



MEMORANDUM

FOR/TO : Director, Legal Affairs Service (Vice- Chairperson, PTWG)
Director, Climate Change Service
Director, Foreign-Assisted and Special Projects Service
Director, Internal Audit Service
Director, Strategic Communication and Initiatives Service
Director, Biodiversity Management Bureau
Director, Ecosystems Research and Development Bureau
Director, Environmental Management Bureau
Director, Land Management Bureau
Director, Mines and Geosciences Bureau
Chief of Staff/HEA, Office of the Undersecretary for Legal and Administration
Chief of Staff/HEA, Office of the Undersecretary for Finance, Information Systems and Climate Change
Chief of Staff/HEA, Office of the Undersecretary Policy, Planning and International Affairs
Chief of Staff/HEA, Office of the Undersecretary for Field Operations (FO) - Luzon, Visayas and Environment
Chief of Staff/HEA, Office of the Undersecretary for FO - Mindanao
Chief of Staff/HEA, Office of the Undersecretary for Integrated Environmental Science
Chief of Staff/HEA, Office of the Undersecretary for Special Concerns and Legislative Affairs
Chief of Staff/HEA, Office of the Assistant Secretary for Policy, Planning and Foreign-Assisted and Special Projects
Chief of Staff/HEA, Office of the Assistant Secretary for Legal Affairs
Chief of Staff/HEA, Office of the Assistant Secretary for FO - Luzon and Visayas
Chief of Staff/HEA, Office of the Assistant Secretary for FO - Eastern Mindanao
Chief of Staff/HEA, Office of the Assistant Secretary for FO - Western Mindanao
Chief of Staff/HEA, Geospatial Database Office

FROM : The OIC Director
Policy and Planning Service

SUBJECT: REQUEST FOR COMMENT/CONCURRENCE ON THE REVISED DRAFT DENR ADMINISTRATIVE ORDER (DAO) RE: GUIDELINES ON THE USE OF SECURITY PAPER (SECPA) IN FORESTRY-RELATED GUIDELINES

MEMO NO. 2024 - 632

DATE : 16 JUL 2024

This refers to the Memorandum from the OIC - Assistant Secretary for Field Operations - Western Mindanao and Director, in concurrent capacity, Forest Management Bureau (FMB) dated 09 July 2024, submitting the above-cited revised draft DAO which was subject of review during the PTWG Meeting No. 2024-05 held on 13 June 2024 at the OASIA Conference Room. As agreed during the said meeting, the revised draft policy shall be circulated to the PTWG members for final vetting.

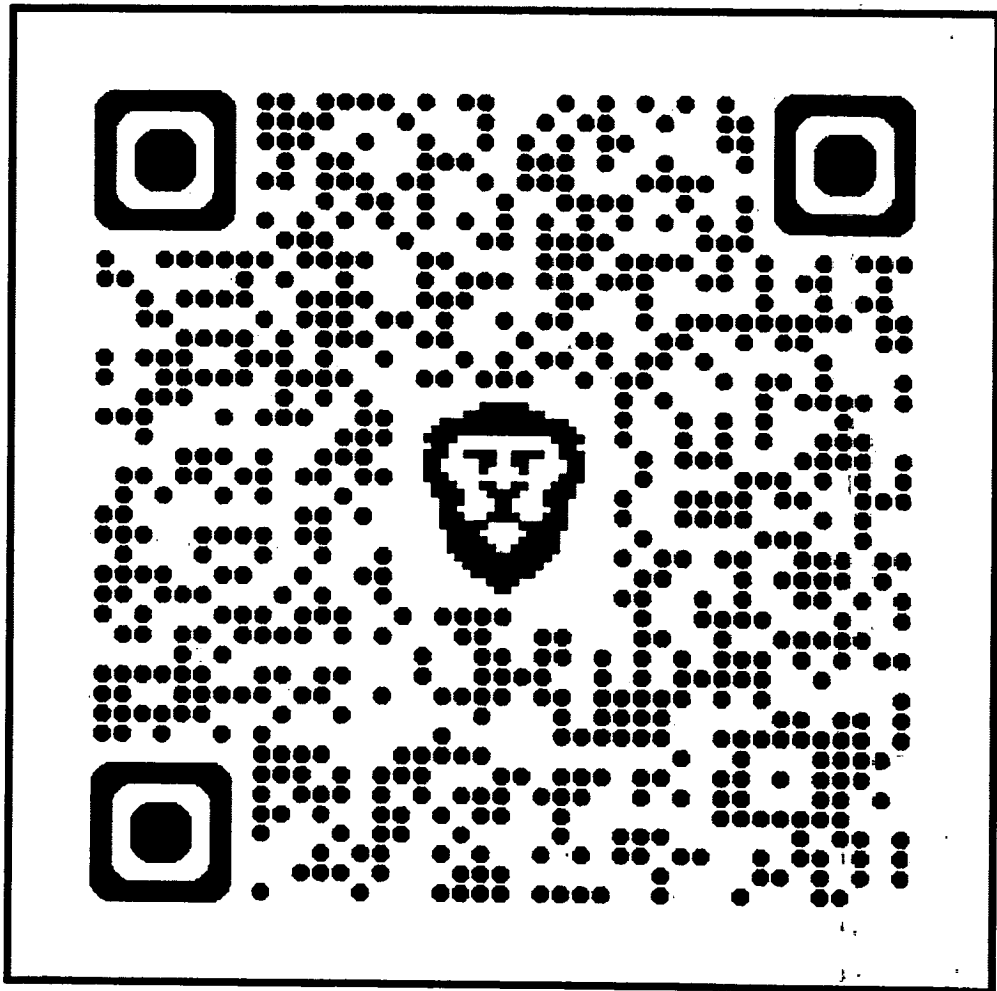
In this regard, may we request your comments/concurrence on the revised draft policy. We will appreciate receiving your feedback on or before **23 July 2024**. If we do not receive any response from you by the said deadline, allow us to consider this as your endorsement of the proposed policy.

