



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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## MEMORANDUM

FOR : The Regional Executive Director  
All Regions (except NCR)

FROM : The Undersecretaries for Field Operations

SUBJECT : **CLARIFICATIONS ON PROCESSES/ACTIVITIES AND REQUEST FOR ADDITIONAL BUDGET ALLOCATION FOR COMMUNITY-BASED FOREST MANAGEMENT AGREEMENT (CBFMA) AND CERTIFICATE OF STEWARDSHIP CONTRACT (CSC) RELATIVE TO THE IMPLEMENTATION OF DENR ADMINISTRATIVE ORDER (DAO) NO. 2022-10 (REVISED DENR MANUAL OF AUTHORITIES ON TECHNICAL MATTERS)**

DATE : **FEB 06 2023**

This is to provide clarifications with regard to the following processes/activities concerning Community-Based Forest Management Agreement (CBFMA) and Certificate of Stewardship Contract (CSC) in relation to the implementation of DENR Administrative Order (DAO) No. 2022-10, otherwise known as the Revised DENR Manual of Authorities on Technical Matters:

### 1. CBFMA Application/Issuance

**1.1. Submission of electronic copy of map and shapefiles for tenure application within forestland** – Electronic copy of map of forestland/s being applied for CBFMA should be submitted to the Surveys and Mapping Division (SMD) of the Regional Office for verification of land classification status of the subject area and for issuance of approved final map to be signed by the Regional Executive Director (RED). Electronic copy of the said approved file should be furnished to the Forest Geospatial Data Infrastructure Section (FGDIS) of Forest Policy, Planning and Knowledge Management Division (FPPKMD) of FMB at email address [fppkmd.fgdis@fmb.denr.gov.ph](mailto:fppkmd.fgdis@fmb.denr.gov.ph), subsequent to the approval/issuance of CBFMA.

**1.2. Format of CBFMA and corresponding signatories** – The CBFMA template prescribed by DAO No. 2004-29 and referred to as Annex A thereof shall remain as is. In any case, hereunder are the officials/staff from the DENR whose name and/or signature that should appear in the CBFMA:

a. First Party representing/referred to as the DENR in the CBFMA (Position/Designation only): Regional Executive Director

b. Signatories (Name and Signature)

- For the DENR: Regional Executive Director

- Witnesses: *In case of Provincial Environment and Natural Resources Office (PENRO):*
  - PENR Officer and
  - Community Environment and Natural Resources Officer

*In case of Implementing PENRO:*

- Implementing PENR Officer and
- Chief of Division in charge of CBFMA Issuance

Above are just the minimum list of individuals who can act as witnesses. Other DENR officials/staff can also serve as additional witness/es of the Agreement based on the discretion of the Regional Executive Director.

Letterhead/logo used by the Regional Office shall appear in five (5) printed copies of the CBFMA. The CENRO/Implementing PENRO shall assist the CBFMA holder in the notarization of the approved tenure instrument. The original copies of the approved and notarized Agreement shall be provided to the CBFMA holder, FMB, DENR Regional Office, PENRO and CENRO. Certified photocopy of the CBFMA shall be given to LGU/s for their information and record purposes.

- 1.3. CBFMA Applications returned to Regional Offices** – CBFMA applications which were already reviewed by FMB and were returned to the Regional Offices due to deficiencies (e.g. lacking information and /or documents) should already conform to DAO No. 2022-10. Thus, CBFMA applications recommended by FMB for rectification should be reviewed and approved at the regional level.

## **2. CSC Processes /Activities**

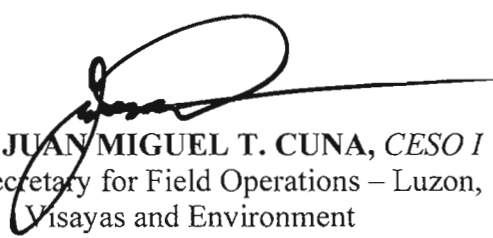
Existing policies, guidelines and issuances on CSC shall prevail considering that processes/activities for the said tenure instrument and corresponding DENR authority are not covered by DAO No. 2022-10. These include DENR Memorandum Circular (DMC) No. 1993-21 (Revised Procedures on the Conduct of Performance Evaluation of Stewardship Agreement, Cancellation and Compensation of the Holders Thereof) and DMC No. 1993-23 (Revised Procedures on the Transfer of Certificate of Stewardship [CSC] to the Next-of-Kin of the Holders Thereof), among others.

## **3. Request for Additional Budget Allocation**

As to the requests of Regions for additional budget allocation intended for the conduct of further activities related to CBFMA and CSC within a calendar year, memorandum for the said purpose can be forwarded to the DENR Central Office, through the Forest Management Bureau, for review and evaluation. If the requests are deemed necessary and/or exigent, FMB should then consolidate and forward the requests to the Policy and Planning Service and Financial Management Service for approval, subject to further review and evaluation, and availability of funds. In any case, it should be understood that Regions should identify their priority activities and corresponding budget for inclusion in the proposed expenditures of the Department for the succeeding years.

DENR Field Offices are being advised to continuously provide technical assistance and other necessary support to our CBFMA and CSC holders, taking also into considerations the above-mentioned clarifications.

FOR INFORMATION AND COMPLIANCE.



**ATTY. JUAN MIGUEL T. CUNA, CESO I**  
Undersecretary for Field Operations – Luzon,  
Visayas and Environment



**JOSELIN MARCUS E. FRAGADA, CESO III**  
Undersecretary for Field Operations – Mindanao



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 Department of Environment and Natural Resources  
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DEC 29 2022

## MEMORANDUM

FOR : The Undersecretary for Field Operations – Luzon, Visayas and Environment  
 The Undersecretary for Field Operations – Mindanao

FROM : The Director

SUBJECT : **CLARIFICATIONS ON PROCESSES/ACTIVITIES AND REQUEST FOR ADDITIONAL BUDGET ALLOCATION FOR COMMUNITY-BASED FOREST MANAGEMENT AGREEMENT (CBFMA) AND CERTIFICATE OF STEWARDSHIP CONTRACT (CSC) RELATIVE TO THE IMPLEMENTATION OF DENR ADMINISTRATIVE ORDER (DAO) NO. 2022-10 (REVISED DENR MANUAL OF AUTHORITIES ON TECHNICAL MATTERS)**



DATE : DEC 28 2022

This pertains to the intent of this Bureau to provide the Regions, through the Undersecretaries for Field Operations, with clarifications on processes/activities and request for additional budget allocation for Community-Based Forest Management Agreement (CBFMA) and Certificate of Stewardship Contract (CSC) in relation to the implementation of DENR Administrative Order (DAO) No. 2022-10, otherwise known as the Revised DENR Manual of Authorities on Technical Matters.

To ensure common interpretation of DENR Field Offices on the abovementioned concern, attached is the Memorandum for all Regions pertaining to the same subject for consideration and signature of the Undersecretaries for Field Operations. Said Memorandum will provide guidance on the following:

1. CBFMA Application/Issuance
  - 1.1. Submission of electronic copy of map and shapefiles for tenure application within forestland
  - 1.2. Format of CBFMA and corresponding signatories
  - 1.3. CBFMA applications returned to Regional Offices
2. CSC Processes/Activities
3. Request for Additional Budget Allocation

Should the Undersecretaries have further inquiry on this matter, our Forest Resources Management Division (FRMD) can be reached at telephone number (02) 8927-81-27 and (02) 8927-72-78 or by email at frmd@denr.gov.ph.

FOR INFORMATION AND CONSIDERATION, PLEASE.

  
**TIRSO P. PARIAN, JR., CESO IV**