



Republic of the Philippines
Department of Environment and Natural Resources

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MEMORANDUM FROM THE SECRETARY

TO : **All Regional Executive Directors**
Attn.: Regional Technical Directors for Forestry

SUBJECT : **Submission of Bi-Monthly Reports on Apprehended or Seized and/or Confiscation of Undocumented Forest Products and Spot Reports Using the Revised Format**

DATE : **OCT 07 2004**

A revised format prescribing the mode of recording apprehended or seized and confiscated forest products, has been devised that would reflect substantive and relevant data including the circumstances of the apprehension or seizure and/or confiscation of such forest products.

In view hereof, you are hereby directed to comply with the following directives.

1. Bi-monthly Reports must be submitted promptly to this Office through the Office of the Head Executive Assistant, on a regular basis thru channel from the CENRO, PENRO, RTD and RED, using the attached revised format, copy furnished the Office of the Undersecretary for Forestry and the Director, Forest Management Bureau. All blank spaces provided must be filled up.
2. Spot Report must be submitted to this Office **within 24 hours but not less than 48 hours**, through the Office of the Head Executive Assistant, copy furnished the Office of the Undersecretary for Forestry and the Director, Forest Management Bureau. Using the same Format but changing the heading to Spot Report instead of the Bi-Monthly Report, which need not be noted by the PENRO or RTD if proximity will cause delay, but they should be furnished with same spot report at the same time. All blank spaces provided must be filled up. The report must be prepared by Forestry Specialist at the CENRO level, attested by the CENRO concerned noted by the PENRO and RTD for Forestry and endorsed by the RED.
3. If there is no apprehension or seizure and/or confiscation of illegally cut, gather or possession of undocumented forest products in the respective areas of jurisdiction, the CENRO concerned shall issue a certification stating that there was no apprehension or seizure and/or confiscation of such forest products duly concurred by the PENRO and RTD for Forestry for endorsement by the RED. **Both Certification and Bi-Monthly Reports** must reach this Office on the **20th day of the current month (for 1-15) and on the 5th day of the succeeding month (for 16-30)**.

For strict compliance.


MICHAEL T. DEFENSOR