#### Republic of the Philippines

#### Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City Website: http://www.denr.gov.ph / E-mail: web@denrgov.ph

APR 28 2021

**DENR Memorandum Order No. 2021** – O2

SUBJECT: ADOPTING THE REVISED STATISTICAL REPORTING FORMS ON FORESTRY

Pursuant to Section 3 of DENR Administrative Order No. 1999-09 and in order to be responsive to the current developments in the forestry sector, the following forms (Annexes 1 to 11) are hereby revised and adopted:

FS-SRS 1-A: Log Production and Disposition FS-SRS 1-B: Tree Cutting and Disposition

FS-SRS 2: Fuelwood and Wood Charcoal Production

FS-SRS 3-A: Lumber Production and Disposition (Local Input)
FS-SRS 3-B: Lumber Production and Disposition (Imported Input)
FS-SRS 4-A: Veneer Production and Disposition (Local Input)
FS-SRS 4-B: Veneer Production and Disposition (Imported Input)

FS-SRS 5: Plywood Production and Disposition

FS-SRS 6: Other Wood-Based Production and Disposition

FS-SRS 7: Non-timber Production and Disposition

FS-SRS 8: Issuances of Approved Forestry Permits/Tenure Instruments

The attached instruction manual on how to fill-out the forms (Annex 12) shall guide the concerned units of the DENR Field Offices in accomplishing the revised forestry statistical forms.

The Regional Offices shall prepare the quarterly report with monthly breakdown using the prescribed electronic spreadsheet format. The electronic copy shall be submitted by the Regional Offices through their respective official email address to the Forest Management Bureau (FMB).

All Offices shall ensure the completeness, correctness, and timely submission of the forestry statistical reports.

For immediate compliance.

ROY A. CIMATU
Secretary



FS-SRS 1-A	
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### LOG PRODUCTION AND DISPOSITION

	1						PRODUC	CTION	•			DISPO	SITION		Ending Balance
	GENTRO!			Type of	Beginning			Volume	Forest Charges	Consumed by			Sold	<b>.</b>	(m <sup>3</sup> )
PENRO	CENRO/ Implementing PENRO	Month	Name of Permittee/Tenure Holder	Dormit/Tanura	Balance	Type of Logs N-Naturally Grown P-Planted	Species	(m <sup>3</sup> )	Paid (Php) (for Naturally Grown ONLY)	Owned WPP	Type of Sales D-Domestic E-Export	Volume (m³)	Name of Client	Address of Client 1/	
		(2)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
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### TREE CUTTING AND DISPOSITION

							TREE CU'	ITING			DI	SPOSITION		Ending
PENRO	CENRO/ Implementing PENRO	Month	Name of Permittee	Type of Permit		Type of Logs N-Naturally Grown P-Planted	Species	Volume (m³)	(for Naturally	Type of Disposition PC-Personal Consumption TO-Turn Over Others-pls. specify	Volume (m³)	Name of Client	Address of Client (Municipality, Province)	Balance (m³) (6+9) - 12
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
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#### **FUELWOOD & WOOD CHARCOAL PRODUCTION AND DISPOSITION**

	ara no (					m cn t	Beginning		PRODUCTION				DISPOSITION		Ending
PENRO	CENRO/ Implementing	Month	Name of Permittee	Complete	Type of Permit	Type of Product (Fuelwood or	Balance			Volume	Personal		Sold	Balance	
	PENRO			Business Address	,,,	Wood Charcoal)	(m <sup>3</sup> )	Name of Source	Address of Source	Source (m <sup>3</sup> )	Consumption (m <sup>3</sup> )	Volume (m³)	Name of Client	Address of Client (Municipality, Province)	(m <sup>3</sup> ) (8+11) - (12+13)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
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Conversion guide: 10 sacks of 50 kg-sack, full to the brim = 1 cubic meter

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### LUMBER PRODUCTION AND DISPOSITION (LOCAL INPUT)

