

**Administrative Order  
No. 61  
June 25, 1990**

**TO: All Regional Executive Directors and All  
Concerned**  
**SUBJECT: Revised Performance Evaluation Guidelines  
for Timber License Agreement (TLA)  
Holders**

In order to determine the degree of compliance of all Timber License Agreement (TLA) holders with existing forestry laws, rules and regulations, and to provide a standardized system for evaluation and reporting, a revised performance evaluation guidelines and format is hereby prescribed for adoption.

Performance evaluation of timber license agreement shall be undertaken by respective regional field evaluation teams, unless Central Office teams are necessary, requested and/or instructed to do so. Each team shall be composed of a Team Leader, who should hold a position of at least Forestry Supervisor I or its equivalent, and two (2) members, who should hold a position of at least Senior Forester or its equivalent. The said teams shall adopt the attached "Instructions to Field Evaluation Teams (FMB-PE Form No. 1)". Likewise, all data/information entries shall be indicated in the attached "Performance Evaluation Sheet (FMB-PE Form No. 2)".

Performance evaluation shall be undertaken on a yearly basis. Evaluation reports shall be submitted to the Secretary of Environment and Natural Resources, Attn.: The Undersecretary for Field Operations. The Office of the Undersecretary for Field Operations shall forward the same to the Director of the Forest Management Bureau for evaluation and analysis.

Evaluation results shall serve as basis for renewals/conservations, suspensions, cancellations and such other sanctions as are necessary.

This Order shall take effect immediately. All Orders, issuances and instructions which are inconsistent herewith are hereby repealed or amended accordingly.

**FULGENCIO S. FACTORAN, JR.**  
Secretary

**Recommending Approval:**

**CIRILO B. SERNA**  
Director

## INSTRUCTIONS TO FIELD EVALUATION TEAMS

(The instructions herein refer to methods of getting data and information required in the Performance Evaluation Data Sheet)

### A. BASIC INFORMATION

Inquire from the PENRO/CENRO Office concerned on the Company's file and fill in the necessary information on Items I to 9. Indicate the date of evaluation and period covered on Items 10 and 11.

### B. PERFORMANCE

#### I. FOREST PROTECTION

1. Secure a copy of the company's **Integrated Annual Operations Plan, Annual Concession Report and the five-Year Forest Protection Plan (if available)** covering the period under review and determine whether or not these have been submitted to and approved by the Director or Regional Executive Director concerned. Indicate under "REMARKS" the date of submission, if submitted, date of approval, if approved, or status if not yet approved.
2. **Forest Protection Facilities/Personnel**
  - 2.1 Secure a copy of the licensee's organizational chart and certified list of employees. Determine the number, employment status and other information on forest protection personnel. Determine how many are deputized, not deputized, or pending deputation. For deputized concession guards, secure copy/ies of deputation papers.
  - 2.2 Determine/verify the existence of communication, transportation, and other facilities and indicate the degree of use whether the same are mainly used in forest protection work or for any other purpose(s).
  - 2.3 Secure a certified list of concession guards stating patrol sector assignment (Sitio, Barrio & Municipality), dates of employment, nature of employment (i.e., whether daily, monthly or annually), wages/salary and SSS number. For deputized concession guards, secure copy of deputation papers. Include the list as an Annex to the report, indicating under "REMARKS" the annex reference number. State the existence, if any, of alternative forest protection schemes employed by the licensees. State your impression of the effectiveness of the licensee's forest protection work.

2.4 Determine/verify the number of patrol headquarters/ lookout towers constructed and operationalized.

### **3. Forest Occupancy Management**

3.1 Determine/verify the extent of kaingin clearings, specifically the area and number of forest occupants, within the licensed area. The new clearings and expansion of old kaingins during the period under review should be indicated. Secure a certified list of kaingineros indicating opposite their names, date of entry, number of dependents, approximate area occupied and type/kind of improvements introduced.

3.2 Determine the number of forest occupants employed by the company.

3.3 Find out if an Integrated Social Forestry Project (ISF) exists within the license area and indicate the number of Certificates of Stewardship Contract issued with the corresponding area covered.

Indicate required information and observations under "REMARKS", i.e., information on cases filed in court, cases prosecuted, and/or convicted. Also indicate other company initiated activities which benefit the forest occupants.

