



APR 28 2021

DENR Memorandum Order
No. 2021 – 02

**SUBJECT : ADOPTING THE REVISED STATISTICAL REPORTING
FORMS ON FORESTRY**

Pursuant to Section 3 of DENR Administrative Order No. 1999-09 and in order to be responsive to the current developments in the forestry sector, the following forms (Annexes 1 to 11) are hereby revised and adopted:


- FS-SRS 1-A: Log Production and Disposition
- FS-SRS 1-B: Tree Cutting and Disposition
- FS-SRS 2: Fuelwood and Wood Charcoal Production
- FS-SRS 3-A: Lumber Production and Disposition (Local Input)
- FS-SRS 3-B: Lumber Production and Disposition (Imported Input)
- FS-SRS 4-A: Veneer Production and Disposition (Local Input)
- FS-SRS 4-B: Veneer Production and Disposition (Imported Input)
- FS-SRS 5: Plywood Production and Disposition
- FS-SRS 6: Other Wood-Based Production and Disposition
- FS-SRS 7: Non-timber Production and Disposition
- FS-SRS 8: Issuances of Approved Forestry Permits/Tenure Instruments

The attached instruction manual on how to fill-out the forms (Annex 12) shall guide the concerned units of the DENR Field Offices in accomplishing the revised forestry statistical forms.

The Regional Offices shall prepare the quarterly report with monthly breakdown using the prescribed electronic spreadsheet format. The electronic copy shall be submitted by the Regional Offices through their respective official email address to the Forest Management Bureau (FMB).

All Offices shall ensure the completeness, correctness, and timely submission of the forestry statistical reports.

For immediate compliance.


ROY A. CIMATU
Secretary



Republic of the Philippines
 DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
 FORESTRY STATISTICAL FORM

 (Period Covered)

VENEER PRODUCTION AND DISPOSITION (LOCAL INPUT)

PENRO	CENRO/ Implementing PENRO	Month	Name of Permittee	Complete Business Address	Beginning Balance (m ³)	PRODUCTION				DISPOSITION				Ending Balance (m ³) (6+10) - (11+13)	
						Log Input			Mill Output (m ³)	Consumed by Owned WPP (m ³)	Sold				
						Company Name	Company Address	Volume (m ³)			Type of Sales D-Domestic E- Export	Volume (m ³)	Name of Client		Address of Client ^{1/}
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

^{1/} Address of Buyer - Domestic: Municipality, Province; Export: Country of Destination

Prepared/ collated by:

 [Designation/Position and Office]

Reviewed by:

 [Designation/Position and Office]

Approved for release:

 CENRO/PENRO/ARD for Technical Services

Republic of the Philippines
 DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
 FORESTRY STATISTICAL FORM

(Period Covered) _____

VENEER PRODUCTION AND DISPOSITION (IMPORTED INPUT)

PENRO	CENRO/ Implementing PENRO	Month	Name of Permittee	Complete Business Address	Beginning Balance (m ³)	PRODUCTION				DISPOSITION				Ending Balance (m ³) (6+10) - (11+13)	
						Log Input			Mill Output (m ³)	Consumed by Owned WPP (m ³)	Sold				
						Company Name	Country of Origin	Volume (m ³)			Type of Sales D-Domestic E- Export	Volume (m ³)	Name of Client		Address of Client ^{1/}
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

^{1/} Address of Buyer - Domestic: Municipality, Province; Export: Country of Destination

Prepared/ collated by:

 [Designation/Position and Office]

Reviewed by:

 [Designation/Position and Office]

Approved for release:

