



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

## MEMORANDUM

FOR : **The Directors**  
Biodiversity Management Bureau  
Ecosystems Research and Development Bureau  
Environmental Management Bureau  
Land Management Bureau  
Mines and Geosciences Bureau

FROM : **The OIC- Director, Policy and Planning Service**

SUBJECT : **DRAFT DENR MEMORANDUM ORDER (DMO) RE:  
ADOPTING THE REVISED STATISTICAL REPORTING  
FORMS ON FORESTRY**

DATE : **22 DEC 2020**

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## BACKGROUND

- The Forest Management Bureau (FMB)'s initiative to improve and revise the current forestry statistical forms and its reporting procedures came as a major agreement during the following workshops conducted by the Bureau: *Philippine Forestry Statistics Assessment Workshop* in August 2018 and *Consultative Meeting/Workshop on the Assessment and Review of the Philippine Forestry Statistics* in November 2018.
- Following this, a series of activities were conducted to discuss the revised forms and the draft DMO Adopting the Revised Statistical Reporting Forms on Forestry:
  - Pilot-Testing of Forms in selected regions (NCR, Regions 3, 4A and 13) in April and May 2019;
  - DENR Technical Committee on Statistical Concerns and Coordination in November 2019; and
  - Orientation Workshop on the Revised Forestry Statistical Forms in February 2020.
- The Statistical Reporting System (SRS) was developed pursuant to DENR Administrative Order (DAO) No. 1989-133 as amended by DAO 1994-10. Later on, the forms were revised by virtue of DAO 1999-09. In the current System, the following forestry data were collected from the DENR Field Offices: production and disposition of forest products, issuances of approved forestry license/permits, and employment.

## SALIENT FEATURES

- The Regional Offices shall submit electronic copy of reports using the prescribed spreadsheet format through their respective official email address to FMB;
- Unified form for the Log Production and Disposition;

- New form for Tree Cutting and Disposition;
- Inclusion of source data and disposition data for Fuelwood and Wood Charcoal Production;
- Separate form for the local and imported input for Lumber Production and Veneer Production;
- Unified form on production and disposition for Plywood and for Other Wood-Based;
- Inclusion of disposition data and geographic coordinates for the source of Non-timber Production;
- Inclusion of geographic coordinates of the area of operation of the approved forestry license, permit, and tenure instrument;
- Removal of form FS 10 (Employment); and
- Additional fields such as beginning balance, ending balance, address of buyer, complete business address of permittee, company name, company address, and country of origin.

#### **ACTIONS TAKEN**

The draft DMO was endorsed to this Office by FMB in a memorandum dated 18 December 2019. It was supposedly scheduled for PTWG deliberation on 07 February 2020, however due to changes in the priorities of FMB, the discussion of the policy was deferred. The draft policy was finally deliberated by the PTWG in its meeting on 01 December 2020.

Thereafter, the PTWG Secretariat incorporated some minor comments and the revised version of the draft DMO was endorsed to FMB in a memorandum dated 02 December 2020 to secure additional inputs on the substantive comments of the PTWG.

The revised version of the draft DMO was submitted by FMB in a memorandum dated 16 December 2020.

#### **ACTION REQUESTED**

Should you concur with the proposed DMO, please notify this Office in writing **on or before 29 December 2020**. Otherwise, your lack of feedback shall be considered as your concurrence or no objection to the said proposed policy, which we shall endorse for vetting by the Undersecretaries prior to the approval by the Secretary.

Attached is the draft DMO re: Adopting the Revised Statistical Reporting Forms on Forestry, for your consideration.

