) calendar days before the scheduled rebidding. If after a rebid, no qualified bids are submitted, the DENR Regional Executive Director may authorize negotiated bidding especially when the prospective buyers are engaged in the furniture and similar industries;

7.4.6. The BAC shall not honor the offer or proposal of any bidder unless he/she has formally submitted an application under oath containing among other information: name and address; citizenship; nature of business; and a statement that he/she has not committed any of the grounds for disqualification, i.e., a) conviction of a crime related to business, commerce, and trade, as well as for hoarding and profiteering; b) smuggling/conniving with smugglers of forest products; and, c) deliberate error, omission or commission in the bid tender.

7.4.7. If necessary, the BAC may hold a pre-bid conference before the bidding to clarify or explain doubts or ambiguities on the specifications or conditions indicated in the NOS. The pre-bid conference shall not be used as an occasion for amending, modifying, or revising advertised specifications and conditions.

7.4.8. The public auction sale must be in sealed public bidding, i.e., all bids shall be submitted to the BAC in a sealed envelope and shall be opened only in public during the close of auction/sale.

7.4.9. Each bid must be accompanied by a bidder's bond in the form of a Cash/Manager's Check issued by any commercial bank payable to the Department of Environment and Natural Resources (DENR) in the amount equivalent to ten percent (10%) of the floor price. The bond may also be deposited in cash and shall be paid to the Finance Division/Unit of each DENR Regional Office where the auction is to be held. The bond shall form part of the bid or payment if the sale is awarded to the bidder, unless forfeited by reason of default. The bond of the losing bidder will be returned to them, without interest, as soon as the Notice of Award (NOA) (*See Annex C*) has been issued, unless otherwise allowed by the BAC.

7.4. Awarding of Logs. The awarding of logs through public auction/sale shall be given to the most advantageous offer to the government, or the highest complying bid provided that the offer shall in no case be less than the prescribed floor price set by the BAC.

In case of a tie, the bidders shall submit another sealed bid, which should not be lower than the prescribed floor price, immediately after the BAC declares a tie and the bids shall likewise be opened. In case of another tie, the winner shall be determined by tossing a coin.

The committee shall prepare and send the NOA to the winning bidder. This NOA shall serve as a permit for the awardee to remove, transport, and dispose of the logs subject to said award; Provided, however, that the awardee shall have remitted/paid the balance of the total amount of bid before commencing with the actual removal or transport of the logs.

Failure or refusal of the winning bidder to pay the full amount of the bid within the period afore-stated shall render the award void and the bidder's cash bond shall be forfeited in favor of the government.

The DENR reserves the right to accept and reject any and to cancel all bids at any time prior to awarding, waive any defects therein and accept the offer most advantageous to the Government without thereby incurring any liability whatsoever to offset expenses or losses the bidder may incur in the preparation of the bids and obligation to inform the bidder(s) of the ground(s) for the basis of action, and to conduct

a re-auction of the logs subject of an offer. Failure to comply with any of the terms and conditions may cause the rejection of the offer.

7.5. Payment Terms. An auctioned logs shall only be purchased through cash, check or wire transfers. The remaining balance apart from the cash bond tendered must be paid within five (5) working days upon the receipt of NOA duly certified by the BAC and COA representative.

Section. 8. Transport of Auctioned Logs. All expenses to be incurred in the hauling and transport of the logs which may be transported in bulk or in batches, shall be independent of the value of logs to be auctioned, and therefore, shall be excluded from the prescribed floor price. The winning bidder shall be responsible for the transport of auctioned logs at their own expense. Upon completion of payment, the winning bidder shall endeavor to move the auctioned logs to their desired location for processing within a maximum period of fifteen (15) days.

Section. 9. Transitory Provision. All turned-over logs currently stationed/deposited in yards/log decks of the mining companies, National Government Agencies (NGAs), Local Government Units (LGUs), and DENR field offices (Region, PENROs, and CENROs) shall be disposed of through public auction within six (6) months upon the effectivity of this Order. Any undisposed logs after the transitory period will be forfeited in favor of the Government for its official use, i.e., improvement of office, furniture and fixture, among others.

Section. 10. Monitoring and Supervision of Disposed Logs. The TCP issuing office shall ensure that the logs to be disposed of are derived only from TCPs. They shall be required to post the list of winning bidders reflecting the volume of logs and final selling price, including the log recipient (for the private landowners) in their respective field offices, for transparency purposes. The TCP issuing office shall submit the complete listing of the log disposition to the Undersecretary for Field Operations every 15th day of the succeeding year, copy furnished the Forest Management Bureau, for information and record.