We have attached a copy of the Summary of Agreements during PTWG No. 2024-05, for your reference.

For your consideration, please.


CHERYL LOISE T. LEAL

**POLICY TECHNICAL WORKING GROUP
CLIENT SATISFACTION SURVEY**





PTWG Meeting No. 2024-05
SUMMARY OF AGREEMENTS

13 June 2024 | 9:30 AM | OASIA Conference Room, 5/F DENR Bldg.

I. Call to Order

Chairperson: Director Cheryl Loise T. Leal	
Vice Chairperson: Director Norlito A. Eneran	
Members:	
BMB - Rachell Abenir	OUFISCC - Charisse Toledo
Aerold Firmeza	OUPPIA - Carissa Aguinaldo
Christine Baladad	OUFOLVE - Loyd Francis Sorreda
ERDB - Asst. Dir. Conrado B. Marquez	OULA - Lolita S. Presbitero
EMB - Alwin Jay Robel	OASFOLV - Josefina M. Ocampo
Ross Ian M. Avino	OASFOEM - Jeruz Pahilarga
FMB - Asst. Dir. Edna D. Nuestro	SCIS - Roy O. Gulane
For. Kenneth R. Tabliga	IAS - Lawrence D. Papira
For. Idefonso Quillooy	KISS - Antonio S. Bautista, Jr.
For. Rosalie Imperial	RBCO - Jea Louise S Robelo
For. Dianne Lanugan	LMB - Lovella Galindon
For. Lemuelle Celis	
Secretariat:	
For. Llarina S. Mojica	Ms. Alyssa V. Calisay
For. Raphael Baskinas	Ms. Hazel Jasmine D. Chua
For. Emma Liwliwa B. Medina	Ms. Nim Hyde M. Eusebio
Ms. Leila Dane P. Vega	Ms. Zayrelle Ann Suello
For. Kelsie C. Miniano	

II. Adoption of the Provisional Agenda

The meeting was called into order by the PTWG Vice Chairperson, Dir. Norlito Eneran of the Legal Affairs Service at 9:50 AM. The body approved the agenda to review FMB's draft policies on the (1) Adoption of the Community- Based Forest Management (CBFM) Strategic Plan for CY 2023-2032 and (2) Guidelines Adopting the Use of Security Paper (SECPA) in Forestry-Related Issuances

III. Discussions on Proposed Policies

a. Draft DENR Administrative Order (DAO) re Adoption of the Community- Based Forest Management (CBFM) Strategic Plan for CY 2023-2032

Provision	Comments/Agreements
Preliminary Discussions	For. Idefonsol Quillooy presented a brief background on the history of the draft policy.
Subject/Title	Revise the title of the policy into: Adoption of the 10-Year Community-Based Forest Management (CBFM) Strategic Plan <ul style="list-style-type: none"> ● Revision of the subject is to address the gap year in the previous subject title. ● Revise DAO No 2023 to DENR Memorandum Circular 2024
Prefatory Statement	<ul style="list-style-type: none"> ● Revise the prefatory statement to be consistent with the revised subject (Adoption of the 10-Year Community-Based Forest Management (CBFM) Strategic Plan). ● Ms. Presbitero suggested including PD705 as amended in the prefatory statement. ● Dir. Eneran suggests for the 1987 Philippine to be omitted in the preambular statement and be revised as follows: "Pursuant to Section 16, Article II of the