  
**MELINDA C. CAPISTRANO**

Cc: FMB- Forest Policy Section  
 fmbpolicysection@gmail.com



**DENR Memorandum Order**

**No. 2020 – \_\_\_\_\_**

**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)

**LOG PRODUCTION AND DISPOSITION**

PENRO	CENRO/ Implementin g PENRO	Month	Name of Permittee/Tenure Holder	Type of Permit/Tenure Instrument	Beginning Balance (m3)	PRODUCTION				DISPOSITION				Ending Balance (m3) (6+9) - (11+13)	
						Type of Logs N-Naturally Grown P-Planted	Species	Volume (m3)	Forest Charges Paid (Php) (for Naturally Grown ONLY)	Consumed by Owned WPP (m3)	Sold				
											Type of Sales D-Domestic E-Export	Volume (m3)	Name of Client		Address of Client <sup>1/</sup>
(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:

Reviewed by:

Approved for release:

\_\_\_\_\_  
[Designation/Position and Office]

\_\_\_\_\_  
[Designation/Position and Office]

\_\_\_\_\_  
CENRO/PENRO/ARD for Technical Services

REGION: \_\_\_\_\_

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

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 (Period Covered)

**TREE CUTTING AND DISPOSITION**

PENRO	CENRO/ Implementin g PENRO	Month	Name of Permittee	Type of Permit	Beginning Balance (m3)	TREE CUTTING				DISPOSITION				Ending Balance (m3)  (6+9) - 12
						Type of Logs N-Naturally Grown P-Planted	Species	Volume (m3)	Forest Charges Paid (Php) <i>(for Naturally Grown ONLY)</i>	Type of Disposition PC-Personal Consumption TO-Turn Over Others-pls. specify	Volume (m3)	Name of Client	Address of Client (Municipality, Province)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

Prepared/ collated by:

Reviewed by:

Approved for release:

\_\_\_\_\_  
 [Designation/Position and Office]

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 [Designation/Position and Office]

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 FORESTRY STATISTICAL FORM

(Period Covered)

### FUELWOOD & WOOD CHARCOAL PRODUCTION AND DISPOSITION

PENRO	CENRO/ Implementing PENRO	Month	Name of Permittee	Complete Business Address	Type of Permit	Type of Product (Fuelwood or Wood Charcoal)	Beginning Balance (m3)	PRODUCTION			DISPOSITION			Ending Balance (m3) (8+11) - (12+13)	
								Name of Source	Address of Source	Volume (m3)	Personal Consumption (m3)	Sold			
												Volume (m3)	Name of Client		Address of Client (Municipality, Province)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Conversion guide: 10 sacks of 50 kg-sack, full to the brim = 1 cubic meter

Prepared/ collated by:

Reviewed by:

Approved for release:

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 [Designation/Position and Office]

\_\_\_\_\_  
 [Designation/Position and Office]

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

(Period Covered)

**LUMBER PRODUCTION AND DISPOSITION (LOCAL INPUT)**

PENRO	CENRO/ Implementing PENRO	Month	Name of Permittee	Complete Business Address	Beginning Balance (m3)	PRODUCTION					DISPOSITION				Ending Balance (m3)  (6+11) - (12+13+15)		
						Log Input				Mill Output (m3)	Personal Consumption (m3)	Consumed by Owned WPP (m3)	Sold				
						Company Name	Company Address	Species	Volume (m3)				Type of Sales D-Domestic E- Export	Volume (m3)		Name of Client	Address of Client <sup>1/</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

<sup>1/</sup> Address of Buyer - Domestic: Municipality, Province; Export: Country of Destination

Prepared/ collated by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Approved for release: \_\_\_\_\_

[Designation/Position and Office] [Designation/Position and Office] CENRO/PENRO/ARD for Technical Services

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

(Period Covered)

## LUMBER PRODUCTION AND DISPOSITION (IMPORTED INPUT)

PENRO	CENRO/ Implementing PENRO	Month	Name of Permittee	Complete Business Address	Beginning Balance (m3)	PRODUCTION					DISPOSITION				Ending Balance (m3)  (6+11) - (12+13+15)  (18)		
						Log Input				Mill Output (m3)	Personal Consumption (m3)	Consumed by Owned WPP (m3)	Sold				
						Company Name	Country of Origin	Species	Volume (m3)				Type of Sales D-Domestic E- Export	Volume (m3)		Name of Client	Address of Client <sup>1/</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

<sup>1/</sup> Address of Buyer - Domestic: Municipality, Province; Export: Country of Destination

Prepared/ collated by:

Reviewed by:

Approved for release:

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[Designation/Position and Office]

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[Designation/Position and Office]