Section. 11. Periodic Review. Unless otherwise provided, this Order shall be reviewed every three (3) years and be amended or revised, if necessary.

Section. 12. Separability Clause. If any part or section of this Order shall be declared unconstitutional, such declaration shall not affect the other parts of this Order.

Section. 13. Repealing Clause. All Orders, Circulars, Memoranda, and other issuances inconsistent with any part or section of this Order shall be amended or repealed accordingly.

Section. 14. Effectivity. This Order shall take effect fifteen (15) days after its publication in one (1) newspaper of general circulation and upon acknowledgment of receipt of a copy thereof by the Office of the National Administrative Register (ONAR), UP Law Center, Quezon City.

MARIA ANTONIA YULO-LOYZAGA
Secretary

“Annex A”

ACKNOWLEDGEMENT RECEIPT FOR LOGS RECEIVED

Date: _____

Control No*: _____

TCP Issuing Authority Name: _____
Authorized Representative (if applicable): _____
Address: _____

Inventory

Species	Quantity	Unit	Articles and Descriptions	Estimated Value (Php)

Purpose of Consumption/Utilization:

We, the TCP Issuing Authority and the TCP holder, certify that the above cut or removed trees are correctly stated for the purpose stated above.

TCP holder

Conforme:

Printed Name and Signature of the
TCP issuing authority/Authorized Representative

*Control number shall be formatted as follows:
(No. of ARLR received - Region No. - Year received)
example: 01- RXIII-2022

To be produced in two (2) original copies: one for the TCP Issuing Authority and one for the TCP holder



NOTICE OF SALE

Pursuant to the provisions of DAO No. 2023-____, the DENR PENRO _____ publicly announces its intention to dispose quantity of logs in words and figures with an equivalent net volume of (volume in words and numbers) cu.m., derived from the cut or removed trees at the (exact full location) under *Special Tree Cutting Permit/Special Private Land Timber Permit/Private Land Timber Permit/Special Tree Cutting/Earthballing Permit/Tree Cutting Permit* No. _____ issued on _____ through **PUBLIC AUCTION/SALE**.

		Particulars	Net Volume (cu.m.)	Floor Price (PhP)
Sale No.	Lot	Accurate description and specification of logs		

Note to bidders:

1. Bids must be equal to or higher than the prescribed floor price to be accepted.
2. Only holders of Certificate of Log Dealer or Wood Processing Plant issued by the DENR are eligible to participate.
3. The prescribed floor price is independent of the value of logs to be auctioned, and therefore, excluded from the prescribed floor price.
4. The logs under sale are on an "as-is-where-is" basis.
5. All qualified bidders shall register with the BAC before the public auction/sale by presenting the receipt of the cash bond together with their Community Tax Certificate and Taxpayer's Identification Number ID.

The schedule of bidding activities are as follows:

Activity	Date	Time	Venue
Publication in DENR websites and posting in conspicuous places			
Posting of Notice of Sale			
Pre-bid Conference			
Deadline for Submission of Bids			
Opening of Sealed Bids			
Awarding of Bids			

Eligible bidders may obtain further information from the DENR-PENRO _____ at _____ from _____ to _____.

The following documents shall be submitted in original form with two (2) photocopies. Absence of any of these documents shall be valid ground for disqualification of the bidder.

1. Letter of Intent to participate in the public auction/sale
2. Notarized Affidavit of Bidder's declaration of no relation up to fourth degree by affinity or consanguinity to any members of the Bids and Awards Committee
3. Special Power of Attorney in case of representative
4. Copy of Certificate of Log Dealer or Wood Processing Plant Permit

Sealed bids must be accompanied by a bond in the form of a Cash/Manager's Check issued by any commercial bank payable to the Department of Environment and Natural Resources (DENR) in the amount equivalent to ten percent (10%) of the prescribed floor price. The bond shall form part of the payment if the sale is awarded to the winning bidder, while the losing bidders will be refunded immediately, without interest, upon issuance of the Notice of Award.

For further details, please contact the DENR PENR Office at (telephone number) or (official email address) during regular office hours.