	Constitution; x x'x".
SECTION 1. Basic Policy	<ul style="list-style-type: none"> • Sir. Jeruz recommends to revise/reformulate the second sentence of Section 1 into: "To promote community development and sustainable forest management by providing guidelines to implement CBFM" (revise into a concluding statement) • Include another statement introducing the concept of CBFM prior to the second sentence.
SECTION 2. Objective	<ul style="list-style-type: none"> • Reformulate Section 2 based on the revised title of the policy. • Dir. Eneran recommends revising the objective based on the actual objective of the CBFM Strategic Plan (itemizing the actual objectives of the strategic plan).
SECTION 3. Scope and Coverage	<ul style="list-style-type: none"> • Revise Section 3 based on the title of the policy.
SECTION 7. Repealing Clause	<ul style="list-style-type: none"> • Omit the mention of DMC 1997-13 in the policy as it has already expired and use it only as a reference/basis.
Agreement	<ul style="list-style-type: none"> • Considering that the CBFM Strategic Plan does not affect the basic privileges of CBFM stakeholders/partners, the body approves for the policy to be adopted in the form of DENR Memorandum Circular, thereby shortening the policy. • Use DENR Memorandum Circular 2010-13: Adoption of the Manual on Land Survey Procedures as a basis for the revision of the draft policy. • The CBFM Strategic Plan, in principle, has been approved as presented to the Secretary during the Executive Committee Meeting, hence the need for a policy adopting

	the said strategic plan.
Ways Forward	Once revised by the proponent, the draft policy will be circulated to the PTWG members for further comment/s.

b. Draft DAO re Guidelines Adopting the Use of Security Paper (SECPA) in Forestry-Related Issuances

Provision	Comments/Agreements
Preliminary Discussions	<p>For. Kenneth Tabliga presented a brief background of the proposed DAO, including its scope and coverage.</p> <p>Regarding the issuance of SLUPs, Dir. Eneran cautioned that this might encourage Field Offices to issue temporary permits. However, For. Edna Nuestro pointed out that certain projects, such as those involving road rights-of-way, require SLUPs.</p> <p>Dir. Eneran also noted that some SLUP holders have already made improvements to their areas without obtaining the proper tenurial instruments. For. Kenneth Tabliga confirmed that the duration of renewed SLUP applications is deducted from the total period of the FLAGt once approved.</p>
Subject/Title	<p>Ms. Presbitero suggested for the subject to be revised as follows:</p> <p>Guidelines on the Use of Security Paper (SECPA) in Forestry-Related Issuances</p>
Prefatory Statement	<ul style="list-style-type: none"> ● Ms. Presbitero suggests omitting the words "draft" and "adopting" in the prefatory statement. ● Since RA 9184 does not require the procurement of SECPA, Dir. Eneran suggested removing the inclusion of RA 9184 in the prefatory statement which the body approves.

<p>SECTION 1. Basic Policy</p>	<ul style="list-style-type: none"> ● Ms. Galindon suggested revising the basic policy using DAO No. 91-52: Prescribing Guidelines in the Use of Judicial Forms for Patent Issuances, as a guide ● Dir. Eneran also suggests using RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" as a basis for the reformulation of the Section 1.
<p>SECTION 2. Objective</p>	<p>Dir. Eneran recommends enumerating the objectives which shall revise the provision as follows:</p> <p>"This Order aims to:</p> <ol style="list-style-type: none"> 1. Ensure the authenticity of forestry-related issuances...x x x 2. Prevent acts of forgery....x x x 3. Support the improvement of online database system.....x x x "
<p>SECTION 3. Scope and Coverage</p>	<ul style="list-style-type: none"> ● Ms. Presbitero suggested moving the statement of "such as but not limited to" in Subsection 3.1 at the start of Section 3 as follows: <p>"Section 3. Scope and Coverage. This Order shall cover the following forestry-related issuances, such as but not limited to"</p> <ul style="list-style-type: none"> ● For. Tabliga suggested revising Section 3.1 as follows: <p>"All 25 year forestry-related tenure instruments such as: Integrated Forest Management Agreement (IFMA) ...x x x"</p> <ul style="list-style-type: none"> ● Ms. Presbitero suggested enumerating the permits/certificates covered by Section 3.2 but no need to include the duration of such permits. ● Dir. Eneran suggested adding