						PRODU	JCTION			DISPOSITION			Ending Balance			
CENRO/				Beginning		Log Input			N.CH	Domonal	Consumed			Sold		(m <sup>3</sup> )
	Month	Name of Permittee	Complete Business Address	Balance (m³)	Company Name	Company Address	Species	Volume (m³)			by Owned WPP (m³)	Type of Sales D-Domestic E- Export	Volume (m³)	Name of Client	Address of Client <sup>1/</sup>	(6+11) - (12+13+15)
(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
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	CENRO/ Implementing PENRO	Implementing Month PENRO	Implementing Month Permittee PENRO Permittee	Implementing Permittee Permittee Complete Business Address	Implementing PENRO Name of Permittee Complete Business Balance (m³)	Implementing PENRO Month Permittee Complete Business Address Balance (m³) Company Name	CENRO/ Implementing PENRO Month Name of Permittee Complete Business Address Beginning Balance (m³) Company Name Company Address	Implementing PENRO Month Permittee Complete Business Address Balance (m³) Company Name Company Address Species	CENRO/ Implementing PENRO Month Permittee Permittee Complete Business Address Beginning Balance (m³) Company Name Company Address Species Volume (m³)	CERRO/ Implementing PENRO       Name of Permittee       Complete Business Address       Eleginning Balance ( $m^3$ )       Company Address       Species       Volume ( $m^3$ )       Mill Output ( $m^3$ )         (2)       (3)       (4)       (5)       (6)       (7)       (8)       (9)       (10)       (11)         1	CERRO   Implementing PENRO   Month   Permittee   Complete Business Address   Beginning Balance Address   Company Name   Company Name   Company Name   Company Address   Species   Volume (m³)   Consumption (m³)   Personal Consumption (m³)   (12)	CENRO/ Implementing PENRO       Name of Permittee       Complete Business Balance ( $m^3$ )       Log Input       Log Input       Milling Deprisonal Consumption ( $m^3$ )       Consumed by Owned WPP ( $m^3$ )         (2)       (3)       (4)       (5)       (6)       (7)       (8)       (9)       (10)       (11)       (12)       (13)         (2)       (3)       (4)       (5)       (6)       (7)       (8)       (9)       (10)       (11)       (12)       (13)         (3)       (4)       (5)       (6)       (7)       (8)       (9)       (10)       (11)       (12)       (13)         (4)       (7)       (8)       (9)       (10)       (11)       (12)       (13)         (4)       (7)       (8)       (9)       (10)       (11)       (12)       (13)         (4)       (7)       (8)       (9)       (10)       (11)       (12)       (13)         (8)       (9)       (10)       (11)       (12)       (13)       (12)       (13)         (8)       (10)       (10)       (10)       (10)       (10)       (10)       (10)       (10)       (10)       (10)	$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	The parameter per per per per per per per per per p

"Address of Buyer - Domestic: Municipality, Province; Export: Country of Destination

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### **LUMBER PRODUCTION AND DISPOSITION (IMPORTED INPUT)**

							PRO	DUCTION			DISPOSITION				Ending Balance		
1	CENRO/		Name of		Beginning		Log In	put		Mill	Personal	Consumed by			Sold		(m <sup>3</sup> )
PENRO	Implementing PENRO	Month	Permittee	Complete Business Address	Balance (m <sup>3</sup> )	Company Name	Country of Origin	Species	Volume (m³)	Output (m <sup>3</sup> )	Consumption (m <sup>3</sup> )	Owned WPP	Type of Sales D-Domestic E- Export	Volume (m³)	Name of Client	Address of Client <sup>1/</sup>	(6+11) - (12+13+15)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
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### VENEER PRODUCTION AND DISPOSITION (LOCAL INPUT)

					PRODUCTIO		Ending Balance								
	CENRO/		Name of		Beginning		Log Input			(m <sup>3</sup> )			Sold		(m <sup>3</sup> )
PENRO	Implementing PENRO	Month	Permittee	Complete Business Address	Balance (m³)	Company Name	Company Address	Volume (m³)	Mill Output (m³)		Type of Sales D-Domestic E- Export	Volume (m³)	Name of Client	Address of Client <sup>1/</sup>	(6+10) - (11+13)
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### VENEER PRODUCTION AND DISPOSITION (IMPORTED INPUT)

