

**DENR Administrative Order
No. 34
May 6, 1988**

**SUBJECT : Guidelines on Certificate of Timber Origin
(CTO)**

The following guidelines on Certificate of Timber Origin are hereby issued for effective monitoring of the movement or transport of timber/logs and law enforcement implementation:

1) Accountable Form

The CTO shall be an accountable form of the DENR. Any official or employee who receives such form shall account for its use or non-use and disposition.

2) Color-Coded Form

It shall be color-coded, watermarked and distributed as follows:

Original copy (White) - To be given to the purchaser/consignee which shall accompany the shipment.

Duplicate copy (Blue) - For file of District Forester/PENRO.

Triplicate copy (Yellow) - For file of the licensee.

Quadruplicate copy (Green) - For file of the Timber Management Officer/CENRO.

Quintuplicate copy (Pink) - File of the Regional Technical Director/RED.

Sixtuplicate copy (Orange) - File of the Undersecretary for Field Operations.

In addition to the color assignment, each copy shall bear the printed name of the recipient, such as Purchaser/Consignee's copy,

District Forester/PENRO copy, Licensee's copy, Timber Management Officer/CENRO copy, Regional Technical Director's copy, and Undersecretary for Field Operation's copy, as the case may be. This will preclude any confusion as to what copy is valid under any circumstances.

3) Serially Numbered

Sets of serial numbers shall be assigned to each Regional Office by the Central Office. The serial number of the CTO form shall be placed at its upper right hand corner wherein the Region/Province/District/Community where the form was issued/filled out executed are indicated. Regional assignments of CTO numbers shall be for one year and acknowledged in proper form.

4) Issuance and Validity

The CTO shall be issued on a one-shipment basis. A CTO shall be valid only for a period of fifteen (15) days (including Saturdays, Sundays and Holidays) from date of issuance, or after loading in case of export, or in case of domestic transport, upon discharge at the point of destination, whichever comes first. In case of expiration before reaching the point of destination, renewal or extension thereof should be secured from the nearest DENR field office.

5) Who shall Issue and When to Issue CTO

Only the Timber Management Officer/CENRO having jurisdiction over the area from where the timber were cut shall fill out and issue the CTO to be attested to by the PENRO concerned. The CTO shall be issued only upon application in writing by the timber licensee and/or shipper concerned which must be submitted at least one (1) week before the shipment in case the conveyance to be used is a ship or vessel and twenty-four (24) hours in case of trucks or land conveyances. Applications for issuance of CTO shall be charged a minimum certification fee of five (P5.00) pesos. The official receipt for such fee shall be attached with the application.

6) Information Contained in CTO

The timber licensee and/or shipper concerned shall furnish the following information, among others, to be contained in the CTO:

- a) No. of pieces/volume of timber for shipment;
- b) Date of loading/transport;
- c) Point of loading
- d) Conveyance;
- e) Name and address of consignee; and
- f) Point of destination
- g) In case of transshipment, the CTO shall be extended if already expired and all the important facts such as volume, etc. shall be indicated in the CTO and/or transshipment form, as the case may be.

7) Requirements before Shipment of Logs/Timber

Besides the CTO and other necessary papers such as auxiliary invoice, sales or commercial invoice, log supply contract or LSPA, that should accompany the shipment of logs as required by existing regulations, logs should be duly scaled and marked with the forest officer's marking hatchet and likewise with the timber licensees registered private log mark before allowing their shipments, otherwise same shall be subject to the penalties provided under existing regulations and the official (s) concerned who failed to require compliance thereto shall be subject to disciplinary action.

8) CTO considered public document

The CTO is considered a public document, it having been executed with the intervention of a public official and forms part of the official record. Hence, no unauthorized reproduction, copying, xeroxing of the CTO form for purposes of shipment shall be made by any person.

9) Timber/Log Shipments without CTO

Timber/logs transported or shipped without the accompanying CTO as herein required shall be presumed as coming from illegal sources and as such, shall be subject to confiscation and disposition in accordance with Executive Order No. 277 and other applicable laws and their implementing regulations. The offender shall also be subject to prosecution.

10) Monthly reporting

The Timber Management Officer, CENRO, PENRO and other officials and employees who receive CTO forms for official use or disposition shall submit a monthly report on CTO forms used and unused.

11) Punishable acts and penalties

- a) For failure to have the logs marked with the forest officers marking hatchet same logs shall be subject to 300 percent surcharge and the owner/shipper thereof shall be held liable. The forest officer or scaler concerned shall be subject to disciplinary action and Civil Service law and regulation.
- b) For falsifying the CTO form, the offender shall be prosecuted under the Revised Penal Code.
- c) For making false and/or inaccurate certification in the CTO, the offender shall be prosecuted under the provisions of the Revised Penal Code.
- d) For violation or non-compliance with any provisions of this Order, the offender concerned shall be subject to disciplinary action under the Civil Service law and regulation.

12) Repealing clause

All orders, circulars, memoranda and other issuances which are inconsistent herewith are hereby revoked/amended or modified accordingly.

13) Effectivity

This Order takes effect immediately.

(Sgd.) FULGENCIO S. FACTORAN, JR.
Secretary