THE DENR RESERVES THE RIGHT TO ACCEPT AND REJECT ANY AND TO CANCEL ALL BIDS AT ANY TIME PRIOR TO AWARDING, WAIVE ANY DEFECTS THEREIN AND ACCEPT THE OFFER MOST ADVANTAGEOUS TO THE GOVERNMENT WITHOUT THEREBY INCURRING ANY LIABILITY WHATSOEVER TO OFFSET EXPENSES OR LOSSES THE BIDDER MAY INCUR IN THE PREPARATION OF THE BIDS AND OBLIGATION TO INFORM THE BIDDER(S) OF THE GROUND(S) FOR THE BASIS OF ACTION, AND TO CONDUCT A RE-AUCTION OF THE LOGS SUBJECT OF AN OFFER.

PENRO BAC Chairperson



NOTICE OF AWARD

(Date)

Name of Awardee

Complete Address

Contact No:

Email Address:

Dear (Salutation):

We are pleased to inform you that your bid for the auction/sale of (description and specification of logs auctioned) with a net volume of _____ amounting to amount in words (PhP _____) as the final bid price has been determined to be the most advantageous offer to the government and the highest complying bid.

This Award shall serve as your permit for the transport and disposal of the logs pending the completion of the remaining balance amounting to amount in words (PhP _____) from (where the logs are stored) to (point of destination) using [describe the type of conveyance(s) that will be used, i.e., plate number(s), color, etc.].

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under this transaction.

Sincerely yours,

PENRO BAC Chairperson

Received by:

(Signature over printed name)

(Date and Time of receipt)



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1100 Quezon City
Tel. Nos. (632) 8929-6626 to 29; (632) 8929-6633; to 35
Email: web@denr.gov.ph Website: www.denr.gov.ph

DENR MEMORANDUM ORDER

No. 2022-_____

SUBJECT: GUIDELINES ON THE ESTABLISHMENT OF STORAGE FACILITIES FOR SEIZED AND/OR CONFISCATED ILLEGAL FOREST PRODUCTS, INCLUDING MACHINERY, EQUIPMENT, TOOLS, AND IMPLEMENTS USED IN VIOLATION OF PD 705, AS AMENDED

Pursuant to Presidential Decree No. 705, as amended, or the “Revised Forestry Code of the Philippines”, Executive Order No. 192, Series of 1987, entitled, “Providing for the Reorganization of the Department of Environment, Energy and Natural Resources, Renaming it as the Department of Environment and Natural Resources, and for Other Purposes”, DENR Administrative Order (DAO) No. 97-32, entitled, “1997 Rules for the Administrative Adjudication of Illegal Forest Products and the Machinery, Equipment, Tools and Conveyances Used in Connection Therewith”, the following guidelines on the establishment of storage facilities for seized and/or confiscated illegal forest products, including machinery, equipment, tools and implements used in violation of PD 705, as amended, are hereby promulgated.

I. ESTABLISHMENT OF STORAGE FACILITIES

All Community Environment and Natural Resources Offices (CENROs) and Implementing Provincial Environment and Natural Resources Offices (Implementing PENROs), and Regional Offices, in the case of NCR, shall establish storage facilities for seized and/or confiscated illegal forest products, including machinery, equipment, tools and implements used in violation of PD 705, as amended.

A. SITE REQUIREMENTS

The storage facilities shall be constructed within the premises of the CENROs or Implementing PENROs, or Regional Office in the case of NCR, where there is available space. CENROs and Implementing PENROs, or Regional Office in the case of NCR, may also identify other strategic sites within their area of jurisdiction for the establishment of storage facilities. The concerned CENRO or Implementing PENROs, and Regional Office in case of NCR, shall ensure that the storage facilities are installed with CCTV cameras for security purposes.

B. DESIGN AND LAY-OUT OF STORAGE FACILITIES

The storage facilities shall be in accordance with the design and lay-out provided in Annex 1 of this Order, constructed in areas that are not prone to flood and/or other factors that may cause or hasten the deterioration of the seized and/confiscated illegal products, including machinery, equipment, tools and implements.

The CENRO or Implementing PENROs, or the concerned Enforcement Section/Unit in case of the NCR, shall submit detailed proposals including maps showing the strategic location of the storage facilities, subject to the review and approval of the concerned Regional Executive Director.

The estimated establishment cost and standard material to be used for the establishment of the storage facilities is provided under Annex 2 of this Order.

The DENR Field Offices may explore more economical materials, design/lay-out and size/specification based on their local set-up and availability of materials.

