

**DENR Memorandum Circular**

**No. 99-03**

**February 18, 1999**

**SUBJECT : Disposition of Excess Seedlings  
Produced Under the ADB Forestry  
Sector Project.**

Pursuant to DENR Administrative Order No. 31, Series of 1991, seedling production is one of the activities of Comprehensive Site Development. The seedlings produced will be used for the plantation establishment of the people's organization's approved area. Corollary to this, the Memorandum of Understanding (MOU) agreed to by the DENR and the Asian Development Bank dated November 1998 indicated that all excess seedlings produced by the People's Organizations (POs) shall be planted in the CBFMA areas or turned-over to DENR for disposition.

**SECTION 1.0 BASIC POLICY**

It is the government's policy to properly manage its resources and properties and to assure the utilization of all excess seedlings paid for by the government through the Forestry Sector Project. Likewise, excess seedlings shall be properly disposed and prioritized to support the overall reforestation effort of the national government.

**SECTION 2.0 OBJECTIVES**

The objectives of the guidelines are as follows:

- 2.1 To utilize all the excess seedlings paid for by the government (DENR);
- 2.2 To monitor the disposition of these seedlings; and

2.3 To ensure the production of quality planting materials and establishment of additional plantations.

### **SECTION 3.0 PROCEDURES OF SEEDLING DISPOSITION**

Prior to the disposition of the excess seedlings, the following activities shall be undertaken by the CENRO to guarantee the proper disposition of these seedlings:

- 3.1 Inventory of all excess seedlings by species and age;
- 3.2 Proper documentation and accounting in the PO's record book;  
and
- 3.3 Ensure that these seedlings were paid for.

If all of the above are undertaken and all are in order, the seedlings are ready for disposition.

### **SECTION 4.0 DISPOSITION OF SEEDLINGS**

The following is the order of priority for the disposition of excess seedlings:

- 4.1 Plant within the subproject/CBFMA area awarded.
  - 4.1.a If the PO of the subproject is willing to plant the excess seedlings within the subproject/CBFMA area, it should have a plan and map of the area where these seedlings were planted to segregate it from the fully funded area.
  - 4.1.b It shall also be made clear that the maintenance and protection of these areas shall be to the account of the PO.

The CENRO shall determine the number of seedlings that are not needed for the above purpose. The CENRO, then, shall announce the availability of these seedlings for the other possible areas.

4.2 Priority watershed areas within the region.

4.3 The DENR can also use the excess seedlings for the following:

4.3.a Other reforestation projects

4.3.b FLMA areas under Loan I

4.3.c New Plantations

4.4 Other Subproject Sites

Except for OECF sites, the excess seedlings may be distributed to the POs of other subproject sites. The interested POs should submit a formal request to the CENRO. The CENRO, then shall approve the request based on the following:

4.4.a The subproject has been verified to have no excess seedlings.

4.4.b The seedlings will be used for planting of new sites.

Just like under item 4.1, the same requirements shall apply for monitoring and recording purposes.

4.5 The excess seedlings may also be made available to the following:

4.5.a Local Government Units (LGUs)

4.5.b Other Government Agencies (OGAs)

4.5.c State Colleges/Universities/schools

4.6 The POs can also use the excess seedlings in their farms or in their backyards.

## 4.7 Private Institutions and Organizations

4.7.a Civic/Religious Organizations

4.7.b Private Colleges/Universities/schools

4.7.c Private individuals

In all cases, proper documentation and monitoring and evaluation shall be undertaken by the CENRO and report shall be regularly submitted to the RED for record purposes.

### **SECTION 5.0 OPTION FOR LIVELIHOOD ENTERPRISE**

The CENRO may develop a scheme for the disposition of seedlings as an option for livelihood enterprise. He/she shall prepare a plan to be approved by the RED.

### **SECTION 6.0 MONITORING AND SUPERVISION OF DISPOSITION**

6.1 The site coordinators shall be responsible for the monitoring and supervision of the proper disposal of seedlings within the subproject area, the PO's farm and backyards. He/she shall see to it that proper documentation including the necessary maps of the area planted with the excess seedlings is prepared.

6.2 The CENRO shall be accountable for the areas planted outside the subproject area. He shall also ensure that all seedling withdrawals are properly recorded. The CENRO shall prepare plans for these seedlings and properly monitored by the Regional Executive Directors (REDs) through the Regional Technical Directors for Forestry (RTDs-F).

6.3 The REDs through the RTDs-F shall be responsible and accountable for seedlings that were disposed and left undisposed.

6.4 Seedlings damaged by typhoons and other natural calamities shall be duly recorded and reported to the NFDO.

6.5 The vehicles provided by the project shall be used to haul the seedlings from the subproject to its point of destination.

## **SECTION 7.0 SUPPLEMENTAAL GUIDELINES**

The Regional Executive Directors may promulgate supplemental rules and regulations that shall apply to peculiar conditions prevailing in and appropriate for the region. **Provided that**, such rules and regulations shall be in accordance to and/or consistent with this Order and other related Orders/policies of the office. **Provided further**, that the Office of the Secretary through channels shall be furnished with a copy for information and reference.

## **SECTION 8.0 EFFECTIVITY**

This Order shall take effect immediately.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary