



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 FORM AND SUBMISSION
SCHEDULE OF THE WOOD IMPORTATION AND
DISPOSITION REPORT**

DATE : **22 DEC 2020**

BACKGROUND

- The Forest Management Bureau's (FMB) 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 these, a series of activities were conducted to discuss the revised forms and the draft DMO Adopting the Revised Form and Submission Schedule of the Wood Importation and Disposition Report:
 - 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 on November 2019; and
 - Orientation Workshop on the Revised Forestry Statistical Forms on February 2020.
- The Wood Importation and Disposition (WID) Report is provided by DENR Administrative Order (DAO) No. 1999-46 and DMO 2004-04. It sets the standard monitoring procedure for the entry and disposition of imported logs, lumber, veneer, plywood and other wood-based panels, poles and piles, pulpwood and wood chips.

SALIENT FEATURES

- The Regional Offices shall submit electronic copy of reports using the prescribed spreadsheet format through their respective official email address to the Office of the Undersecretary for Field Operations copy furnished the FMB;

- Inclusion of Beginning Balance and FOB Value;
- Requirement to indicate actual species of the imported forest products in the report;
- Exclusion of wood furniture from the report; and
- Change of submission schedule from monthly to quarterly.

ACTIONS TAKEN

The draft DMO was endorsed to this Office 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 endorsed a memorandum dated 02 December 2020 to FMB on the clarification of the PTWG members on whether the deadline of submission of quarterly reports on importation is synchronized with the deadlines set by the Central Office. In a memorandum dated 16 December 2020, the FMB responded that the proposed policy provides that a quarterly report with monthly breakdown submission to the DENR Central Office will be submitted instead of the existing schedule of monthly report submission prescribed in DMO 2004-04, which was made in order to address the concern of the DENR Field Offices during the Consultative Meeting/Workshop on the Assessment and Review of the Philippine Forestry Statistics.

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 Adopting the Revised Form and Submission Schedule of the Wood Importation and Disposition Report, for your consideration.


MELINDA C. CAPISTRANO

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



DENR Memorandum Order
No. 2020 – _____

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

Pursuant to DENR Administrative Order 1999-46 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 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.

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

For immediate compliance.

ROY A. CIMATU
Secretary

Let's Go Green!!!

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.