II. OPERATION, MAINTENANCE AND MANAGEMENT OF STORAGE FACILITIES

The CENRO or Implementing PENROs, or Regional Office, in case of NCR, shall designate at least one (1) personnel who is holding a permanent/plantilla position from the Enforcement Section/Unit to perform the following duties and responsibilities relevant to the operation, maintenance and management of the storage facilities:

- a) Oversee the daily operations, maintenance and management of storage facilities;
- b) Conduct inventory of items and evaluate the status of storage facilities; and
- c) Submit report regarding the status of storage facilities and inventory of items to the CENRO or Implementing PENRO or Enforcement Section/Unit Chief in case of NCR.

III. MONITORING AND REPORTING

The CENRO or Implementing PENROs, or Enforcement Section/Unit in case of NCR, shall prepare a report using the standard reporting format provided under Annex 3 of this Order, to be submitted quarterly to the concerned Regional Office, containing the following information:

1. Status report of storage facilities – description of storage facilities established within their respective jurisdiction, including location, date of construction and current status of storage facilities.
2. Inventory of items – a complete list of all seized and/or confiscated illegal forest products, including machinery, equipment, tools and implements, stored in the storage facility, with description of each item, date of seizure and/or confiscation, current condition, and estimated market value of the items.

The concerned Regional Office shall conduct inspection of the storage facilities within their jurisdiction, at least once a year or as deemed necessary by the Department. The Regional Offices shall also develop and maintain an online database on the storage facilities, using the prescribed electronic spreadsheet format provided under Annex 4 of this Order, and submit the annual report on the succeeding month of the following year, using the format provided under Annex 5 of this Order, to the Undersecretary for Field Operations, copy furnished the Director of the Forest Management Bureau.