4. Determine/verify the incidence of forest fires and/or pests and diseases and other related information during the period under review.

5. Determine/verify the incidence of illegal removal of forest products and wildlife in the area, if any, indicate these in Item 6.

6. Check PENRO/CENRO records for violations of forestry laws, rules and regulations including cancellation/ suspension/log ban if any, indicate these in Item 7.

## **II. REFORESTATION**

### **1. Reforestation Plan**

1.1 Secure a copy of the company's Five/Seven-Year Reforestation Plan/Integrated Annual Operations Plan and check appropriate box noting compliance on submission and approval of the same. Indicate under "REMARKS" information required, giving emphasis on annual establishment goals, species choice and other relevant information.

**2. Nursery Operations**

- 2.1 Determine the number of existing nursery/ies and the corresponding location, area and seedling capacity.
- 2.2 Determine the number of seedlings by species raised/ maintained in the nursery/ies. Indicate whether these are potted, bareroot, balled, etc.
- 2.3 Determine the existing facilities/structures with the corresponding measurement and built (i.e., concrete, semi-concrete, etc.) within the nursery.
- 2.4 Determine the number and type of existing tools and equipment and indicate whether these are serviceable or not.

**3. Plantation Establishment**

- 3.1 Determine the company's goal for the period under review from the company's Integrated Annual Operations Plan.
- 3.2 Indicate the areas reportedly planted based on their reforestation accomplishment report for the period under evaluation.
- 3.3 Verify on the ground the area reported as planted during the period under review. Indicate the actual area successfully planted/established. Likewise, determine whether or not the entire established plantation for the period under review are within the license area.
- 3.4 Secure a copy of the reforestation progress map with a scale of 1:20,000 and locate thereon the company's accomplishments in reforestation since approval of timber license/lease. The map should reflect year planted, area planted, species planted, etc. and should be attached in the report.
- 3.5 Indicate under "REMARKS" pertinent information/ observation on plantations management and protection.

**4. Plantation Survival Rate**

- 4.1 Those sample sites for each of the year under evaluation. Take an inventory of seedlings planted (using a 2% sampling intensity) and fill in the necessary data under Item 4.
- 4.2 Percent survival shall be computed by using the following formula:

$$\% \text{ Survival} = \frac{\text{Total No. of seedlings tallied from sample plots established}}{10,000/\text{spacing} \times \text{area of the sample plot (ha.)} \times \text{no. of sample plots established}} \times 100$$

**5. Reforestation Deposit**

- 5.1 Secure a xerox copy of the official receipts of payment of the Reforestation Deposit pursuant to DENR Administrative Order No. 79, Series of 1987, as amended and indicate relevant information in Item 5. Attach xerox copies of the official receipts of reforestation deposits as part of the report.

**6. Reforestation Personnel**

- 6.1 Determine the number of personnel involved in reforestation indicating position, nature of employment and corresponding compensation.

**III. TIMBER MANAGEMENT AND HARVESTING OPERATIONS**

**A. HARVESTING OPERATIONS**

**1. Timber Management Plan**

- 1.1 Secure a copy of the licensee's Timber Management Plan (TMP) covering the period under review and check appropriate book noting compliance on the submission and approval of said TMP.

**2. Integrated Annual Operations Plan**

- 2.1 Request for a copy of the IAOP for the period under review and check appropriate box noting compliance on the submission and approval of same.

**3. Harvesting Annual Operations Plan**

**3.1 Number of Yarding/Skidding Unit**

From the TLA's Annual Concession Report for the period under review, determine the number of yarding/ skidding units employed.

**3.2 Area Logged and Volume Harvested:**

Secure from the (CENRO) office concerned the following:

- a. Area logged and volume harvested during the period under review.

- b. A copy of logging progress map and determine whether logging operations were conducted as per approved Integrated Annual Operations Plan. Fill in the information called for in Item 3.2 (area logged and volume harvested).