 CENRO/PENRO/ARD for Technical Services

Instructions on how to fill-out
FS-SRS 1-A: LOG PRODUCTION AND DISPOSITION

Instruction for each field name of the **Log Production and Disposition** is provided to guide the users in filling out the form and help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Licensee/ Permittee/Tenure Holder	Write the registered name of the reporting permittee, or tenure holder involved in the log production.
		Write the permit, or tenure instrument issued under which the logs were harvested and cut.
(5)	Type of License/ Permit/ Tenure Instrument	Integrated Forest Management Agreement or IFMA Socializes Industrial Forest Management Agreement or SIFMA Community-Based Forest Management Agreement or CBFMA Certificate of Stewardship Contract or CSC Certificate of Tree Plantation Ownership or CTPO
(6)	Beginning Balance (m ³)	Write the carried-over balance from the last reporting period (in cubic meter).
PRODUCTION		
(7)	Type of Logs	Indicate the type of logs produced: N if Naturally Grown and P if Planted.
		Write the specific common name of the log produced.
(8)	Species	Wood groupings like Philippine Mahogany, RTM, Construction and Furniture Wood, or Various/ Miscellaneous/ Mixed Species shall NOT be accepted.
(9)	Volume (m ³)	Indicate the volume of logs produced (in cubic meter). This should be based on the official DENR Scaler's Report.
(10)	Forest Charges Paid (Php)	For naturally grown logs, write the amount paid (in pesos) as levy or tax for the log extracted from NATURAL FOREST in accordance with R.A. 7161. Write NA for planted logs. Forest charges paid should be based on the official receipt EXCLUDING the administrative fees, oath fees, etc.

No.	Field Name	Instructions
DISPOSITION		
(11)	Consumed by Owned WPP (m ³)	Indicate the volume of logs used as input for further processing in their own processing plant such as sawmill, plywood mill, and other wood-based mill (in cubic meter).
(12)	Sold: Type of Sales	Indicate the type of sales: D if Domestic/Local Market and E if Export.
(13)	Sold: Volume (m ³)	Indicate the volume of logs sold in the local market or exported to other countries (in cubic meter).
(14)	Sold: Name of Client	Indicate the name of the buyer to whom the logs were sold and delivered.
(15)	Sold: Address of Client	Indicate the address of the buyer. Domestic: Municipality, Province Export: Country of Destination
(16)	Ending Balance (m ³)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter). (Beg. Bal.+Vol. Prod.)-(Consumed by Owned WPP+Vol. Sold)
SIGNATORIES		
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In-charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

Instructions on how to fill-out
FS-SRS 1-B: TREE CUTTING AND DISPOSITION

Instruction for each field name of the **Tree Cutting and Disposition** is provided to guide the users in filling out the form and help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the tree cutting.
(4)	Name of Permittee	Indicate the registered name of the reporting permittee involved in the tree cutting.
		Write the permit issued under which the logs were removed/cut.
(5)	Type of Permit	Tree Cutting Permit or TCP Special Tree Cutting Permit or STCP Private Land Timber Permit or PLTP Muyong Resource Permit or MRP
(6)	Beginning Balance (m ³)	Write the carried-over balance from the last reporting period (in cubic meter).
TREE CUTTING		
(7)	Type of Logs	Indicate the type of logs removed: N if Naturally Grown and P if Planted.
		Write the specific common name of the log removed.
(8)	Species	Wood groupings like Philippine Mahogany, RTM, Construction and Furniture Wood, or Various/ Miscellaneous/ Mixed Species shall NOT be accepted.
(9)	Volume (m ³)	Indicate the volume of logs removed (in cubic meter). This should be based on the official DENR Scaler's Report.
(10)	Forest Charges Paid (Php)	For naturally grown logs, write the amount paid (in pesos) as levy or tax for the log extracted from NATURAL FOREST in accordance with R.A. 7161. Write NA for planted logs. Forest charges paid should be based on the official receipt EXCLUDING the administrative fees, oath fees, etc.

No.	Field Name	Instructions
DISPOSITION		
		Indicate the disposition made on the logs removed: PC if Personal Consumption TO if Turn Over Otherwise, write the specific disposition made on the logs removed.
(11)	Type of Disposition	
(12)	Volume (m ³)	Indicate the volume of logs disposed (in cubic meter).
(13)	Name of Recipient	Indicate the name of the recipient of the logs disposed
(14)	Address of Recipient	Indicate the address of the recipient (municipality, province).
(15)	Ending Balance (m ³)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter). (Beg. Balance + Vol. Tree Cutting) - (Vol. Disposition)
SIGNATORIES		
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In-charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