							PRODUCTION			DISPOSITION					Ending Balance
	CENRO/				Beginning		Log Input			Communed by	Consumed by Sold				(m <sup>3</sup> )
PENRO	ENRO Implementing Month Parmittee Complete Bu	Complete Business Address		Company Name	Country of Origin	Volume (m³)	Mill Output (m³)	Owned WPP  (m³)	Type of Sales D-Domestic E- Export	Volume (m³)	Name of Client	Address of Client <sup>1/</sup>	(6+10) - (11+13)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
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"Address of Buyer - Domestic: Municipality, Province; Export: Country of Destination

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#### PLYWOOD PRODUCTION AND DISPOSITION

									PRODU	CTION			·		1	DISPOSITI	ON		Fo dia a Dalaman
	CENRO/				Beginning				Veneer Input	t							Sold		Ending Balance (m <sup>3</sup> )
PENRO	Implementing	Month	Name of	Complete	n .	Company		Tasal	Purcl	hased	I		Mill	by Owned	Type of Sales	77.1		Address of	į
	PENRO		1 Cimitico	Complete Business Address	(m <sup>3</sup> )	Produced		Local	17-1		Imported	37-1	Output (m³)	WPP	D-Domestic	Volume (m³)	Name of Client	Client <sup>1/</sup>	(6+14) -
						(m <sup>3</sup> )	Company Name	Company Address	Volume (m³)	Company Name	Country of Origin	Volume (m³)	(111 )	(m <sup>3</sup> )	E- Export	(m)	Chem		(15+17)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
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(Period Covered)

#### OTHER WOOD-BASED PRODUCTION AND DISPOSITION

						PRODUCTION							DI	SPOSITION		Ending Balance
DENIDO	CENRO/	Month	Name of	Complete Business	Type of	Beginning Balance		Input			Mill	Type of Sales				(m <sup>3</sup> )
PENRO Implementing PENRO		Permittee	Address	Product	(m <sup>3</sup> )	Type of Input (Veneer, Plywood, Pulpwood,Woodwaste, etc.)	Company Name	Company Address	Volume (m³)	Output (m³)	D-Domestic E- Export	(m <sup>3</sup> )	Name of Client	Address of Client <sup>1</sup>	(7+12) - 14	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
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					Coordinates (I	Point Location					PROI	DUCTION		D	ISPOSITION		
PENRO	CENRO/ PENRO Implementing M	Month	Name of	Complete	of the Source) (WGS 1984 datum)		Type of Permit	Type of	Beginning		1 1	Forest Charges	Personal	Sold			Ending Balance (10+12) - (14+15)
	PENRO		Permittee	Business Address	Longitude	Latitude		NTFP	Balance	Measure	Quantity	Paid (Php) (if applicable)	Consumption	Quantity	Name of Client	Address of Client (Municipality, Province)	[` ' '
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
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Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
FORESTRY STATISTICAL FORM

ANNEX 11

(Period Covered)

#### ISSUANCES OF APPROVED FORESTRY PERMITS/ TENURE INSTRUMENTS

Regional	FERRO Implementing		Month	Type of Permit/	Name of Holder	Complete Business Address	Coordinates (Po (WGS 19	int of Operation) 84 datum)	Plant Capacity	Area	Allowable	Date Issued	Date Expired
Office		PENRO		Tenure Instrument			Longitude	Latitude	(for WPP)	(ha)	Cut	(mm/dd/yyyy)	(mm/dd/yyyy)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
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#### **FS-SRS 1-A: LOG PRODUCTION AND DISPOSITION**