	<p>another subsection to cover other provisional permits.</p> <ul style="list-style-type: none"> • Dir. Eneran emphasized the importance of ensuring that the Regional Offices are well-equipped to handle the SECPA process, a point the proponent acknowledged.
<p>SECTION 4. Definition of Terms</p>	<ul style="list-style-type: none"> • Ms. Presbitero suggested limiting the definition of the security features of the SECPA to avoid risk of duplication. Instead, the security features can be introduced during capacity building activities. • Considering that there is jurisprudence that the Secretary may cancel tenure, Dir. Eneran suggested revising the definition of "tenure" based on the constitution/PD 705. • Ms. Galindon suggested to include the definition of "Certificate" in Section 4. • The body agrees that there is a need to provide a separate section for "Accountable Forms" and to look for an applicable legal basis/reference for the said provision (issuance of BSP or NPO). • Arrange alphabetically the definition of terms.
<p>SECTION 5. Adoption of the Use of Security Paper in Forestry-related Issuances</p>	<ul style="list-style-type: none"> • Ms. Presbitero recommended a separate provision for the issuance of hologram stickers for registered chainsaws, and is hereby agreed by the proponent. • Dir. Eneran clarified that this draft DAO does not prohibit the attachment of hologram stickers to other registrations.
<p>SECTION 6. Prescribed Security Features</p>	<ul style="list-style-type: none"> • For. Tabliga suggested deleting enumerated prescribed security

	<p>features in Section 6 to avoid risk of duplication, and is hereby adopted.</p>
<p>SECTION 7. Procurement of Printing Services</p>	<ul style="list-style-type: none"> ● Since the RA no. 9184 is subject for amendment, revise the section into a more general provision pursuant to rules and regulations pertaining to procurement. ● Revise the section for the FMB to be the office in-charge for procurement of printing service instead of DENR Central Office.
<p>SECTION 8. Authorized Office</p>	<ul style="list-style-type: none"> ● Ms. Presbitero suggests for an additional section for the FMB to be the repository for the printed SECPA documents. The provision shall include the authorized office/officer to control disposition, and pick-up of SECPA. This shall include a separate provision for the control of printing and releasing which shall include the pick-up process of the SECPA from FMB. ● Arrange the subsections of Section 8 as follows: (1) DENR Central Office, (2) DENR Regional Office, (3) DENR PENRO and CENRO/Implementing PENRO. ● Include at the end of Section 8.3 "DENR Secretary, or his/her authorized representative." ● Dir. Eneran suggested to include another section for the Reporting and Disposition of SECPA (to address possible spoilage/errors) to be patterned with existing legal basis from LMB (Judicial Forms).
<p>SECTION 9. Applicable Fees</p>	<ul style="list-style-type: none"> ● To revise Section 9 to "based on existing accounting guidelines"
<p>SECTION 10. Transitory Provision</p>	<ul style="list-style-type: none"> ● Include in the Transitory Provision, in another paragraph, as to when the developed Online Information

	System be included in the existing FSTS.
SECTION 11. Development of Online Information System	<ul style="list-style-type: none"> ● Rearrange Sections 10 to 12 as follows: <ul style="list-style-type: none"> ○ Section 10. Development of Online Information System ○ Section 11. Funding ○ Section 12. Transitory Provision
SECTION 12. Funding	Dir. Leal suggested to include fund allocation for Policy Roll-out and capacity building.
SECTION 13. Separability Clause	Adopted
SECTION 14. Repealing Clause	Adopted
SECTION 15. Effectivity	Adopted
Agreements	Ms. Presbitero moved for the approval of the proposed policy, subject to the corrections and inputs of the PTWG. Ms. Galindon seconded the motion. Director Eneran declared the approval by the PTWG of the proposed policy, subject to the comments and recommendations.
Ways Forward	Once revised by the proponent, the draft policy will be circulated to the PTWG members for further comment/s.

IV. Other matters

Agenda	Agreements
Live-streaming the conduct of PTWG	Dir. Eneran suggested opening the PTWG Discussions to other concerned offices through applicable online platforms to address implementation gaps at the field level. The proposal was approved by the body.

Ways Forward	PPS to issue a memorandum requesting PENRO/ Implementing PENROs and CENRO and their designated alternate representative to join the PTWG meeting via Zoom.
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The PTWG meeting was adjourned at 2:15 PM.

Prepared by the Secretariat

Noted by:


ATTY. NORLITO A. ENERAN
Director, Legal Affairs Service

**DENR Administrative Order
No. 2024-_____**

**SUBJECT : GUIDELINES ON THE USE OF SECURITY PAPER (SECPA)
IN FORESTRY-RELATED ISSUANCES**

Pursuant to Presidential Decree No. 705, as amended, (Revised Forestry Code of the Philippines), and Executive Order No. 192 (Reorganization of the Department of Environment, Energy and Natural Resources Renaming it as the Department of Environment and Natural Resources, the guidelines on the use of Security Paper (SECPA) in forestry-related issuances are hereby promulgated.