Instructions on how to fill-out

FS-SRS 2: FUELWOOD & WOOD CHARCOAL PRODUCTION AND DISPOSITION

Instruction for each field name of the **Fuelwood & Wood Charcoal Production and Disposition** is provided to guide the users of the form & help ensure standardization of the data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production of fuelwood or wood charcoal.
(4)	Name of Permittee	Indicate the registered name of the reporting permittee involved in the production of fuelwood or wood charcoal.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Type of Permit	Write the permit issued under which the fuelwood or wood charcoal was produced.
(7)	Type of Product	Indicate whether the product is Fuelwood or Wood Charcoal .
(8)	Beginning Balance (m ³)	Write the carried-over balance from the last reporting period (in cubic meter).
PRODUCTION		
(9)	Name of Source	Write the name of the source for the fuelwood or wood charcoal production.
(10)	Address of Source	Write the address of the source (municipality, province).
(11)	Volume (m ³)	Indicate the volume of fuelwood or wood charcoal produced (in cubic meter). (Conversion: 10 sacks of 50kg-sack, full to the brim = 1 cu.m.) Do not include charcoal from coconut and other non-wood products.

No.	Field Name	Instructions
DISPOSITION		
(12)	Personal Consumption	Indicate the volume of fuelwood or wood charcoal used for personal consumption (in cubic meter).
(13)	Sold: Volume (m ³)	Indicate the volume of fuelwood or wood charcoal sold to a buyer (in cubic meter).
(14)	Sold: Name of Client	Indicate the name of the buyer to whom the fuelwood or wood charcoal was sold and delivered.
(15)	Sold: Address of Client	Indicate the address of the buyer (municipality, province).
(16)	Ending Balance (m ³)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter). (Beg. Bal. + Vol. Prod.) - (Personal Consumption+Vol. Sold)
SIGNATORIES		
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In-charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

Instructions on how to fill-out
FS-SRS 3-A: LUMBER PRODUCTION AND DISPOSITION (LOCAL INPUT)

Instruction for each field name of the **Lumber Production and Disposition from Local Input** is provided to guide the users of the form & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the regular sawmill, mini-sawmill, and permittees of CV's, PLTP's, tree farmers and other type of permits who have converted logs into lumber.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Beginning Balance (m ³)	Write the carried-over balance from the last reporting period (in cubic meter).
PRODUCTION		
(7)	Log Input: Company Name	Write the company name of the local source of logs for the production of lumber.
(8)	Log Input: Company Address	Write the address where the company is situated (municipality, province).
(9)	Log Input: Species	Write the specific common name of the log input. Wood groupings like Philippine Mahogany, RTM, Construction and Furniture Wood, or Various/ Miscellaneous/ Mixed Species shall NOT be accepted.
(10)	Log Input: Volume (m ³)	Indicate the volume of logs inputted in producing lumber (in cubic meter).
(11)	Mill Output (m ³)	Indicate the volume of mill output or the lumber produced from the logs (in cubic meter). Resaw and lumber purchases should not be included. Only lumber produced by the sawmills or other permittees should be reported.
DISPOSITION		
(12)	Personal Consumption	Indicate the volume of lumber used for personal consumption (in cubic meter).

No.	Field Name	Instructions
(13)	Consumed by Owned WPP (m ³)	Indicate the volume of lumber used as input for further processing in their own processing plant (in cubic meter).
(14)	Sold: Type of Sales	Indicate the type of sales: D if Domestic/Local Market and E if Export.
(15)	Sold: Volume (m ³)	Indicate the volume of lumber sold in the local market or exported to other countries (in cubic meter).
(16)	Sold: Name of Client	Indicate the name of the buyer to whom the lumber was sold and delivered.
(17)	Sold: Address of Client	Indicate the address of the buyer. Domestic: Municipality, Province Export: Country of Destination
(18)	Ending Balance (m ³)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter). (Beg. Bal. + Mill Output) - (Personal + Consumed + Vol. Sold)
SIGNATORIES		
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In-charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

Instructions on how to fill-out

FS-SRS 3-B: LUMBER PRODUCTION AND DISPOSITION (IMPORTED INPUT)

Instruction for each field name of the **Lumber Production and Disposition from Imported Input** is provided to guide the users & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the regular sawmill, mini-sawmill, and permittees of CV's, PLTP's, tree farmers and other type of permits who have converted logs into lumber.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Beginning Balance (m ³)	Write the carried-over balance from the last reporting period (in cubic meter).
PRODUCTION		
(7)	Log Input: Company Name	Write the company name of the imported source of logs for the production of lumber.
(8)	Log Input: Country of Origin	Write the country where the company is situated.
(9)	Log Input: Species	Write the specific common name of the log input. Wood groupings like Philippine Mahogany, RTM, Construction and Furniture Wood, or Various/ Miscellaneous/ Mixed Species shall NOT be accepted.
(10)	Log Input: Volume (m ³)	Indicate the volume of logs inputted in producing lumber (in cubic meter).
(11)	Mill Output (m ³)	Indicate the volume of mill output or the lumber produced from the logs (in cubic meter). Resaw and lumber purchases should not be included. Only lumber produced by the sawmills or other permittees should be reported.
DISPOSITION		
(12)	Personal Consumption	Indicate the volume of lumber used for personal consumption (in cubic meter).