Instruction for each field name of the Log Production and Disposition is provided to guide the users in filling out the form and help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Licensee/ Permittee/Tenure Holder	Write the registered name of the reporting permittee, or tenure holder involved in the log production.
		Write the permit, or tenure instrument issued under which the logs were harvested and cut.
(5)	Type of License/ Permit/ Tenure Instrument	Integrated Forest Management Agreement or IFMA Socializes Industrial Forest Management Agreement or SIFMA Community-Based Forest Management Agreement or CBFMA Certificate of Stewardship Contract or CSC Certificate of Tree Plantation Ownership or CTPO
(6)	Beginning Balance (m <sup>3</sup> )	Write the carried-over balance from the last reporting period (in cubic meter).
		PRODUCTION
(7)	Type of Logs	Indicate the type of logs produced:  N if Naturally Grown and P if Planted.
		Write the specific common name of the log produced.
(8)	Species	Wood groupings like Philippine Mahogany, RTM, Construction and Furniture Wood, or Various/ Miscellaneous/ Mixed Species shall <b>NOT</b> be accepted.
(0)	Wal (3)	Indicate the volume of logs produced (in cubic meter).
(3)	Volume (m <sup>3</sup> )	This should be based on the official DENR Scaler's Report.
(10)	Forest Charges Paid (Php)	For naturally grown logs, write the amount paid (in pesos) as levy or tax for the log extracted from NATURAL FOREST in accordance with R.A. 7161. Write NA for planted logs.
		Forest charges paid should be based on the official receipt EXCLUDING the administrative fees, oath fees, etc.

No. Field Name	Instructions
	DISPOSITION
(11) Consumed by Owner WPP (m³)	Indicate the volume of logs used as input for further processing in their own processing plant such as sawmill, plywood mill, and other wood-based mill (in cubic meter).
(12) Sold: Type of Sales	Indicate the type of sales: <b>D</b> if Domestic/Local Market and <b>E</b> if Export.
(13) Sold: Volume (m <sup>3</sup> )	Indicate the volume of logs sold in the local market or exported to other countries (in cubic meter).
(14) Sold: Name of Clien	Indicate the name of the buyer to whom the logs were sold and delivered.
	Indicate the address of the buyer.
(15) Sold: Address of Cli-	ent Domestic: Municipality, Province
	Export: Country of Destination
(16) Ending Balance (m <sup>3</sup> )	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).
	(Beg. Bal.+Vol. Prod.)-(Consumed by Owned WPP+Vol. Sold)
	SIGNATORIES
Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

#### **FS-SRS 1-B: TREE CUTTING AND DISPOSITION**

Instruction for each field name of the Tree Cutting and Disposition is provided to guide the users in filling out the form and help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the tree cutting.
(4)	Name of Permittee	Indicate the registered name of the reporting permittee involved in the tree cutting.
		Write the permit issued under which the logs were removed/cut.
(5)	Type of Permit	Tree Cutting Permit or TCP Special Tree Cutting Permit or STCP Private Land Timber Permit or PLTP Muyong Resource Permit or MRP
(6)	Beginning Balance (m <sup>3</sup> )	Write the carried-over balance from the last reporting period (in cubic meter).
		TREE CUTTING
(7)	Type of Logs	Indicate the type of logs removed:  N if Naturally Grown and P if Planted.
	•	Write the specific common name of the log removed.
(8)	Species	Wood groupings like Philippine Mahogany, RTM, Construction and Furniture Wood, or Various/ Miscellaneous/ Mixed Species shall NOT be accepted.
(0)	xz 1 (3)	Indicate the volume of logs removed (in cubic meter).
(9)	Volume (m <sup>3</sup> )	This should be based on the official DENR Scaler's Report.
(10)	Forest Charges Paid (Php)	For naturally grown logs, write the amount paid (in pesos) as levy or tax for the log extracted from NATURAL FOREST in accordance with R.A. 7161. Write NA for planted logs.
	(~ ~P')	Forest charges paid should be based on the official receipt EXCLUDING the administrative fees, oath fees, etc.