SECTION 1. Basic Policy. It is the policy of the State to protect and advance a balance and healthful ecology in accord with the rhythm and harmony of nature, and ensure the integrity of information and authenticity of all tenure instruments, permits, and certification or authorization to uphold the trust of its people.

SECTION 2. Objectives. This Order aims to:

1. Ensure the authenticity of forestry-related issuances by incorporating security features
2. Prevent acts of forgery, tampering, or counterfeiting, and
3. Support the improvement of online database system on forestry-related issuances.

SECTION 3. Scope and Coverage. This Order shall cover the printing of original copies of the following forestry-related issuances, such as but not limited to:

3.1. Forestry-related Tenure Instruments. All 25-year forestry-related tenure instruments such as but not limited to: Integrated Forest Management Agreement (IFMA), Forest Land Grazing Management Agreement (FLGMA), Socialized Industrial Forest Management Agreement (SIFMA), Forest Land Use Agreement (FLAg), Forest Land Use Agreement –Tourism (FLAgT), Community-Based Forest Management Agreement (CBFMA).

3.2 Forestry-related Permits and Certificates. All forestry-related permits and certificates provided under existing laws, rules and regulations. In case of registered chainsaws, the use of hologram stickers shall also be prescribed to serve as security label.

SECTION 4. Definition of Terms. The following terms shall be defined as follows:

- a. **Certificate** - a document issued by the Department attesting to the correctness and veracity of the stated information.
- b. **Permit** - a short-term privilege or authority granted by the State to a person to utilize any limited forest resources or undertake a limited forest resources or undertake a limited activity within any forest land without any right of occupation and possession therein.
- c. **Quick Response (QR) code** - is a type of matrix barcode (or two-dimensional barcode) consisting of black squares arranged in a square grid on a white background, including some fiducial markers, which can be read by an imaging device such as a camera.
- d. **Recognized Government Printers (RGPs)** - refer to printers acknowledged by the government to undertake the printing of accountable forms.
- e. **Security Paper (SECPA)** - is a paper used in security printing that incorporates features that can be used to identify or authenticate a document as original, e.g., watermarks or invisible fibers in paper, or features that demonstrate tamper evidence when fraud is attempted, among others.
- f. **Tenure** - guaranteed peaceful possession and use of specific forest land area and the resources found therein, covered by an agreement, contract or grant.

SECTION 5. Adoption of the Use of Security Paper in Forestry-related Issuances. The use of Security Paper (SECPA) is hereby adopted in the printing of all forestry-related issuances as specified in Section 3 of this Order. All forestry-related issuances shall be printed in security paper with prescribed security features.

SECTION 6. Procurement of Printing Services. The Department through the Forest Management Bureau shall engage the printing services of Recognized Government Printers (RGPs) pursuant to existing laws, rules and regulations. The template of the Memorandum of Agreement is attached as Annex A of this Order.

The Forest Management Bureau shall be responsible for the development of appropriate control mechanisms in the production, allocation, receipt and distribution of SECPA to DENR Field Offices.

SECTION 7. Authorized Office to Print. Only approved applications for forestry-related tenure instruments, permits and certificates shall be printed in SECPA. The following offices shall be authorized to print all forestry-related issuances in SECPA:

7.1 DENR Central Office. The Forest Management Bureau shall be the sole authorized Office to print all forestry-related issuances whose approving authority is the DENR Secretary or his/her duly authorized representative.

7.2 DENR Regional Office. The Licenses, Patents and Deeds Division shall be the sole authorized office in the DENR Regional Offices to print all forestry-related issuances whose approving authority is the Regional Executive Director.

7.3 DENR PENRO and CENRO/Implementing PENRO. The Regulation and Permitting Section shall be the sole authorized Office in the PENRO and CENRO/Implementing PENRO to print all forestry-related issuances whose approving authority is the PENRO or CENRO/Implementing PENRO.

All forestry-related tenure instruments, permits and certificates printed in SECPA shall be forwarded to the approving authority to affix his/her signature. All duplicate copies of forestry-related issuances shall be printed in a regular bond paper.

SECTION 8. Reporting and Disposition. The authorized office to print forestry-related issuances shall ensure the accuracy and correctness of the information prior to printing in SECPA. However, in case of misprinting, the concerned Office shall immediately report and turn over the misprinted forestry-related issuance to the Forest Management Bureau for record and accounting purposes.

All misprinted forestry-related issuances shall be shredded by the Forest Management Bureau for final disposal.

SECTION 9. Applicable Fees. The administrative fees governing all forestry-related issuances shall be updated accordingly to consider the cost incurred in the printing of tenure instruments, certificates and permits in SECPA.

SECTION 10. Capacity Building. The Department through the Forest Management Bureau shall provide capacity building activities to the DENR Field Offices.