No.	Field Name	Instructions
(13)	Consumed by Owned WPP (m ³)	Indicate the volume of lumber used as input for further processing in their own processing plant (in cubic meter).
(14)	Sold: Type of Sales	Indicate the type of sales: D if Domestic/Local Market and E if Export.
(15)	Sold: Volume (m ³)	Indicate the volume of lumber sold in the local market or exported to other countries (in cubic meter).
(16)	Sold: Name of Buyer	Indicate the name of the buyer to whom the lumber was sold and delivered.
(17)	Sold: Address of Buyer	Indicate the address of the buyer. Domestic: Municipality, Province Export: Country of Destination
(18)	Ending Balance (m ³)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter). (Beg. Bal. + Mill Output) - (Personal + Consumed + Vol. Sold)
SIGNATORIES		
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In-charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

Instructions on how to fill-out

FS-SRS 4-A: VENEER PRODUCTION AND DISPOSITION (LOCAL INPUT)

Instruction for each field name of the **Veneer Production and Disposition from Local Input** is provided to guide the users of the form & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the registered veneer plant holder who have converted logs into veneer.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Beginning Balance (m ³)	Write the carried-over balance from the last reporting period (in cubic meter).
PRODUCTION		
(7)	Log Input: Company Name	Write the company name of the local source of logs for the production of veneer.
(8)	Log Input: Company Address	Write the address where the company is situated (municipality, province).
(9)	Log Input: Volume (m ³)	Indicate the volume of logs inputted in producing veneer (in cubic meter).
(10)	Mill Output (m ³)	Indicate the volume of mill output or the veneer produced from the logs (in cubic meter). Veneer purchases should not be included. Only veneer produced by the permittee should be reported.
DISPOSITION		
(11)	Consumed by Owned WPP (m ³)	Indicate the volume of veneer used as input for further processing in their own processing plant (in cubic meter).

No.	Field Name	Instructions
(12)	Sold: Type of Sales	Indicate the type of sales: D if Domestic/Local Market and E if Export.
(13)	Sold: Volume (m ³)	Indicate the volume of veneer sold in the local market or exported to other countries (in cubic meter).
(14)	Sold: Name of Client	Indicate the name of the buyer to whom the veneer was sold and delivered.
		Indicate the address of the buyer.
(15)	Sold: Address of Client	Domestic: Municipality, Province Export: Country of Destination
(16)	Ending Balance (m ³)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter). (Beginning Balance + Mill Output) - (Consumed + Volume Sold)
SIGNATORIES		
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In-charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

Instructions on how to fill-out

FS-SRS 4-B: VENEER PRODUCTION AND DISPOSITION (IMPORTED INPUT)

Instruction for each field name of the **Veneer Production and Disposition from Imported Input** is provided to guide the users & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the registered veneer plant holder who have converted logs into veneer.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Beginning Balance (m ³)	Write the carried-over balance from the last reporting period (in cubic meter).
PRODUCTION		
(7)	Log Input: Company Name	Write the company name of the imported source of logs for the production of veneer.
(8)	Log Input: Country of Origin	Write the country where the company is situated.
(9)	Log Input: Volume (m ³)	Indicate the volume of logs inputted in producing veneer (in cubic meter).
(10)	Mill Output (m ³)	Indicate the volume of mill output or the veneer produced from the logs (in cubic meter). Veneer purchases should not be included. Only veneer produced by the permittee should be reported.
DISPOSITION		
(11)	Consumed by Owned WPP (m ³)	Indicate the volume of veneer used as input for further processing in their own processing plant (in cubic meter).