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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 (m3)	PRODUCTION				DISPOSITION				Ending Balance (m3) (6+10) - (11+13)	
						Log Input			Mill Output (m3)	Consumed by Owned WPP (m3)	Sold				
						Company Name	Company Address	Volume (m3)			Type of Sales D- Domestic E- Export	Volume (m3)	Name of Client		Address of Client1/
(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:  
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 [Designation/Position and Office]

Reviewed by:  
 \_\_\_\_\_  
 [Designation/Position and Office]

Approved for release:  
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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 (m3)	PRODUCTION				DISPOSITION				Ending Balance (m3) (6+10) - (11+13)	
						Log Input			Mill Output (m3)	Consumed by Owned WPP (m3)	Sold				
						Company Name	Country of Origin	Volume (m3)			Type of Sales D- Domestic E- Export	Volume (m3)	Name of Client		Address of Client1/
(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:

Reviewed by:

Approved for release:

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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
FORESTRY STATISTICAL FORM

(Period Covered)

**PLYWOOD PRODUCTION AND DISPOSITION**

PENRO	CENRO/ Implement ing PENRO	Month	Name of Permittee	Complete Business Address	Beginning Balance (m3)	PRODUCTION							DISPOSITION				Ending Balance (m3)  (6+14) - (15+17)		
						Veneer Input						Mill Output (m3)	Sold						
						Company Produced (m3)	Purchased			Company Name	Country of Origin		Volume (m3)	Consumed by Owned WPP (m3)	Type of Sales D-Domestic E- Export	Volume (m3)		Name of Client	Address of Client 1/
							Local		Imported										
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)

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

Prepared/ collated by:

Reviewed by:

Approved for release:

\_\_\_\_\_  
[Designation/Position and Office]

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

(Period Covered)

## OTHER WOOD-BASED PRODUCTION AND DISPOSITION

PENRO	CENRO/Implementing PENRO	Month	Name of Permittee	Complete Business Address	Type of Product	Beginning Balance (m <sup>3</sup> )	PRODUCTION					DISPOSITION				Ending Balance (m <sup>3</sup> ) (7+12) - 14
							Input				Mill Output (m <sup>3</sup> )	Type of Sales D-Domestic E- Export	Volume (m <sup>3</sup> )	Name of Client	Address of Client1/	
							Type of Input (Veneer, Plywood, Pulpwood, Woodwaste, etc.)	Company Name	Company Address	Volume (m <sup>3</sup> )						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

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

Prepared/ collated by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved for release: \_\_\_\_\_

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 [Designation/Position and Office]

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 [Designation/Position and Office]

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REGION: \_\_\_\_\_

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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
FORESTRY STATISTICAL FORM

(Period Covered)

**NON-TIMBER PRODUCTION AND DISPOSITION**

PENRO	CENRO/ Implementing PENRO	Month	Name of Permittee	Complete Business Address	Coordinates (Point Location of the Source (WGS 1984 datum)		Type of Permit	Type of NTFP	Beginning Balance	Unit of Measure	PRODUCTION		DISPOSITION			Ending Balance (10+12) - (14+15)		
					Longitude	Latitude					Quantity	Forest Charges Paid (Php) (if applicable)	Personal Consumption	Sold				
														Quantity	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)	

STANDARD UNIT OF MEASURE					
Almaciga Resin	Kilogram	Bamboo Poles	Piece	Split Rattan	Kilogram
Anahaw Leaves	Piece	Nipa Shingles	Piece	Unsplit Rattan	Lineal Meter
Anahaw Poles	Piece	Buri Midribs	Kilogram		

Prepared/ collated by:

Reviewed by:

Approved for release:

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[Designation/Position and Office]

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

(Period Covered)

**ISSUANCES OF APPROVED FORESTRY PERMITS/ TENURE INSTRUMENTS**

Regional Office	PENRO	CENRO/Implementing PENRO	Month	Type of Permit/Tenure Instrument	Name of Holder	Complete Business Address	Coordinates (Point of Operation) (WGS 1984 datum)		Plant Capacity (for WPP)	Area (ha)	Allowable Cut	Date Issued (mm/dd/yyyy)	Date Expired (mm/dd/yyyy)
							Longitude	Latitude					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Prepared/ collated by:

Reviewed by:

Approved for release:

