



JUN 21 2021

DENR MEMORANDUM ORDER

No. 2021 - 04

SUBJECT : ADOPTING THE REVISED FORM AND SUBMISSION SCHEDULE OF THE WOOD IMPORTATION AND DISPOSITION REPORT

Pursuant to DENR Administrative Order No. 99-46 and to improve the monitoring and analysis of wood importation statistics, the wood importation and disposition form as shown in Annex 1 and the schedule of submission as provided under the said Order are hereby revised and adopted, to wit:


CENRO to PENRO	monthly report, on or before the 7th day of the ensuing month
PENRO to Regional Office	monthly report, on or before the 10th day of the ensuing month
Regional Office to DENR Central Office	quarterly report (with monthly breakdown), on or before the end of the month after the reference quarter <i>Ex: First Quarter - April 30</i>

The attached instructions on how to fill-out the form (Annex 2) shall guide the concerned DENR personnel in accomplishing the revised form.

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 the official email address to the Office of the Undersecretary for Field Operations copy furnished the Forest Management Bureau (FMB). Whenever a deadline falls on a weekend or on public holiday, report submission shall be due immediately following the next working day. The quarterly report on importation shall be properly analyzed and consolidated by the Regional Office prior to its submission to the DENR Central Office. The Forest Management Bureau shall consolidate, analyze, and prepare the national report for publication.

All Offices shall ensure the completeness, correctness, and timely submission of the wood importation and disposition reports.

For immediate compliance.


ROY A. CIMATU
Secretary



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

(Period Covered)

WOOD IMPORTATION AND DISPOSITION

Region	PENRO	CENRO	Month	Name of Importer	Type of Wood Product ^{1/}	Beginning Balance (m ³)	IMPORTATION				DISPOSITION					Ending Balance (m ³) (7+9) - (12+13+15)	
							Species (Scientific Name)	Volume (m ³)	Country of Origin	FOB Value (US \$)	Consumed	Processed by Owned WPP 2/		Sold			
											Volume (m ³)	Volume (m ³)	End-Product	Volume (m ³)	Name of Client		Address of Client (Municipality, Province)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

1/ Includes logs, lumber, veneer, plywood, wood-based panels, poles and piles, pulpwood, wood chips, and other wood-based products (DAO 1999-46)

2/ Processed Imported Wood Products should also be reported under SRS.

Prepared by:

Attested by:

 [Name and Signature]
 [Designation/Position and Office]

 Date Signed

 [Name and Signature]
 [Designation/Position and Office]

 Date Signed

Instructions on how to fill-out

ANNEX 2

FS -WID: WOOD IMPORTATION AND DISPOSITION

Instruction for each field name of the **Wood Importation 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
	Period Covered	Write the quarter and the year covered.
(1)	Region	Write the Regional Office with jurisdiction over the port of entry
(2)	PENRO	Write the PENR Office with jurisdiction over the port of entry.
(3)	CENRO	Write the CENR Office with jurisdiction over the port of entry.
(4)	Month	Write the specific month of the importation.
(5)	Name of Importer	Indicate the name of the importer with valid authority to import wood materials.
(6)	Type of Wood Product	Indicate the type of wood product imported by the company/permittee. <i>It includes logs, lumber, veneer, plywood, other wood based panels, poles and piles, pulpwood, wood chips and other wood based materials except wood furnitures (DAO 99-46).</i>
(7)	Beginning Balance (m ³)	Write the carried-over balance from the last reporting period (in cubic meter).
IMPORTATION		
(8)	Species	Indicate the scientific name of the wood product imported. <i>No RTM, MIXED SPECIES, VARIOUS SPECIES and similar entry shall be accepted.</i>
(9)	Volume (m ³)	Indicate the volume of wood product imported by the company or permittee (in cubic meter).
(10)	Country of Origin	Write the name of the country where the reported wood product came from.
(11)	FOB Value (US \$)	Indicate the Free On Board (FOB) value of the wood product imported by the company/permittee (in US dollars). <i>This should be based on the supporting documents of the importer.</i>

