

**Administrative Order  
No. 15  
March 31, 1993**

**SUBJECT : Evaluation and Monitoring of the  
Assessment Collection of Forest Charges  
and other Administrative Fees**

Pursuant to Republic Act 7161, and to pertinent provisions of Executive Order 192, and in order to attain efficiency in the collection of taxes and revenues in the utilization and development of forest resources, the following guidelines are hereby issued for the proper guidance of all concerned:

**Section 1.** For purposes of this Order, the terms Forest Charge and Administrative Fees shall be defined as follows:

1.1 **Forest Charge** refers to a levy being imposed by the government on each cubic meter of timber cut in forestland by the TLA and/or TPSA holder the amount of which was specified under R.A. 7161 to be twenty five (25%) of the actual FOB market price of said timber per cubic meter.

1.2 **Administrative fees** refer to payment being made for the services and operational expenses of the government in the processing, monitoring and managing the licenses/permits being issued by DENR. These fees are as follows:

- 1.2.1 Application fee
- 1.2.2 License/Permit fee
- 1.2.3 Performance bond
- 1.2.4 Service fee
- 1.2.5 Rental
- 1.2.6 Others e.g. Oath fee, Appeal fee, and authentication fees.

**Section 2.** The Regional Disbursing Officer (DO's) and Special Disbursing Officers (SDO's) shall provide separate entry ledgers for forest charges and for specific administrative fees being collected by them which must be consistent with the production reports. In case of forest charges, date of payment as well as date of log production shall both be indicated in the collection report.

**Section 3.** The Office of the Secretary (OSEC) shall conduct a quarterly evaluation of the assessment and collection of forest charges and other administrative fees at the regional, provincial, and community offices. For this purpose, a committee is hereby created to be composed of representatives from Finance Service-DENR as Chairman, Planning Service-DENR, Forest Economics, Administrative and Legal Divisions of FMB.

**Section 4.** The Committee shall review and evaluate all records of timber and non-timber production of TLA holders and other forest products licensees/permittees and check the assessment and collection of forest charges and other fees and surcharges being collected by the DENR field offices.

**Section 5.** All Regional Offices, PENROs, and CENROs shall see to it that all records on production, assessment and remittances are properly filed in their respective offices on a monthly and quarterly basis for audit and evaluation purposes. These reports shall include, among others, the following:

1. Original scale sheets of log production by TLA and production reports of non-timber forest products by permittee/licensee.
2. Duplicate copies of assessment and receipts of payment of forest charges made by these TLAs.
3. Banks deposit/remittance receipts if money were deposited/remitted to the national treasury.
4. Duplicate copies of receipts for other fees and charges collected by the concerned field offices.

**Section 6.** The REDs, PENROs and CENROs concerned shall review the qualifications of all Disbursing Officers (DOs)/ Special Disbursing Officers (SDOs) in all offices under their jurisdiction. The following qualifications shall be strictly observed in designating DOs and SDOs.

- 6.1 He/She must be a permanent employee.
- 6.2 He/She must be bonded.
- 6.3 He/She has not been charged administratively for any offense.

The RED shall replace all DO's/SDO's who do not meet the above qualifications in consultation with RTDs, PENROs and CENROs.

**Section 7.** The RED shall also review the performance of all scalers within his region and shall conduct spot check of log scaling being undertaken by them. The RED, RTD for Forestry, PENROs and CENROs shall be held liable for the erroneous scaling and assessment reports of their personnel.

**Section 8.** The RED, RTD for Forestry, PENROs and CENROs shall see to it that no log transport shall be allowed unless the corresponding forest charges are paid. For those TLA/TPSA holders who have arrears in the payment of forest charges for more than one month, the RED shall immediately order the suspension of log transport and shall be lifted only after full payment of said arrears.

**Section 9.** The proper assessment and collection of forest fees, charges and surcharges and other fines shall be included in the KRAs of field offices.

**Section 10.** This Order takes effect immediately and supersedes all orders or instructions which are inconsistent herewith.

**ANGEL C. ALCALA**  
Secretary