No.	Field Name	Instructions
(12)	Sold: Type of Sales	Indicate the type of sales: D if Domestic/Local Market and E if Export.
(13)	Sold: Volume (m ³)	Indicate the volume of veneer sold in the local market or exported to other countries (in cubic meter).
(14)	Sold: Name of Client	Indicate the name of the buyer to whom the veneer was sold and delivered.
(15)	Sold: Address of Client	Indicate the address of the buyer. Domestic: Municipality, Province Export: Country of Destination
(16)	Ending Balance (m ³)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter). (Beginning Balance + Mill Output) - (Consumed + Volume Sold)
SIGNATORIES		
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

Instructions on how to fill-out
FS-SRS 5: PLYWOOD PRODUCTION AND DISPOSITION

Instruction for each field name of the **Plywood Production and Disposition** is provided to guide the users of the form & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the registered plywood plant holder who have converted veneer into plywood.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Beginning Balance (m ³)	Write the carried-over balance from the last reporting period (in cubic meter).
PRODUCTION		
(7)	Veneer Input: Company Produced	Indicate the volume of veneer produced by the permittee to be used in the manufacture of plywood (in cubic meter). This should be equal to the reported volume in column no. 11 - Consumed by Owned WPP in SRS 4A or 4B Veneer Production.
	Veneer Input: Purchased: Local	
(8)	Company Name	Write the company name of the local source of veneer for the manufacture of plywood.
(9)	Company Address	Write the address where the company is situated (municipality, province).
(10)	Volume (m ³)	Indicate the volume of veneer input purchased from local source used in the manufacture of plywood (in cubic meter).
	Veneer Input: Purchased: Imported	
(11)	Company Name	Write the company name of the imported source of veneer for the manufacture of plywood.
(12)	Country of Origin	Write the country where the company is situated.
(13)	Volume (m ³)	Indicate the volume of imported veneer inputted in manufacturing plywood (in cubic meter).

No.	Field Name	Instructions
(14)	Mill Output (m ³)	Indicate the volume of mill output or the plywood produced from the veneer (in cubic meter).
DISPOSITION		
(15)	Consumed by Owned WPP (m ³)	Indicate the volume of plywood used as input for further processing in their other wood-based mill (in cubic meter).
(16)	Sold: Type of Sales	Indicate the type of sales: D if Domestic/Local Market and E if Export.
(17)	Sold: Volume (m ³)	Indicate the volume of plywood sold in the local market or exported to other country (in cubic meter).
(18)	Sold: Name of Client	Indicate the name of the buyer to whom the plywood was sold and delivered.
(19)	Sold: Address of Client	Indicate the address of the buyer. Domestic: Municipality, Province Export: Country of Destination
(20)	Ending Balance (m ³)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter). (Beg. Balance + Mill Output) - (Consumed + Volume Sold)
SIGNATORIES		
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In-charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

Instructions on how to fill-out
FS-SRS 6: OTHER WOOD-BASED PRODUCTION AND DISPOSITION

Instruction for each field name of the **Other Wood-Based Production and Disposition** is provided to guide the users of the form & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the registered wood processing plant.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Type of Product	Indicate the type of product produced by the permittee.
(7)	Beginning Balance (m ³)	Write the carried-over balance from the last reporting period (in cubic meter).
PRODUCTION		
(8)	Input: Type of Input	Indicate the type of input/product used in the manufacture of the wood-based product such as veneer, plywood, pulpwood, woodwaste, etc.
(9)	Input: Company Name	Write the company name of the source of input for the manufacture of the wood-based product.
(10)	Input: Company Address	Write the address where the company is situated (municipality, province).
(11)	Input: Volume (m ³)	Indicate the volume of the wood product used as input for the manufacture of the wood-based product (in cubic meter).
(12)	Mill Output (m ³)	Indicate the volume of mill output or the identified wood-based produced (in cubic meter).