SECTION 11. Funding. The Department shall allocate funds for the roll out and capacity building and use of SECPA in forestry-related issuances.

SECTION 12. Transitory Provision. All forestry-related issuances issued prior to the approval of this Order shall remain effective and valid until its expiration date unless suspended/cancelled. Upon renewal, certificates, permits and forestry-related tenure instruments shall be printed in SECPA pursuant to Section 5 of this Order.

Upon implementation of Frontline Services Transaction System (FSTS), all forestry-related issuances shall also be available in digital format.

Annex A. Template of Memorandum of Agreement between DENR and Recognized Government Printer

MEMORANDUM OF AGREEMENT

KNOW BY ALL MEN THESE PRESENTS:

This Memorandum of Agreement made and entered into this (Day) of (Month) (Year) in (Address), Philippines, by and among the following:

The **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES** a government entity created and existing by virtue of the laws of the Republic of the Philippines, represented in this agreement by (NAME OF HEAD OF PROCURING ENTITY), with office address at Visayas Avenue, Diliman, Quezon City.

-and-

The _____ a government agency duly organized and existing under the laws of the Republic of the Philippines with office address at _____, represented by its _____, hereinafter called the _____; Collectively, the "Parties";

WITNESSETH:

WHEREAS, the 1987 Constitution of the Republic of the Philippines mandates the protection and advancement of the right of Filipino People to a healthful and balanced ecology in accord with the rhythm and harmony of nature;

WHEREAS, Executive Order 192 mandates the DENR as the primary government agency responsible for the conservation, management and protection, and proper use and sustainable development of the country's environmental and natural resources;

WHEREAS, the DENR is in need of printing services for the production of Security Paper (SECPA) for the issuance of forestry-related tenure instruments and permits;

WHEREAS, the CY ____ Annual Procurement Plan of the DENR includes the Project, "Printing of Security Paper (SECPA) for the Issuance of Forestry-Related Tenure Instruments and Permits", with an approved Budget for Contract of Php _____;

WHEREAS, SECPA are considered as accountable forms and/or sensitive, high quality and high-volume printing requirement of the DENR, the DENR Bids and Awards Committee (BAC) issued Requests for Quotation to _____ to determine which RGP is the most capable in performing the printing services required for the Project.

WHEREAS, after careful review and evaluation of the quotations submitted by _____, the DENR-BAC found that _____ is the most capable RGP to perform the required printing services.

WHEREAS, _____ submitted a quotation for the SECPA in the total amount of _____ Pesos (Php_____) and a Certification which states the following:

1. That _____, as an RGP, has the mandate to undertake the printing of the Security Paper for the issuance of forestry-related tenure instruments and permits;
2. That _____ owns or has access to the necessary tools and equipment to exercise and fulfill its mandate;
3. That _____ has the absorptive capacity to undertake the aforementioned printing requirements of DENR; and
4. That _____ shall not engage the services of sub-contractors.

WHEREAS, Appendix 20 of the 2016 Revised Implementing Rules and Regulations of RA No. 9184 provides that the Procurement of Printing Services provides that the procuring entity shall then engage the services of the appropriate RGP through an Agency-to-Agency Agreement.

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants, stipulations and agreements, the Parties have agreed, as they do hereby agree, and bind themselves as follows:

1. The following documents shall form and be read and construed as part of this Memorandum of Agreement (MOA):

Annex A – Submitted Quotation

Annex B – Submitted Certification

Annex C – Notice of Award

2. In consideration of the payments to be made by DENR pursuant to this MOA, _____ hereby covenants with DENR to print and deliver the SECPA in accordance with the following technical specifications:

SECPA	
Number of Copies	
Size	
Security Features	<ul style="list-style-type: none"> ● Modulus Numbering or Check digit Algorithm ● Security Numbering ● DENR watermark and security lines ● Guilloche lines

	<ul style="list-style-type: none"> ● Check paper with overt and covert fibers ● Red ink jet numbering with UV penetrating ink glowing under UV light ● UV logo ● Digital Watermark ● Microprint
Delivery Schedule	
Hologram Stickers	
Material	Polyvinyl Chloride (PVC) stickers
Size	2.5" x 2.5"
Color	Full color print

3. Further, _____ warrants the following:

- a. That _____, as an RGP, has the mandate to undertake the printing of the Security Paper for the issuance of forestry-related tenure instruments and permits;
- b. That _____ owns or has access to the necessary tools and equipment to exercise and fulfill its mandate;
- c. That _____ has the absorptive capacity to undertake the aforementioned printing requirements of DENR; and
- d. That _____ shall not engage the services of sub-contractors.

4. DENR Central Office hereby covenants to pay _____, upon satisfactory completion of the printing and delivery of Security Paper, the amount of _____ Pesos (Php _____).