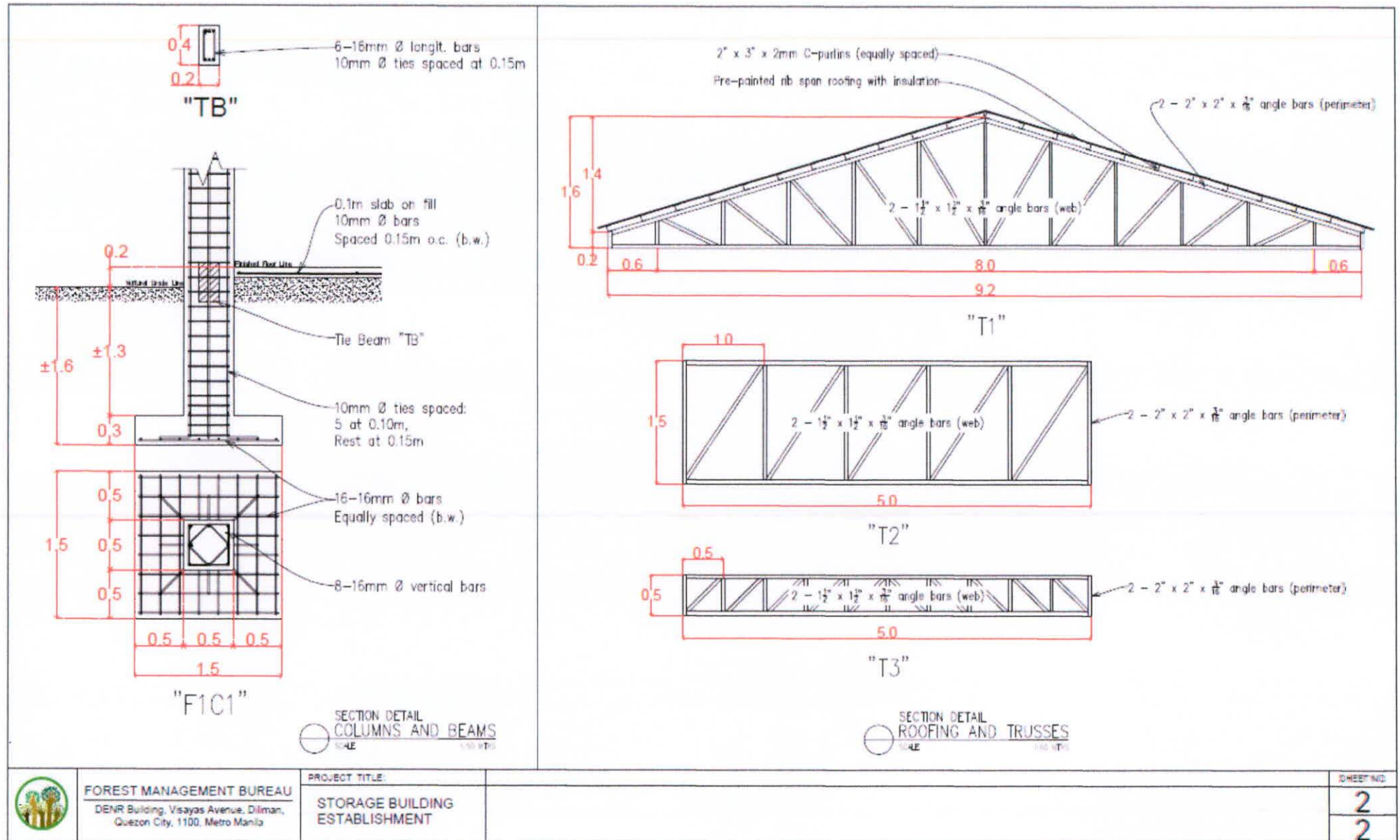
IV. FUNDING

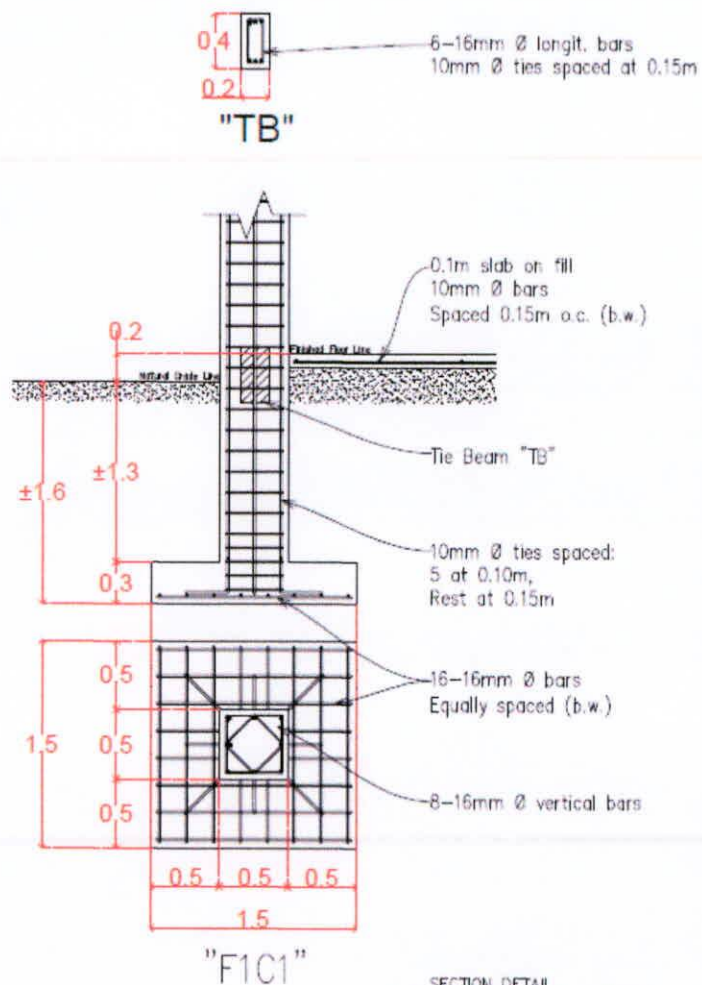
The CENRO and Implementing PENRO, or Regional Office, in case of NCR, shall allocate Php 2,000,000.00 for the construction of the storage facilities. Further, concerned office may also allocate an additional amount of Php 200,000.00 for the maintenance of the constructed facility as deemed necessary; provided that the concerned Office shall submit a detailed report on the status of the storage facilities indicating the need for maintenance to the Forest Management Bureau, copy furnished the Office of the Undersecretary for Field Operations.

This Order shall take effect immediately.

