

**Memorandum Order**  
**No. 97-01**  
**March 18, 1997**

**SUBJECT : Institutionalization of the Port Integrated Clearance Office (PICO) within the Forest Management Services of the DENR Regional Office**

Memorandum Circular No. 129 issued by Office of the President, Malacañang, Manila on April 16, 1991, established the Port Integrated Clearance Office (PICO) in all major Ports of the country with the primary purpose of expediting the processing of entry and departure clearance of domestic vessels and cargoes. The PICO shall consist of the representatives from the following government agencies: (1) the Philippine Ports Authority (PPA), who shall act as the Officer-In-Charge and coordinator of the day-to-day operations of the office; (2) the Bureau of Customs (BC); (3) the Bureau of Quarantine (BQ); (4) the Bureau of Animal Industry (BAI); (5) The Bureau of Plant Industry (BPI); (6) the Postal Service Office (PSO); (7) the National Telecommunications Commission (NTC); (8) the Philippine Coast Guard (PCG); (9) the Philippine National Police (PNP); and (10) the Forest Management Bureau (FMB).

Therefore and in order to institutionalize the PICO within the Forest Management Services of the DENR, all Regional Executive Directors (REDs) are hereby instructed to undertake within fifteen (15) days upon receipt of this Order, the following task:

1. Identify all major ports within their area of jurisdiction and coordinate with the Philippine Ports Authority (PPA) to initiate steps towards the immediate establishment of a PICO in all ports within their area of jurisdiction where forest products are being loaded and/or unloaded;

3. Designate in writing, copy furnished the Undersecretary for Field Operations, attention: Director of the Forest Management Bureau (FMB), one (1) permanent and one (1) alternate representative to the PICO, whose designation shall be for an indefinite period. The Regional Executive Director shall have the power to recall and replace them anytime as he deems it fit. DENR representatives should be registered professional forester.

All DENR representatives to the PICO shall perform the following duties:

1. Check properly the completeness and accuracy of entries in the transport documents, and supervise the loading/unloading of the forest products at the point of origin/destination, as the case may be;
2. Be a co-signatory in the sealing process of all container vans containing forest products at the port of origin;
3. Request the Bureau of Customs (BC) to open and inspect closed container vans suspected to be loaded with illegally sourced forest products following existing laws, rules and regulations; and

All cases of confiscation/seizure made in pursuance to this Order shall be governed by pertinent provisions of DAO No. 54, Series of 1993 and/or other existing forestry regulation on the matter.

This Order takes effect immediately.

**(SGD.) VICTOR O. RAMOS**  
Secretary