EFFECTIVITY. This Memorandum of Agreement shall take effect upon signing of the parties herein.

IN WITNESS WHEREOF, the parties have affixed their respective signatures on this (Day) of (Month) (Year) at (Address).

(SIGNATURES)

ACKNOWLEDGEMENT

Republic of the Philippines)

_____) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

NAME	GOVERNMENT-ISSUED ID	DATE/PLACE ISSUED
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(NAMES)

Known to me and to be the same persons who executed the foregoing instrument and they acknowledge to me that the same is their true act and voluntary deed and that of the entities, which they respectively represent.

This instrument, denominated as a Memorandum of Agreement by and among the Department of Environment and Natural Resources, (name of all parties), consists of (number of pages) including this page where this acknowledgement is written and has been signed by the parties and their instrumental witnesses on each and every page thereof

WITNESS MY HAND AND SEAL on the date and place first above written.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

PTWG Comments	FMB Response
<p>Ms. Presbitero suggested for the subject to be revised as follows: Guidelines on the Use of Security Paper (SECPA) in Forestry-Related Issuance</p>	<p>The proposed title, <u>“Guidelines on the Use of Security Paper (SECPA) in Forestry-Related Issuances”</u> was adopted in the revised draft.</p>
<p>Ms. Presbitero suggested omitting the words “draft” and “adopting” in the prefatory statement.</p>	<p>“draft” and “adopting” were removed in the prefatory statement.</p>
<p>Since RA 9184 does not require the procurement of SECPA, Dir. Eneran suggested removing the inclusion of RA 9184 in the prefatory statement which the body approves.</p>	<p>RA 9184 was removed in the prefatory statement.</p>
<p>Ms. Galindon suggested revising the basic policy using DAO No. 91-52: Prescribing Guidelines in the Use of Judicial Forms for Patent Issuances, as a guide</p> <p>Dir. Eneran also suggests using RA 11032 otherwise known as “Ease of Doing Business and Efficient Government Service Delivery Act of 2018” as a basis for the reformulation of the Section 1.</p>	<p>Basic Policy was revised to read as follows:</p> <p><u>SECTION 1. Basic Policy.</u> It is the policy of the State to protect and advance a balance and healthful ecology in accord with the rhythm and harmony of nature, <u>and ensure the integrity of information and authenticity of all tenure instruments, permits, and certification or authorization to uphold the trust of its people.</u></p>
<p>Dir. Eneran recommends enumerating the objectives which shall revise the provision as follows: “This Order aims to:</p> <ol style="list-style-type: none"> 1. Ensure the authenticity of forestry-related issuances...x x x 2. Prevent acts of forgery....x x x 3. Support the improvement of online database system.....x x x 	<p>Objectives was revised to read as follows:</p> <p><u>SECTION 2. Objectives. This Order aims to:</u></p> <ol style="list-style-type: none"> <u>1. Ensure the authenticity of forestry-related issuances by incorporating security features</u> <u>2. Prevent acts of forgery, tampering, or counterfeiting, and</u> <u>3. Support the improvement of online database system on forestry-related issuances.</u>

PTWG Comments	FMB Response
<p>Ms. Presbitero suggested moving the statement of "such as but not limited to" in Subsection 3.1 at the start of Section 3 as follows:</p> <p>"Section 3. Scope and Coverage. This Order shall cover the following forestry-related issuances, such as but not limited to"</p> <p>For. Tabliga suggested revising Section 3.1 as follows: "All 25 year forestry-related tenure instruments such as: Integrated Forest Management Agreement (IFMA) ...x x x"</p>	<p>Scope and Coverage was revised to read as follows:</p> <p>SECTION 3. Scope and Coverage. This Order shall cover the printing of original copies of the following forestry-related issuances, <u>such as but not limited to:</u></p> <p>3.1. Forestry-related Tenure Instruments. <u>All 25-year forestry-related tenure instruments such as but not limited to:</u> Integrated Forest Management Agreement (IFMA), Forest Land Grazing Management Agreement (FLGMA), Socialized Industrial Forest Management Agreement (SIFMA), Forest Land Use Agreement (FLAg), Forest Land Use Agreement –Tourism (FLAgT), Community-Based Forest Management Agreement (CBFMA).</p> <p>3.2 Forestry-related Permits and Certificates. All forestry-related permits and certificates provided under existing laws, rules and regulations. In case of registered chainsaws, the use of hologram stickers shall also be prescribed to serve as security label.</p>
<p>Ms. Presbitero suggested limiting the definition of the security features of the SECPA to avoid risk of duplication. Instead, the security features can be introduced during capacity building activities.</p>	<p>The definition of the security features was removed in Section 4 Definition of Terms.</p>