No.	Field Name	Instructions
		DISPOSITION
		Indicate the disposition made on the logs removed:
		PC if Personal Consumption
(11) Typ	e of Disposition	TO if Turn Over
		Otherwise, write the specific disposition made on the logs removed.
(12) Vol	ume (m³)	Indicate the volume of logs disposed (in cubic meter).
(13) Nar	me of Recipient	Indicate the name of the recipient of the logs disposed
(14) Ado	lress of Recipient	Indicate the address of the recipient (municipality, province).
(15) End	ling Balance (m³)	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).
		(Beg. Balance + Vol. Tree Cutting) - (Vol. Disposition)
		SIGNATORIES
Prej	pared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Rev	riewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Арр	proved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

#### FS-SRS 2: FUELWOOD & WOOD CHARCOAL PRODUCTION AND DISPOSITION

Instruction for each field name of the Fuelwood & Wood Charcoal Production and Disposition is provided to guide the users of the form & help ensure standardization of the data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production of fuelwood or wood charcoal.
(4)	Name of Permittee	Indicate the registered name of the reporting permittee involved in the production of fuelwood or wood charcoal.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Type of Permit	Write the permit issued under which the fuelwood or wood charcoal was produced.
(7)	Type of Product	Indicate whether the product is Fuelwood or Wood Charcoal.
(8)	Beginning Balance (m <sup>3</sup> )	Write the carried-over balance from the last reporting period (in cubic meter).
		PRODUCTION
(9)	Name of Source	Write the name of the source for the fuelwood or wood charcoal production.
(10)	Address of Source	Write the address of the source (municipality, province).
		Indicate the volume of fuelwood or wood charcoal produced (in cubic meter).
(11)	Volume (m <sup>3</sup> )	(Conversiom: 10 sacks of 50kg-sack, full to the brim = 1 cu.m.)
		Do not include charcoal from coconut and other non-wood products.

No. Field Name	Instructions							
-	DISPOSITION							
(12) Personal Consumptio	Indicate the volume of fuelwood or wood charcoal used for personal consumption (in cubic meter).							
(13) Sold: Volume (m <sup>3</sup> )	Indicate the volume of fuelwood or wood charcoal sold to a buyer (in cubic meter).							
(14) Sold: Name of Client	Indicate the name of the buyer to whom the fuelwood or wood charcoal was sold and delivered.							
(15) Sold: Address of Clie	nt Indicate the address of the buyer (municipality, province).							
(16) Ending Balance (m <sup>3</sup> )	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).							
	(Beg. Bal. + Vol. Prod.) - (Personal Consumption+Vol. Sold)							
	SIGNATORIES							
Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.							
Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.							
Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.							

#### **FS-SRS 3-A: LUMBER PRODUCTION AND DISPOSITION (LOCAL INPUT)**

Instruction for each field name of the Lumber Production and Disposition from Local Input is provided to guide the users of the form & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions	
	Region	Write the Region.	
	Period Covered	Write the quarter and the year of the report.	
(1)	PENRO	Write the PENR Office.	
(2)	CENRO	Write the CENR Office.	
(3)	Month	Write the specific month of the production.	
(4)	Name of Permittee	Write the name of the regular sawmill, mini-sawmill, and permittees of CV's, PLTP's, tree farmers and other type of permits who have converted logs into lumber.	
(5)	Complete Business Address	Write the complete business address of the permittee.	
(6)	Beginning Balance (m <sup>3</sup> )	Write the carried-over balance from the last reporting period (in cubic meter).	
		PRODUCTION	
(7)	Log Input: Company Name	Write the company name of the local source of logs for the production of lumber.	
(8)	Log Input: Company Address	Write the address where the company is situated (municipality, province).	
(9)	Log Input: Species	Write the specific common name of the log input.  Wood groupings like Philippine Mahogany, RTM, Construction and Furniture Wood, or Various/ Miscellaneous/ Mixed Species shall NOT be accepted.	
(10)	Log Input: Volume (m <sup>3</sup> )	Indicate the volume of logs inputted in producing lumber (in cubic meter).	
(11)	Mill Output (m³)	Indicate the volume of mill output or the lumber produced from the logs (in cubic meter).  Resaw and lumber purchases should not be included. Only lumber produced by the sawmills or other permittees should be reported.	
	DISPOSITION		
(12)	Personal Consumption	Indicate the volume of lumber used for personal consumption (in cubic meter).	