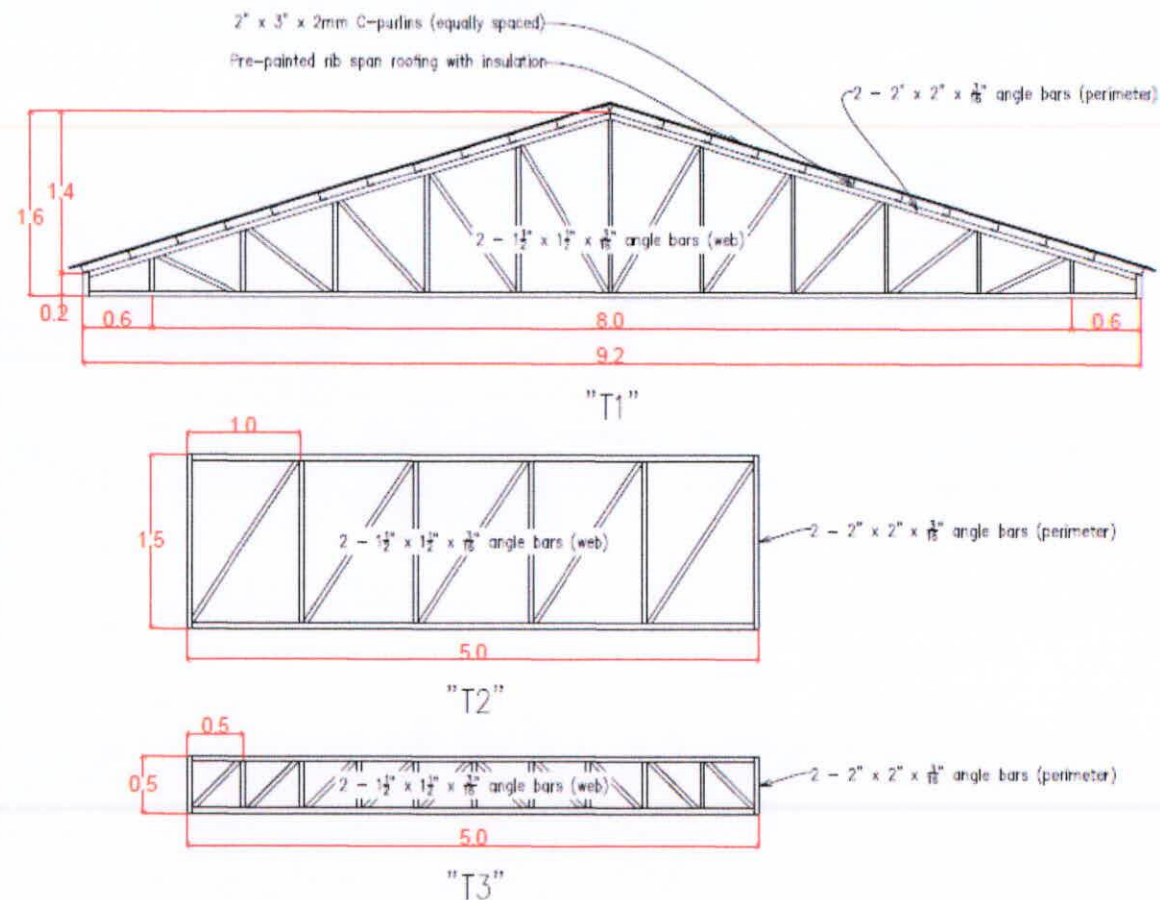
MARIA ANTONIA YULO LOYZAGA
Secretary

Annex 1. Design and Layout for the Storage Facilities





SECTION DETAIL
COLUMNS AND BEAMS
SCALE 1:40 (NTP)



SECTION DETAIL
ROOFING AND TRUSSES
SCALE 1:40 (NTP)



FOREST MANAGEMENT BUREAU
DENR Building, Visayas Avenue, Diliman,
Quezon City, 1100, Metro Manila

PROJECT TITLE:

STORAGE BUILDING
ESTABLISHMENT

SHEET NO.