### 3.3 Tree Marking

- 3.3.1 From the company's records, determine the actual number of set-ups logged during the period under review. Out of the total number of set-ups logged, determine how many were tree marked and not tree marked. Verification shall be done in at least 20% of the total number of logged set-ups.
- 3.3.2 A representative sample plot with an area of 0.1 hectare (1,000 m<sup>2</sup>) shall be established at random within the set-ups to be verified. Determine through ocular inspection whether or not the residuals within the sample plot were marked.

### 3.4 Residual/Mother Tree Recovery

#### 3.4.1 Residual/Mother Tree Distribution

Select at random set-ups to be sampled on logged over areas during the period under review in accordance with the following intensities:

<u>logged set up per year</u>	<u>No. of set-ups to be verified</u>
1 - 5	1
6 - 10	2
over 10	2 + 1 set-ups for every additional 10 set-ups or fraction thereof.

Based on the set-ups sampled observe whether or not the marked undamaged/healthy residuals/ mother trees are properly distributed throughout the set-ups and check appropriate box on observations.

### **3.4.2 Post Harvest Stand and Stock Table**

#### **For Dipterocarp Forest**

Conduct strip sampling in the set-ups selected as follows:

- a. establish two (2) perpendicular sampling strips 20 m. wide each, intersecting at the center of the set-up and following the cardinal directions;
- b. tally all residuals (healthy and damaged) and all stumps 20 cm. & up, found within the sampling strips;
- c. if any of the strip follows a road or a cableway, deviate the strip up to a 45° angle on either side;
- d. start the inventory from the edge of the log landing and proceed up to the set-up boundary;
- e. fill in the inventory data on appropriate field inventory sheets and sketch roughly at the back of the field sheet the set-up sampled including the set-up number, strips sampled, log landing, roadways, creeks and other features;
- f. summarize all the field inventory data gathered in the Table under Item 3.4.2 (Post-harvest stand/stock table); and
- g. attach the inventory data sheets as Annexes to the report.

Conduct inventory of all mother trees in the set-ups selected as follows:

- a. secure a copy of the company's tree making report for the selected set-up.
- b. conduct an on-going verification at one hundred percent (100 %) inventory of all marked mother trees left in the set-up by cross-checking in the field what was indicated in the tree marking report.
- c. tally all mother trees (healthy and damaged) and all stumps (mother trees) found within the set-up.
- d. start the inventory from mother tree marked number one (1) and proceed consecutively up to the mother tree bearing the last number.
- e. fill in the inventory data on appropriate field inventory sheets and sketch roughly at the back of the field sheet the set-up sampled including the set-up number, strips sample, log landing, roadways, creeks and other features;
- f. summarize all the field inventory data gathered in the Table under Item 3.4.2 (Post-harvest stand/stock table); and
- g. attach the inventory data sheets as Annexes to the report.

### **3.4.3 Evaluation of logging site**

With the aid of a topographic map or an altimeter and/or other elevation measuring instrument available for the purpose determine the highest and lowest elevation of the logged-over areas for the period under review.

### **3.4.4 Slope of logging site**

With the aid of an abney hand level or a relascope and/or other slope measuring instrument available for the purpose determine the highest and lowest slope of the logged-over areas for the period under review.

3.4.5 Determine whether or not cutting of trees was conducted within twenty (20) meters strip along the edge of rivers and streams with channels of at least five (5) meters and fill-in the desired information in the field sheet.

### **3.5 Allowable Clearings**

3.5.1 Determine whether or not logging roads were laid-out and constructed as specified in the approved Operations Plans.

3.5.2 Determine the corresponding length and average width of cleared road-right-of-way and roadway for main, spar, and skid roads.  
(Note: Road-right-of-way refers to the total width cleared including the roadbank and slopes on both sides of the road. Roadways refers to the width of the roadbed shoulder including the ditches)

3.5.3 Measure the radius of cleared area reckoned from spar tree or log landing. This should be made within the same set-ups selected for residual/mother tree inventory sampling.

3.5.4 Determine average width of cableways, number and location of cableways in the set-ups selected for residual/mother tree sampling. Enter the information in Item 3.5.4.