No.	Field Name	Instructions
(13)	Consumed by Owned WPP (m <sup>3</sup> )	Indicate the volume of lumber used as input for further processing in their own processing plant (in cubic meter).
(14)	Sold: Type of Sales	Indicate the type of sales:  D if Domestic/Local Market and E if Export.
(15)	Sold: Volume (m <sup>3</sup> )	Indicate the volume of lumber sold in the local market or exported to other countries (in cubic meter).
(16)	Sold: Name of Client	Indicate the name of the buyer to whom the lumber was sold and delivered.
		Indicate the address of the buyer.
(17)	Sold: Address of Client	Domestic: Municipality, Province
		Export: Country of Destination
(18)	Ending Balance (m <sup>3</sup> )	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).
		(Beg. Bal. + Mill Output) - (Personal + Consumed + Vol. Sold)
	,	SIGNATORIES
The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION ar OFFICE.		
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

#### FS-SRS 3-B: LUMBER PRODUCTION AND DISPOSITION (IMPORTED INPUT)

Instruction for each field name of the Lumber Production and Disposition from Imported Input is provided to guide the users & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the regular sawmill, mini-sawmill, and permittees of CV's, PLTP's, tree farmers and other type of permits who have converted logs into lumber.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Beginning Balance (m <sup>3</sup> )	Write the carried-over balance from the last reporting period (in cubic meter).
		PRODUCTION
(7)	Log Input: Company Name	Write the company name of the imported source of logs for the production of lumber.
(8)	Log Input: Country of Oridin	Write the country where the company is situated.
		Write the specific common name of the log input.
(9)	Log Input: Species	Wood groupings like Philippine Mahogany, RTM, Construction and Furniture Wood, or Various/ Miscellaneous/ Mixed Species shall NOT be accepted.
(10)	Log Input: Volume (m³)	Indicate the volume of logs inputted in producing lumber (in cubic meter).
(11)	3.	Indicate the volume of mill output or the lumber produced from the logs (in cubic meter).
(11)	Mill Output (m <sup>3</sup> )	Resaw and lumber purchases should not be included. Only lumber produced by the sawmills or other permittees should be reported.
	DISPOSITION	
(12)	Personal Consumption	Indicate the volume of lumber used for personal consumption (in cubic meter).

No.	Field Name	Instructions
(13)	Consumed by Owned WPP (m³)	Indicate the volume of lumber used as input for further processing in their own processing plant (in cubic meter).
(14)	Sold: Type of Sales	Indicate the type of sales: <b>D</b> if Domestic/Local Market and <b>E</b> if Export.
(15)	Sold: Volume (m <sup>3</sup> )	Indicate the volume of lumber sold in the local market or exported to other countries (in cubic meter).
(16)	Sold: Name of Buyer	Indicate the name of the buyer to whom the lumber was sold and delivered.
		Indicate the address of the buyer.
(17)	Sold: Address of Buyer	Domestic: Municipality, Province
		Export: Country of Destination
(18)	Ending Balance (m <sup>3</sup> )	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).
		(Beg. Bal. + Mill Output) - (Personal + Consumed + Vol. Sold)
		SIGNATORIES
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

#### FS-SRS 4-A: VENEER PRODUCTION AND DISPOSITION (LOCAL INPUT)

Instruction for each field name of the Veneer Production and Disposition from Local Input is provided to guide the users of the form & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the registered veneer plant holder who have converted logs into veneer.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Beginning Balance (m <sup>3</sup> )	Write the carried-over balance from the last reporting period (in cubic meter).
		PRODUCTION
(7)	Log Input: Company Name	Write the company name of the local source of logs for the production of veneer.
(8)	Log Input: Company Address	Write the address where the company is situated (municipality, province).
(9)	Log Input: Volume (m <sup>3</sup> )	Indicate the volume of logs inputted in producing veneer (in cubic meter).
(10)	Mill Output (m³)	Indicate the volume of mill output or the veneer produced from the logs (in cubic meter).
(10)		Veneer purchases should not be included. Only veneer produced by the permittee should be reported.
		DISPOSITION
(11)	Consumed by Owned WPP (m <sup>3</sup> )	Indicate the volume of veneer used as input for further processing in their own processing plant (in cubic meter).

No. Field Name	Instructions
(12) Sold: Type of Sales	Indicate the type of sales: <b>D</b> if Domestic/Local Market and E if Export.
(13) Sold: Volume (m <sup>3</sup> )	Indicate the volume of veneer sold in the local market or exported to other countries (in cubic meter).
(14) Sold: Name of Client	Indicate the name of the buyer to whom the veneer was sold and delivered.
	Indicate the address of the buyer.
(15) Sold: Address of Client	Domestic: Municipality, Province
	Export: Country of Destination
(16) Ending Balance (m <sup>3</sup> )	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).
	(Beginning Balance + Mill Output) - (Consumed + Volume Sold)
	SIGNATORIES
Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

#### FS-SRS 4-B: VENEER PRODUCTION AND DISPOSITION (IMPORTED INPUT)

Instruction for each field name of the Veneer Production and Disposition from Imported Input is provided to guide the users & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the registered veneer plant holder who have converted logs into veneer.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Beginning Balance (m <sup>3</sup> )	Write the carried-over balance from the last reporting period (in cubic meter).
		PRODUCTION
(7)	Log Input: Company Name	Write the company name of the imported source of logs for the production of veneer.
(8)	Log Input: Country of Origin	Write the country where the company is situated.
(9)	Log Input: Volume (m <sup>3</sup> )	Indicate the volume of logs inputted in producing veneer (in cubic meter).
(10)	Mill Output (m³)	Indicate the volume of mill output or the veneer produced from the logs (in cubic meter).
(10)		Veneer purchases should not be included. Only veneer produced by the permittee should be reported.
	DISPOSITION	
(11)	Consumed by Owned WPP (m <sup>3</sup> )	Indicate the volume of veneer used as input for further processing in their own processing plant (in cubic meter).

No. Field Na	ne Instructions
(12) Sold: Type of Sale	Indicate the type of sales:  D if Domestic/Local Market and E if Export.
(13) Sold: Volume (m <sup>3</sup> )	Indicate the volume of veneer sold in the local market or exported to other countries (in cubic meter).
(14) Sold: Name of Clie	ent Indicate the name of the buyer to whom the veneer was sold and delivered.
	Indicate the address of the buyer.
(15) Sold: Address of C	Client Domestic: Municipality, Province
	Export: Country of Destination
(16) Ending Balance (n	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).
	(Beginning Balance + Mill Output) - (Consumed + Volume Sold)
	SIGNATORIES
Prepared/collated	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Approved for relea	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

#### FS-SRS 5: PLYWOOD PRODUCTION AND DISPOSITION

Instruction for each field name of the Plywood Production and Disposition is provided to guide the users of the form & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the registered plywood plant holder who have converted veneer into plywood.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Beginning Balance (m <sup>3</sup> )	Write the carried-over balance from the last reporting period (in cubic meter).
		PRODUCTION
(71)	Veneer Input: Company Produced	Indicate the volume of veneer produced by the permittee to be used in the manufacture of plywood (in cubic meter).
(7)		This should be equal to the reported volume in column no. 11 - Consumed by Owned WPP in SRS 4A or 4B Veneer Production.
	Veneer Input: Purchased: Loc	al
(8)	Company Name	Write the company name of the local source of veneer for the manufacture of plywood.
(9)	Company Address	Write the address where the company is situated (municipality, province).
(10)	Volume (m <sup>3</sup> )	Indicate the volume of veneer input purchased from local source used in the manufacture of plywood (in cubic meter).
	Veneer Input: Purchased: Imp	ported
(11)	Company Name	Write the company name of the imported source of veneer for the manufacture of plywood.
(12)	Country of Origin	Write the country where the company is situated.
(13)	Volume (m³)	Indicate the volume of imported veneer inputted in manufacturing plywood (in cubic meter).