2
2

Annex 2. Detailed Costs and Standard Material for the Storage Facilities

PROJECT:	PROPOSED TYPICAL LOG STORAGE BUILDING				
SUBJECT:	BILL OF MATERIALS AND COST ESTIMATES				
ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	AMOUNT (Php)
I.	Concreting Works (Columns, Walls, Foundations, Slabs)				
	6" CHB	3,500	pcs	20.00	70,000.00
	Cement	772	bags	250.00	193,000.00
	Sand	47	cu.m.	1,500.00	70,500.00
	Gravel	25	cu.m.	2,100.00	52,500.00
	10mm Ø Rebar (6m)	584	pcs	150.00	87,600.00
	16mm Ø Rebar (6m)	190	pcs	310.00	58,900.00
	GI Tie Wires #16	49	kg	85.00	4,165.00
	Paint Works (materials)	631	sq.m.	80.00	50,480.00
	Epoxy Floor Coating	160	sq.m.	180.00	28,800.00
	Form Works (materials)	1	lot	25,000.00	25,000.00
	Sub-total				640,945.00
II.	Steel Works (Roofing)				
	2' x 2' x 3/16" Angle Bar (6m)	79	pcs	1,200.00	94,800.00
	1.5' x 1.5' x 3/16" Angle Bar (6m)	89	pcs	620.00	55,180.00
	Steel Plate (3/16")	6	sq.m.	2,100.00	12,600.00
	2' x 3' x 2mm C-Purlin (6m)	77	pcs	500.00	38,500.00
	Tekscrews	1,520	pcs	2.00	3,040.00
	Rib-type Long Span (Colored), G-24 (0.6mm thick)	192	sq.m.	650.00	124,800.00
	Insulation Foam Double Sided (10mm thick)	192	sq.m.	115.00	22,080.00
	Pre-painted Ridge Roll (8')	10	pcs	150.00	1,500.00
	Consumables (weld rods, etc.)	1	lot	15,000.00	15,000.00
	Sub-total				367,500.00
III.	Electrical				
	Outlet (2 gang universal)	10	pcs	110.00	1,100.00
	Industrial Ceiling Fan	3	pcs	5,500.00	16,500.00
	General Electrical (Wiring, Breakers, Panels, Lights, etc.)	1	lot	30,000.00	30,000.00
	Consumables	1	lot	15,000.00	15,000.00
	Sub-total				62,600.00
IV.	Finishing (Labor and Materials)				
	Metal Sliding Doors	2	sets	28,000.00	56,000.00
	Awning Type Steel Casement Windows (1m x 1m)	16	sets	1,920.00	30,720.00
	Door and Window Consumables	1	lot	10,000.00	10,000.00
	Sub-total				96,720.00
V.	Summary				
	Total Materials Cost				1,167,765.00
	Labor Cost (30%)				350,329.50
	Excavation Works	36	cu.m.	400.00	14,400.00
	Total Direct Cost				1,532,494.50
	Overhead, Contingencies, and Miscellaneous				153,249.45
	Contractor's Profit				99,970.34
	Total Indirect Cost				253,219.79
	VAT (12% DC and IC)				214,285.71
	TOTAL PROJECT COST*				2,000,000.00

* Note: Design and cost estimate are based on an ideal site with basic needs. Actual project cost and design will vary depending on the following:

- Site's requirements
- End-user's specific needs (storage, usage, etc.)
- Plumbing, electricity, ventilation, rain run-off needs
- Other site specific concerns

Annex 3. Format of Reporting for the Status Report of Storage Facilities and Inventory of Items to be submitted by CENRO or Implementing PENROs, or Enforcement Section/Unit in case of NCR Quarterly to the Regional Office

**DENR CENRO/Implementing PENRO (Name of Office)
(Office Address)**

Table 1. Status Report of Storage Facilities

Name of Office	Location of Storage Facility (Barangay, Municipality, Province)	Date of Construction (Month, Day, Year)	Total Volume of Seized Forest Products (bd. ft)	Total Volume of Confiscated Forest Products Stored (bd. ft)	Total No. of Seized Machinery, Equipment, tools and implement Stored (no)	Total No. of Confiscated Machinery, Equipment, tools and implement Stored (no)	Total Market Value of Items	Status of Storage Facility (serviceable/ non-serviceable)
CENRO Dupax	Inaban, Dupax del Norte, Nueva Vizcaya	September 1, 2023	20	10	2	5		
Grand Total								-

Table 2. Inventory of Items Stored in the Storage Facilities

Item No. (Date Stored-xx)	Item (Logs/Lumber, Charcoal, Chainsaw, etc)	Location of Apprehension (Barangay, Municipality, Province)	Date Stored in the Facility	Type of Items (FP, METI)	Status of Items Stored (Seized, Confiscated)	Volume of Forest Products Stored (bd. ft.)	No of Machinery, Equipment, tools and implement Stored (no)	Market Value of Items
10012023-01	Logs	Inaban, Dupax del Norte, Nueva Vizcaya	October 1, 2023	FP	Confiscated	20	-	3,000,000.00
10052023-02	Charcoal	Belense, Dupax del Norte, Nueva Vizcaya	October 5, 2023	FP	Seized	.25	-	30,000.00
01202024-03	Chainsaw	Inaban, Dupax del Norte, Nueva Vizcaya	January 20, 2024	METI	Seized		2	50,000.00
Grand Total								