No.	Field Name	Instructions
DISPOSITION		
(13)	Type of Sales	Indicate the type of sales: D if Domestic/Local Market and E if Export.
(14)	Volume (m ³)	Indicate the volume of the wood-based product sold in the local market or exported to other country (in cubic meter).
(15)	Name of Client	Indicate the name of the buyer to whom the wood-based product was sold and delivered.
		Indicate the address of the buyer.
(16)	Address of Client	Domestic: Municipality, Province Export: Country of Destination
(17)	Ending Balance (m ³)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter). (Beginning Balance + Mill Output) - Volume Sold
SIGNATORIES		
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In-charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

Instructions on how to fill-out
FS-SRS 7: NON-TIMBER PRODUCTION AND DISPOSITION

Instruction for each field name of the **Non-Timber Production and Disposition** is provided to guide the users of the form and help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the reporting non-timber product license/permit holder
(5)	Complete Business Address	Write the complete business address of the permittee.
	Coordinates (Point Location of the Source)	
(6)	Longitude	Write the northward-measure distance (or the y-coordinate) based on the WGS 1984 datum for the location where the non-timber product was harvested or gathered.
(7)	Latitude	Write the eastward-measure distance (or the x-coordinate) based on the WGS 1984 datum for the location where the non-timber product was harvested or gathered.
(8)	Type of Permit	Write the permit issued to the permittee for the harvesting and gathering of the non-timber product.
(9)	Type of Product	Indicate the non-timber product harvested or gathered including but not limited to bamboo, split rattan, unsplit rattan, almaciga resin, and nipa shingles. Include species for Bamboo (Kawayan Tinik, Bayog, Boho, Bolo) and Unsplit Rattan (Limuran, Palasan, Tumalim)
(10)	Beginning Balance	Write the carried-over balance from the last reporting period.
(11)	Unit of Measure	Write the unit of measurement for each non-timber product reported.
	PRODUCTION	
(12)	Quantity	Indicate the quantity of the non-timber product harvested or gathered.

No.	Field Name	Instructions
		Indicate the amount paid (in pesos) by the permittee as levy or tax for every unit of non-timber product extracted from the forest in accordance with R.A. 7161. Write NA if not applicable.
(13)	Forest Charges Paid (Php) (if applicable)	Products which are subjected to forest charges include Rattan, Bamboo, Almaciga Resin, Gum and Resins, Beeswax, Gutta-Percha, Manila Elemi. Forest charges paid should be based on the official receipt EXCLUDING the administrative fees, oath fees, etc.
	DISPOSITION	
(14)	Personal Consumption	Indicate the quantity of the non-timber product used for personal consumption.
(15)	Sold: Quantity	Indicate the quantity of the non-timber product sold to a buyer.
(16)	Sold: Name of Client	Indicate the name of the buyer to whom the non-timber product was sold and delivered.
(17)	Address of Client	Indicate the address of the buyer (municipality, province).
(18)	Ending Balance (m ³)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter). (Beg. Balance + Qty. Production) - (Personal + Qty. Sold)
	SIGNATORIES	
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In-charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

Instructions on how to fill-out

FS-SRS 8: ISSUANCES OF APPROVED FORESTRY PERMITS/TENURE INSTRUMENTs

Instruction for each field name of the **Issuances of Approved Forestry Permits, and Tenure Instruments** is provided to guide the users in filling out the form and help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	Regional Office	Write the Regional Office that issued the permit/tenure instrument.
(2)	PENRO	Write the PENR Office that issued the permit/tenure instrument.
(3)	CENRO	Write the CENR Office that issued the permit/tenure instrument.
(4)	Month	Write the specific month of the issuance.
(5)	Type of License/Permit/ Tenure Instrument	Write the type of permit, or tenure instrument issued.
(6)	Name of Holder	Write the registered name of the permittee, or tenure holder.
(7)	Complete Business Address	Write the complete business address of the permittee, or tenure holder.
	Coordinates (Point of Operation)	
(8)	Longitude	Write the northward-measure distance (or the y-coordinate) based on the WGS 1984 datum for the location of its area of operation.
(9)	Latitude	Write the eastward-measure distance (or the x-coordinate) based on the WGS 1984 datum for the location of its area of operation.
(10)	Plant Capacity (for WPP)	Indicate the production capacity of sawmill or other wood processing plants. Write NA if not applicable.
(11)	Area (ha)	Indicate the area coverage of the permit, or tenure instrument (in hectares). Write NA if not applicable.

No.	Field Name	Instructions
(12)	Allowable cut	Indicate the volume of wood or quantity of other forest products authorized to cut as stipulated in the permit (include the unit of measure). Write NA if not applicable.
(13)	Date Issued	Indicate the exact date when the permit, or tenure instrument was issued (format: mm/dd/yyyy).
(14)	Date Expired	Indicate the exact date of expiry of the permit, or tenure instrument (format: mm/dd/yyyy).
SIGNATORIES		
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In-charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.