### **3.6 Payment of Silvicultural Fees, License Fees, Forest charges and other fees**

Secure a xerox copy of all official receipts of payment on silvicultural fees, license fees, forest charges and other related fees for the period under review and attach these in the report. Fill in item 3.6



## **B. TIMBER STAND IMPROVEMENT**

1. Verify if TSI operations were conducted within the company's logged-over area and fill in the desired information.
2. Determine the TSI concept adopted by the company and fill-up the desired information in the field sheet.
3. Indicate under "REMARKS" the quality of TSI activity/ies conducted taking into consideration the condition and cultural needs of the residual forest.
4. Determine the actual area covered by enrichment/supplemental planting, the species planted, planting spacing and the approximate survival rate during the period under review.
5. Determine whether or not the company has implemented the assisted natural regeneration (ANR) activity and fill-in the desired information.

## **C. EMPLOYMENT OF REGISTERED FORESTER, FORESTRY ASSISTANT AND TREE MARKER**

1. Determine the number of registered and non-registered foresters employed by the company whether on full-time or part-time/consultation basis.
2. Check appropriate box as to whether or not the company has engaged the services of a forestry consulting firm on part-time/consultation basis.
3. Indicate the number of forestry assistants and tree markers employed and determine how many are permanent and/or casual.

## **IV. SOIL EROSION CONTROL**

1. Determine how roads and other engineering/structural measures are laid-out, constructed and maintained; determine maximum road gradients; and fill out corresponding boxes on road layout, road banks and drainage in Items IV.1, IV.2, IV.3 and IV.6.
2. Observe the extent of soil erosion in the area and fill-out Item IV.5

## **V. WILDERNESS AREA**

1. Determine the status of wilderness area pursuant to LOI 917.
2. Check/verify whether the wilderness areas have been delineated and boundaries established on the ground and indicate observations in Item 2.
3. If wilderness areas are for approval, the corresponding breakdown of areas should be indicated. This should include total area, and vegetative cover such as: old growth, adequately stocked residual forest, and mossy forest.
4. Determine whether wilderness area represents at least 5% of total forest land area of the concession.

## **VI. WOOD PROCESSING AND WASTE UTILIZATION**

### **1. Wood Processing Plant**

- a. Secure a xerox copy of the wood processing plant permit or a log sales and purchase agreement.
- b. Determine the type, condition, daily rated capacity/ies, annual log requirement and average annual production of the licensee's wood processing plant's and indicate information in Item VI.1.1.
- c. Determine the disposition of licensee's log production (Item VI.1.2.).

### **2. Wood Waste Utilization**

Determine the logging residue/wastes available for utilization. Logging waste available shall be estimated on the basis of the ratio that for every cubic meter manifested, 0.8 cu.m. and 0.18 cu.m. waste is available in the dipterocarp and pine forest, respectively. Estimate the percentage of such logging waste recovered, disposed utilized and/or processed by the licensee.

## **VII. COMMUNITY ASSISTANCE**

From the company's records and interviews with concerned community officials, enumerate and specify the kind and value of assistance extended by the company to the community during the period under review.

## **A N N E X E S**

The following shall form part of the report:

1. Map(s) of the license area showing:
  - a. road network
  - b. vegetative cover
  - c. logging operation areas for the period under review
  - d. established plantations
2. Organizational chart (Forestry Department).
3. Photographs/exhibits of all aspects of forestry developmental activities included in the data sheet and referred to this set of instructions.
4. Xerox copy of the Timber License Agreement
5. Xerox copy of official receipts of license fees, forest charges, silvicultural fees, sawmill rental fees, sawmill site rental fees, management fees, etc.
6. Xerox copy of the wood processing plant permit and/or sales and purchase agreement (LSPA).
7. Xerox copy/ies of the deputation papers of deputized forest officers and concession guards.
8. List of foresters employed by the company with the corresponding PRC registration number and their position/designation in the company. Likewise the name/s and the corresponding PRC registration number of the foresters employed by the forestry consulting firm hired by the company, in case it engages the services of a forestry consulting firm.
9. List of forest occupants within the license area indicating opposite their names date of entry, number of dependents, approximate area occupied and type of improvements introduced.
10. Xerox copy of the certificates of stewardship contract of forest occupants with CSCs.
11. List of the company's tools and equipment. (fire fighting and logging equipment)
12. List of company personnel.
13. Such other annexes as required in individual items of the reports.

**NOTE: FMB-PE FORM NO. 2 OMITTED**