Prepared by:

Reviewed by:

Approved by:

Enforcement Section/Unit Personnel

Chief, Enforcement Section/Unit

CENRO/Implementing PENRO

Annex 4. Format of Online Database to be maintained by the Regional Office

DENR Regional Office (Name of Office) (Office Address)

Table 1. Status Report of Storage Facilities within Region

Region	PENRO	CENRO	Location of Storage Facility (Barangay, Municipality, Province)	Date of Construction (Month, Day, Year)	Total Volume of Seized Forest Products Stored (bd. ft)	Total Volume of Confiscated Forest Products Stored (bd. ft)	Total No. of Seized Machinery, Equipment, tools and implement Stored (no)	Total No. of Confiscated Machinery, Equipment, tools and implement Stored (no)	Total Market Value of Items	Status of Storage Facility (serviceable/non-serviceable)
II	Nueva Vizcaya	CENRO Dupax	Inaban, Dupax del Norte, Nueva Vizcaya	September 1, 2023	20	10	2	5	3,000,000.00	Serviceable
II	Nueva Vizcaya	CENRO Dupax	Belense, Dupax del Norte, Nueva Vizcaya							
II	Nueva Vizcaya	CENRO Dupax	Inaban, Dupax del Norte, Nueva Vizcaya							
II	Nueva Vizcaya	CENRO Aritao	Banganan, Aritao, Nueva Vizcaya							
Grand Total										-

Table 2. Inventory of Items stored in the Storage Facilities within DENR Region

Region	PENRO	CENRO	Item No. (Date Stored-xxx)	Item (Logs/Lumber, Charcoal, Chainsaw, etc)	Location of Apprehension (Barangay, Municipality, Province)	Date Stored in the Facility	Type of Items (FP, METI)	Status of Items Stored (Seized, Confiscated)	Volume of Forest Products Stored (bd. Ft.)	No of Machinery, Equipment, tools and implement Stored (no)	Market Value of Items
II	Nueva Vizcaya	CENRO Dupax	10012023-001	Logs	Inaban, Dupax del Norte, Nueva Vizcaya	October 1, 2023	FP	Confiscated	20	-	3,000,000.00
II	Nueva Vizcaya	CENRO Dupax	10052023-002	Charcoal	Belense, Dupax del Norte, Nueva Vizcaya	October 5, 2023	FP	Seized	.25	-	30,000.00
II	Nueva Vizcaya	CENRO Dupax	01202024-003	Chainsaw	Inaban, Dupax del Norte, Nueva Vizcaya	January 20, 2024	METI	Seized		2	50,000.00
II	Nueva Vizcaya	CENRO Aritao	02152024-001	Chainsaw	Banganan, Aritao, Nueva Vizcaya	February 15, 2024	METI	Confiscated		3	75,000.00
Grand Total											

Annex 5. Format of Reporting for the Status of Storage Facilities to be submitted by the Regional Office to the OUFO, cc FMB

DENR Regional Office (Name of Office)

(Office Address)

Table 1. Status Report of Storage Facilities constructed within DENR Region _

Region	PENRO	CENRO	Location of Storage Facility (Barangay, Municipality, Province)	Date of Construction (Month, Day, Year)	Total Volume of Seized Forest Products Stored (bd. ft)	Total Volume of Confiscated Forest Products Stored (bd. ft)	Total No. of Seized Machinery, Equipment, tools and implement Stored (no)	Total No. of Confiscated Machinery, Equipment, tools and implement Stored (no)	Status of Storage Facility (serviceable/ non-serviceable)
<i>II</i>	<i>Nueva Vizcaya</i>	<i>CENRO Dupax</i>	<i>Inaban, Dupax del Norte, Nueva Vizcaya</i>	<i>September 1, 2023</i>	<i>.25</i>	<i>20</i>	<i>2</i>	<i>-</i>	<i>Serviceable</i>
<i>II</i>	<i>Nueva Vizcaya</i>	<i>CENRO Aritao</i>	<i>Banganan, Aritao, Nueva Vizcaya</i>	<i>September 24, 2023</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>3</i>	<i>Serviceable</i>
Grand Total									-

Approved by:

Regional Executive Director