\_\_\_\_\_  
 [Designation/Position and Office]

\_\_\_\_\_  
 [Designation/Position and Office]

\_\_\_\_\_  
 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 <b>IFMA</b> Socializes Industrial Forest Management Agreement or <b>SIFMA</b> Community-Based Forest Management Agreement or <b>CBFMA</b> Certificate of Stewardship Contract or <b>CSC</b> Certificate of Tree Plantation Ownership or <b>CTPO</b>
(6)	Beginning Balance (m3)	Write the carried-over balance from the last reporting period (in cubic meter).
<b>PRODUCTION</b>		
(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 <b>NOT</b> be accepted.
(9)	Volume (m3)	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 <b>NA</b> for planted logs.  Forest charges paid should be based on the official receipt <b>EXCLUDING</b> the administrative fees, oath fees, etc.

No.	Field Name	Instructions
<b>DISPOSITION</b>		
(11)	Consumed by Owned WPP (m3)	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: <b>D</b> if Domestic/Local Market and <b>E</b> if Export.
(13)	Sold: Volume (m3)	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: <u>Country of Destination</u>
(16)	Ending Balance (m3)	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)
<b>SIGNATORIES</b>		
	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.
(5)	Type of Permit	Write the permit issued under which the logs were removed/cut.
		Tree Cutting Permit or <b>TCP</b> Special Tree Cutting Permit or <b>STCP</b> Private Land Timber Permit or <b>PLTP</b> Muyong Resource Permit or <b>MRP</b>
(6)	Beginning Balance (m3)	Write the carried-over balance from the last reporting period (in cubic meter).
<b>TREE CUTTING</b>		
(7)	Type of Logs	Indicate the type of logs removed: N if Naturally Grown and P if Planted.
(8)	Species	Write the specific common name of the log removed.
		Wood groupings like Philippine Mahogany, RTM, Construction and Furniture Wood, or Various/ Miscellaneous/ Mixed Species shall <b>NOT</b> be accepted.
(9)	Volume (m3)	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	
<b>DISPOSITION</b>			
(11)	Type of Disposition	Indicate the disposition made on the logs removed: <b>PC</b> if Personal Consumption <b>TO</b> if Turn Over Otherwise, write the specific disposition made on the logs removed.	
		(12) Volume (m3)	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 (m3)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).  (Beg. Balance + Vol. Tree Cutting) - (Vol. Disposition)	
		<b>SIGNATORIES</b>	
	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 <b>Fuelwood</b> or <b>Wood Charcoal</b> .
(8)	Beginning Balance (m3)	Write the carried-over balance from the last reporting period (in cubic meter).
<b>PRODUCTION</b>		
(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 (m3)	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
<b>DISPOSITION</b>		
(12)	Personal Consumption	Indicate the volume of fuelwood or wood charcoal used for personal consumption (in cubic meter).
(13)	Sold: Volume (m3)	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 (m3)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).  (Beg. Bal. + Vol. Prod.) - (Personal Consumption+Vol. Sold)
<b>SIGNATORIES</b>		
	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 (m3)	Write the carried-over balance from the last reporting period (in cubic meter).
<b>PRODUCTION</b>		
(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 (m3)	Indicate the volume of logs inputted in producing lumber (in cubic meter).
(11)	Mill Output (m3)	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.
<b>DISPOSITION</b>		
(12)	Personal Consumption	Indicate the volume of lumber used for personal consumption (in cubic meter).

No.	Field Name	Instructions
(13)	Consumed by Owned WPP (m3)	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: <b>D</b> if Domestic/Local Market and <b>E</b> if Export.
(15)	Sold: Volume (m3)	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 (m3)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).  (Beg. Bal. + Mill Output) - (Personal + Consumed + Vol. Sold)
<b>SIGNATORIES</b>		
	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 (m3)	Write the carried-over balance from the last reporting period (in cubic meter).
<b>PRODUCTION</b>		
(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 (m3)	Indicate the volume of logs inputted in producing lumber (in cubic meter).
(11)	Mill Output (m3)	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.
<b>DISPOSITION</b>		
(12)	Personal Consumption	Indicate the volume of lumber used for personal consumption (in cubic meter).

