

**Memorandum Order**

**No. 3**

**February 4, 1987**

**SUBJECT: Forest Products Monitoring Teams**

In line with the forest protection and conservation objectives of the Government and as one of the measures to ensure that forest products being supplied to primary wood processing plants have been cut, gathered, manifested, and transported in consonance with existing forest laws, rules and regulations, the following instructions are hereby issued:

**Section 1. Monitoring Teams.** There shall be created in the Regional and District Offices of the Bureau of Forest Development forest products monitoring teams to be deployed to forest products processing plants following the guidelines and instructions prescribed herein.

**Section 2. Composition.** The monitoring teams that may hereinafter be created shall be composed of at least three (3) forest officers having adequate training and experience in forest products assessment and documentation, aside from a working knowledge on forest and related laws, rules and regulations.

**Section 3. Functions.** The teams created pursuant herewith shall perform the following basic functions:

- 3.1 Ensure that forest products delivered to processing plants are cut, gathered, manifested, assessed, and documented in consonance with applicable laws, rules and regulations;
- 3.2 Verify, following procedures prescribed therefor, timber and other forest products within their respective areas of operation to determine whether same have been properly measured, assessed, and documented;
- 3.3 Timber and other forest products verified to have been cut illegally or transported without the appropriate documents shall be immediately confiscated and/or placed under seizure proceedings for disposition following prescribed guidelines. On the other hand, forest products which have been verified to have been cut and transported in accordance with existing regulations but which are found to have been under-declared/-measured shall be reassessed for payment of the government fees and charges due thereon;

- 3.4 Submit a monthly report of activities and accomplishment in compliance hereof; and,
- 3.5 Perform such other related functions as may be assigned by superior officers;

**Section 4. Team Assignment; Tour of duty.** Regional Directors and District Foresters concerned shall, as a general rule, see to it that a monitoring team shall be assigned on a rotation basis to each forest products processing plant for a period not exceeding fifteen (15 days). Depending, however, on the availability of qualified personnel and ease of management and supervision, a monitoring team may be assigned not more than two (2) processing plants per tour of duty. A monthly schedule of team assignments shall be prepared, furnishing the Minister and the Director copies thereof for information, record and reference.

**Section 5. Supervision.** To further ensure that monitoring teams perform their functions properly and effectively, Regional Directors and District Foresters concerned, or their duly authorized representatives, shall supervise and coordinate the activities of the monitoring teams.

**Section 6. Penalty Clause.** Regional Directors and District Foresters shall be held personally responsible and accountable for the proper implementation of these instructions. Any deviations hereof shall be dealt with accordingly as may be warranted by the circumstances.

**Section 7. Effectivity.** This shall take effect immediately and shall be for the strict compliance by all concerned.

**CARLOS G. DOMINGUEZ**  
Minister