PTWG Comments	FMB Response
<p>Considering that there is jurisprudence that the Secretary may cancel tenure, Dir. Eneran suggested revising the definition of "tenure" based on the constitution/PD 705.</p>	<p>The definition of tenure was revised to read as follows:</p> <p><u>Tenure – guaranteed peaceful possession and use of specific forest land area and the resources found therein, covered by an agreement, contract or grant.</u></p>
<p>Ms. Galindon suggested to include the definition of "Certificate" in Section 4.</p>	<p>The definition of Certificate was included in Section 4, to read as follows:</p> <p><u>Certificates - a document issued by the Department attesting to the correctness and veracity of the stated information.</u></p>
<p>Arrange alphabetically the definition of terms.</p>	<p>The definition of terms was arranged alphabetically.</p>
<p>Ms. Presbitero recommended a separate provision for the issuance of hologram stickers for registered chainsaws.</p>	<p>The following statement was included under item 3.2 of the draft DAO:</p> <p><u>3.2 Forestry-related Permits and Certificates. All forestry-related permits and certificates provided under existing laws, rules and regulations. In case of registered chainsaws, the use of hologram stickers shall also be prescribed to serve as security label.</u></p>
<p>Since the RA no. 9184 is subject for amendment, revise the section into a more general provision pursuant to rules and regulations pertaining to procurement.</p> <p>Revise the section for the FMB to be the office in-charge for procurement of printing service instead of DENR Central Office.</p>	<p>Section 6 was revised to read as follows:</p> <p><u>SECTION 6. Procurement of Printing Services. The Department through the Forest Management Bureau shall engage the printing services of Recognized Government Printers (RGPs) pursuant to existing laws, rules and regulations. The template of the Memorandum of Agreement is attached as Annex A of this Order.</u></p>

PTWG Comments	FMB Response
<p>Ms. Presbitero suggests for an additional section for the FMB to be the repository for the printed SECPA documents. The provision shall include the authorized office/officer to control disposition, and pick-up of SECPA. This shall include a separate provision for the control of printing and releasing which shall include the pick-up process of the SECPA from FMB.</p>	<p>The following statement was included under Section 6 of the draft DAO:</p> <p><u>The Forest Management Bureau shall be responsible for the development of appropriate control mechanisms in the production, allocation, receipt and distribution of SECPA to DENR Field Offices.</u></p>
<p>Arrange the subsections of Section 8 as follows: (1) DENR Central Office, (2) DENR Regional Office, (3) DENR PENRO and CENRO/Implementing PENRO.</p>	<p>Section 8 was arranged accordingly.</p>
<p>Include at the end of Section 8.3 "DENR Secretary, or his/her authorized representative."</p>	<p>The following phrase, "<i>or his/her authorized representative</i>" was incorporated in the following statement:</p> <p>7.1 DENR Central Office. The Forest Management Bureau shall be the sole authorized Office to print all forestry-related issuances whose approving authority is the DENR Secretary <u>or his/her duly authorized representative.</u></p>
<p>Dir. Eneran suggested to Include another section for the Reporting and Disposition of SECPA (to address possible spoilage/errors) to be patterned with existing legal basis from LMB (Judicial Forms).</p>	<p>To address the reporting and disposition concerns, the following provision was included in the draft DAO:</p> <p><u>SECTION 8. Reporting and Disposition. The authorized office to print forestry-related issuances shall ensure the accuracy and correctness of the information prior to printing in SECPA. However, in case of misprinting.</u></p>

PTWG Comments	FMB Response
	<p><u>the concerned Office shall immediately report and turn over the misprinted forestry-related issuance to the Forest Management Bureau for record and accounting purposes.</u></p> <p>All misprinted forestry-related issuances shall be shredded by the Forest Management Bureau for final disposal.</p>
<p>Include in the Transitory Provision, in another paragraph, as to when the developed Online Information System be included in the existing FSTS.</p>	<p>The following statement was incorporated in Section 12 Transitory Provision:</p> <p><u>Upon implementation of Frontline Services Transaction System (FSTS), all forestry-related issuances shall also be available in digital format.</u></p>
<p>Rearrange Sections 10 to 12 as follows:</p> <ul style="list-style-type: none"> ● Section 10. Development of Online Information System ● Section 11. Funding ● Section 12. Transitory Provision 	<p>Rearranged accordingly.</p>
<p>Dir. Leal suggested to include fund allocation for Policy Roll-out and capacity building.</p>	<p>The following provision was incorporated in the draft DAO:</p> <p><u>SECTION 10. Capacity Building. The Department through the Forest Management Bureau shall provide capacity building activities to the DENR Field Offices.</u></p>