

**Memorandum Order**  
**No. 9**  
**May 28, 1990**

**TO: All Regional Executive Directors**

**FROM: The Undersecretary for Field Operations**

**SUBJECT: Submission by Sawmill Operators of Reports on Logs Purchased and Milled**

It has been observed that periodic reports supposed to be submitted by sawmill operators are not being received or, if at all submitted, same are not properly consolidated by field offices.

In view thereof, all Regional Executive Directors are hereby directed to enforce strictly the terms and conditions of existing sawmill permits provided therefor, in their respective area of concern, specifically the sawmill permittees' obligation to submit reports required of them, to wit:

1. **Annually**
  - a. List of personnel and/or employees indicating their positions and SSS numbers, if any; and
  - b. Audited financial statement certified by a reputable accounting firm.
2. **Quarterly**
  - a. Report of production indicating the number of actual operational days; and
  - b. Report of increase or decrease in employment.
3. **Monthly**

Volume and source of logs purchased and processed and disposition of production showing a segregation between the volumes and prices of products sold locally or exported.

4. **Anytime**

- a. Report of stoppage of operation lasting more than two days due to breakage or repair of any part of equipment giving an estimate of the period of repair and time of the resumption of the plant operations.
- b. Report on additional machinery/equipment installed or to be installed.
- c. Any other data or information pertaining to the operation of the sawmill shall be furnished to the Director of Forest Management Bureau whenever required.

Sawmill operators should be required to submit periodic reports, copy furnished the Director, Forest Management Bureau. No renewal of wood processing plant permits shall be approved unless the above requirements are complied with.

This Order shall take effect immediately.

**VICTOR O. RAMOS**  
Undersecretary for Field Operations