No.	Field Name	Instructions
(13)	Consumed by Owned WPP (m3)	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: <b>D</b> if Domestic/Local Market and <b>E</b> if Export.
(15)	Sold: Volume (m3)	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 (m3)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).  (Beg. Bal. + Mill Output) - (Personal + Consumed + Vol. Sold)
<b>SIGNATORIES</b>		
	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 (m3)	Write the carried-over balance from the last reporting period (in cubic meter).
<b>PRODUCTION</b>		
(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 (m3)	Indicate the volume of logs inputted in producing veneer (in cubic meter).
(10)	Mill Output (m3)	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.
<b>DISPOSITION</b>		
(11)	Consumed by Owned WPP (m3)	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: <b>D</b> if Domestic/Local Market and <b>E</b> if Export.
(13)	Sold: Volume (m3)	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 (m3)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).  (Beginning Balance + Mill Output) - (Consumed + Volume Sold)
<b>SIGNATORIES</b>		
	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 (m3)	Write the carried-over balance from the last reporting period (in cubic meter).
<b>PRODUCTION</b>		
(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 (m3)	Indicate the volume of logs inputted in producing veneer (in cubic meter).
(10)	Mill Output (m3)	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.
<b>DISPOSITION</b>		
(11)	Consumed by Owned WPP (m3)	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: <b>D</b> if Domestic/Local Market and <b>E</b> if Export.
(13)	Sold: Volume (m3)	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 (m3)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).  (Beginning Balance + Mill Output) - (Consumed + Volume Sold)
<b>SIGNATORIES</b>		
	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**  
**ES-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 (m3)	Write the carried-over balance from the last reporting period (in cubic meter).
<b>PRODUCTION</b>		
(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 (m3)	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 (m3)	Indicate the volume of imported veneer inputted in manufacturing plywood (in cubic meter).

No.	Field Name	Instructions
(14)	Mill Output (m3)	Indicate the volume of mill output or the plywood produced from the veneer (in cubic meter).
<b>DISPOSITION</b>		
(15)	Consumed by Owned WPP (m3)	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: <b>D</b> if Domestic/Local Market and <b>E</b> if Export.
(17)	Sold: Volume (m3)	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.
	Indicate the address of the buyer.	
(19)	Sold: Address of Client	Domestic: Municipality, Province Export: Country of Destination
(20)	Ending Balance (m3)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).  (Beg. Balance + Mill Output) - (Consumed + Volume Sold)
<b>SIGNATORIES</b>		
	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 (m3)	Write the carried-over balance from the last reporting period (in cubic meter).
<b>PRODUCTION</b>		
(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 (m3)	Indicate the volume of the wood product used as input for the manufacture of the wood-based product (in cubic meter).
(12)	Mill Output (m3)	Indicate the volume of mill output or the identified wood-based produced (in cubic meter).

No.	Field Name	Instructions
<b>DISPOSITION</b>		
(13)	Type of Sales	Indicate the type of sales: <b>D</b> if Domestic/Local Market and <b>E</b> if Export.
(14)	Volume (m3)	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 (m3)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).  (Beginning Balance + Mill Output) - Volume Sold
<b>SIGNATORIES</b>		
	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, Tumulim)
(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.
	<b>PRODUCTION</b>	
(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.
	<b>DISPOSITION</b>	
(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 (m3)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).  (Beg. Balance + Qty. Production) - (Personal + Qty. Sold)
	<b>SIGNATORIES</b>	
	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.





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# DRAFT DMO ADOPTING THE REVISED STATISTICAL REPORTING FORMS ON FORESTRY

Inbox x



**FMB Policy**

to me, Amisol, februelyn

Dear Sir/ Madam,

We are pleased to submit the revised draft DMO Adopting the Revised Statistical Forms on Forestry and its annexes for your consideration.

*Thank you,*

## Forest Policy Section

Forest Policy, Planning and Knowledge Management Division,

**Forest Management Bureau**

Department of Environment and Natural Resources

Visayas Ave., Diliman, Quezon City

PHILIPPINES

Tel. No.: (02) 8926-2141

Fax: (02) 8920-0368

*"Harnessing forestry science for sustainable development"*

**2 Attachments**

