



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

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FOREST MANAGEMENT BUREAU

MEMORANDUM

FOR : All Regional Executive Directors

FROM : The Director

SUBJECT : **FREQUENCY OF SUBMISSION OF FORESTRY-RELATED REPORTS**

DATE : **OCT 24 2022**



This pertains to the various reports being submitted by the Regional Offices to the Forest Management Bureau. In order to facilitate the uniform and timely submission of the reports from the Field Offices, attached is the list of reports that require submission to this Office including its frequency in accordance with existing guidelines.

FOR YOUR INFORMATION AND GUIDANCE, PLEASE.


TIRSO P. PARIAN, JR., CESO IV

FORESTRY-RELATED REPORTS

REPORTS	FREQUENCY OF SUBMISSION	BASIS/POLICY	REMARKS
Compliance Monitoring Reports for existing and expired tenure instrument	The field Offices based their submission to their respective Work and Financial Plans.	Pursuant to existing guidelines, there were no prescribed date/schedule of submission.	
Annual Accomplishment Reports for IFMA, SIFMA, FLGMA, FLAG, FLAgT, Tree Cutting Permit and Wood Processing Plant Permit	For FY 2023 Unit of Work Measurement, Regional Offices are required to submit the consolidated annual submission for compliance monitoring and performance evaluation per region to facilitate review and assessment.		
Performance Evaluation of Expiring CBFMA's		FMB Technical Bulletin No. 36: Procedural Guide on the Conduct of Participatory Evaluation as Requirement for the Renewal of Expiring CBFMA	
Report on the Performance Evaluation of Expiring CSCs		DENR MC No. 21-1993 with subject, Revised Procedures on the conduct of Performance Evaluation of Stewardship Agreement, Cancellation and Compensation of the Holders Thereof	
CBFM-CARP Accomplishment Report <ul style="list-style-type: none"> Accomplishment report on projects implemented for the current year. Progress report on projects implemented for the current and previous year. 	Monthly Quarterly, Biannually, and Annually	Memorandum by then Undersecretary for the staff Bureaus Atty. Ernesto D. Adobo, Jr. with subject, "Project Implementation Guide for CBFM-CARP" dated 05 June 2013	
Completion Report of the Completed CBFM-CARP Projects	Annually and dependent on the implemented CBFM-CARP Projects		

REPORTS	FREQUENCY OF SUBMISSION	BASIS/POLICY	REMARKS
Agroforestry Plantation Program Technical Evaluation Report, Recommendations, Endorsement to the DBP Provincial Lending Center	Based on the Applicants submission	FMB Technical Bulletin No. 32 Guidance in the Implementation of Agroforestry Plantation Program (APP)	FMB copy furnished only of the Technical Evaluation Report, Recommendations, and Endorsement for record purposes
Accomplishment Report on the Identification and Assessment of Investment-Ready Plantations within Untenured Areas	Monthly		Included in the WFP of DENR Region XIII <i>only</i> *Can be considered inputs for the Forestry Investment Portal
Regular Monitoring Report of the FIPA Project	Annually	DAO 2021-04 "Guidelines in the Implementation of the Forestry Investment Portfolio Approach"	Shall commence upon awarding of FIPA projects
Report on apprehension of illegal forest products, including tools, implements, and conveyances	Monthly		Monitoring of illegal logging hotspots
Certificate of Registration of Chainsaw	Monthly	DAO 2003-24 Implementing Rules and Regulations of the Chainsaw Act of 2002 entitled "An Act of Regulating the Ownership, Possession, Sale, Importation and Use of Chainsaws, penalizing violations thereof and for other purposes"	
Reports related to Lawin Forest and Biodiversity Protection System			
Lawin Quarterly Patrol Plan	Quarterly		

REPORTS	FREQUENCY OF SUBMISSION	BASIS/POLICY	REMARKS
Accomplishment Report of Forest Protection Officers	Monthly		
Accomplishment Report on the Implementation of the Lawin System	Annually		
Reports related to the Enhanced National Greening Program			
Regional Accomplishment Report under the Enhanced National Greening Program (ENGP)	Weekly		
Seed Collection Report on Seed Production Areas (SPAs) and Individual Plus Trees (IPTs)	Monthly		
Status Report on the Maintenance and Production of Clonal Nurseries	Monthly		
Report on the Production and Distribution of Seedlings from Mechanized and Modernized Forest Nurseries (MMFN)	Monthly		
Report on Impaired/Damaged NGP Sites Affected by Fire, Typhoon, Soil Erosion and Other Causes of Destruction or Force Majeure	Monthly		
Accomplishment Report of Hired Extension Officers (FEOs) and Assisting Professionals	Monthly		
NGP Sites Visited by DENR Officials	Monthly		
Status Report on the Implementation of ENGP within identified Barangays to End Local Communist Armed Conflict (ELCAC)	Monthly		
Accomplishment Report on the Office of the Presidential Adviser on Peace, Reconciliation and Unity – Payapa at MASaganang PamayaNan (OPPA-PAMANA) Program	Monthly		
List of Hired FEOs and Technical Staff under NGP	Quarterly		
Community-based Employment Program (CBEP) Accomplishment	Quarterly		
Report on Tree Replacement Seedlings	Quarterly		

REPORTS	FREQUENCY OF SUBMISSION	BASIS/POLICY	REMARKS
Reforestation Plan	Annually		
Comprehensive Site Development (CSD) Report	Annually		
Lawin Quarterly Patrol Plan	Quarterly		
Accomplishment Report of Forest Protection Officers	Monthly		
Accomplishment Report on the Implementation of the Lawin System	Annually		