No.	Field Name	Instructions
DISPOSITION		
(12)	Consumed: Volume (m ³)	Indicate the volume of imported wood product consumed by the company/permittee for other purposes (in cubic meter).
(13)	Processed by Owned WPP: Volume (m ³)	Indicate the volume of imported wood product that was processed by the company/permittee with owned WPP (in cubic meter).
(14)	Processed by Owned WPP: End-Product	Indicate the end-product of the processed imported wood product from the WPP of the company/permittee. <i>The volume/end-product processed by the company/permittee's owned WPP should also be reported in SRS.</i>
(15)	Sold: Volume (m ³)	Indicate the volume of imported wood product the company sold to a buyer (in cubic meter).
(16)	Sold: Name of Client	Indicate the name of the buyer to whom the imported wood product was sold or delivered.
(17)	Sold: 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 importation (in cubic meter). (Beg. Bal. + Vol. Importation) - (Vol. Consumed+ Vol. Processed + Vol. Sold)
SIGNATORIES		
	Prepared by	The person who prepared the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE and include the date of signing.
	Attested by	The Head of Office (CENRO, PENRO, Region) at the authorized port of entry should affix signature above printed NAME, POSITION/ DESIGNATION and OFFICE and include the date of signing.

FS-WID: Importer

WOOD IMPORTATION AND DISPOSITION

(Month Covered)

Name of Importer	Type of Wood Product ^{1/}	Beginning Balance (m ³)	IMPORTATION				DISPOSITION						Ending Balance (m ³) (3+5) - (8+9+11)	
			Species (Scientific Name)	Volume (m ³)	Country of Origin	FOB Value (US \$)	Consumed		Processed by Owned WPP		Sold			
							Volume (m ³)	Volume (m ³)	End-Product	Volume (m ³)	Name of Client	Address of Client (Municipality, Province)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	

^{1/} Includes logs, lumber, veneer, plywood, wood-based panels, poles and piles, pulpwood, wood chips, and other wood-based products (DAO 1999-46)

Prepared by:

_____ [Name and Signature]
_____ [Position]

_____ Date Signed

Instructions on how to fill-out

FS -WID: WOOD IMPORTATION AND DISPOSITION (for Importer)

Instruction for each field name of the **Wood Importation and Disposition** is provided to guide the importer in filling out the form and help ensure standardization of data collection.

No.	Field Name	Instructions
	Month Covered	Write the month and the year covered.
(1)	Name of Importer	Indicate the name of the company/permittee with valid authority to import wood materials.
(2)	Type of Wood Product	Indicate the type of wood product imported. <i>It includes logs, lumber, veneer, plywood, other wood based panels, poles and piles, pulpwood, wood chips and other wood based materials except wood furnitures (DAO 99-46).</i>
(3)	Beginning Balance (m ³)	Write the carried-over balance from the previous month (in cubic meter).
IMPORTATION		
(4)	Species	Indicate the scientific name of the wood product imported. <i>No RTM, MIXED SPECIES, VARIOUS SPECIES and similar entry shall be accepted.</i>
(5)	Volume (m ³)	Indicate the volume of wood product imported (in cubic meter).
(6)	Country of Origin	Write the name of the country where the reported wood product came from.
(7)	FOB Value (US \$)	Indicate the Free On Board (FOB) value of the wood product imported (in US dollars). <i>This should be based on the supporting documents of the importer.</i>

No.	Field Name	Instructions
DISPOSITION		
(8)	Consumed: Volume (m ³)	Indicate the volume of imported wood product that was consumed for other purposes (in cubic meter).
(9)	Processed by Owned WPP: Volume (m ³)	Indicate the volume of imported wood product that was processed by owned WPP (in cubic meter).
(10)	Processed by Owned WPP: End-Product	Indicate the end-product of the processed imported wood product from owned WPP.
(11)	Sold: Volume (m ³)	Indicate the volume of imported wood product that was sold to a buyer (in cubic meter).
(12)	Sold: Name of Client	Indicate the name of the buyer to whom the imported wood product was sold or delivered.
(13)	Sold: Address of Client	Indicate the address of the buyer (municipality, province).
(14)	Ending Balance (m ³)	Subtract the volume of disposition from the beginning balance and volume of importation (in cubic meter). (Beg. Bal. + Vol. Importation) - (Vol. Consumed+ Vol. Processed + Vol. Sold)
SIGNATORIES		
	Prepared by	The person who prepared the report should affix signature over printed NAME, POSITION and include the date of signing.