No.	Field Name	Instructions
(14)	Mill Output (m <sup>3</sup> )	Indicate the volume of mill output or the plywood produced from the veneer (in cubic meter).
		DISPOSITION
(15)	Consumed by Owned WPP (m <sup>3</sup> )	Indicate the volume of plywood used as input for further processing in their other wood-based mill (in cubic meter).
(16)	Sold: Type of Sales	Indicate the type of sales:  D if Domestic/Local Market and E if Export.
(17)	Sold: Volume (m <sup>3</sup> )	Indicate the volume of plywood sold in the local market or exported to other country (in cubic meter).
(18)	Sold: Name of Client	Indicate the name of the buyer to whom the plywood was sold and delivered.
		Indicate the address of the buyer.
(19)	Sold: Address of Client	Domestic: Municipality, Province
		Export: Country of Destination
(20)	Ending Balance (m <sup>3</sup> )	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).
		(Beg. Balanace + Mill Output) - (Consumed + Volume Sold)
		SIGNATORIES
	Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
	Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

#### FS-SRS 6: OTHER WOOD-BASED PRODUCTION AND DISPOSITION

Instruction for each field name of the Other Wood-Based Production and Disposition is provided to guide the users of the form & help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions
	Region	Write the Region.
	Period Covered	Write the quarter and the year of the report.
(1)	PENRO	Write the PENR Office.
(2)	CENRO	Write the CENR Office.
(3)	Month	Write the specific month of the production.
(4)	Name of Permittee	Write the name of the registered wood processing plant.
(5)	Complete Business Address	Write the complete business address of the permittee.
(6)	Type of Product	Indicate the type of product produced by the permittee.
(7)	Beginning Balance (m <sup>3</sup> )	Write the carried-over balance from the last reporting period (in cubic meter).
		PRODUCTION
(8)	Input: Type of Input	Indicate the type of input/product used in the manufacture of the wood-based product such as veneer, plywood, pulpwood, woodwaste, etc.
(9)	Input: Company Name	Write the company name of the source of input for the manufacture of the wood-based product.
(10)	Input: Company Address	Write the address where the company is situated (municipality, province).
(11)	Input: Volume (m <sup>3</sup> )	Indicate the volume of the wood product used as input for the manufacture of the wood-based product (in cubic meter).
(12)	Mill Output (m³)	Indicate the volume of mill output or the identified wood-based produced (in cubic meter).

No. Field Name	Instructions
	DISPOSITION
(13) Type of Sales	Indicate the type of sales:  D if Domestic/Local Market and E if Export.
(14) Volume (m <sup>3</sup> )	Indicate the volume of the wood-based product sold in the local market or exported to other country (in cubic meter).
(15) Name of Client	Indicate the name of the buyer to whom the wood-based product was sold and delivered.
	Indicate the address of the buyer.
(16) Address of Client	Domestic: Municipality, Province
	Export: Country of Destination
(17) Ending Balance (m <sup>3</sup> )	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).
	(Beginning Balance + Mill Output) - Volume Sold)
	SIGNATORIES
Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

#### **FS-SRS 7: NON-TIMBER PRODUCTION AND DISPOSITION**

Instruction for each field name of the Non-Timber Production and Disposition is provided to guide the users of the form and help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions	
	Region	Write the Region.	
	Period Covered	Write the quarter and the year of the report.	
(1)	PENRO	Write the PENR Office.	
(2)	CENRO	Write the CENR Office.	
(3)	Month	Write the specific month of the production.	
(4)	Name of Permittee	Write the name of the reporting non-timber product license/permit holder	
(5)	Complete Business Address	Write the complete business address of the permittee.	
	Coordinates (Point Location of the Source)		
(6)	Longitude	Write the northward-measure distance (or the y-coordinate) based on the WGS 1984 datum for the location where the non-timber product was harvested or gathered.	
(7)	Latitude	Write the eastward-measure distance (or the x-coordinate) based on the WGS 1984 datum for the location where the non-timber product was harvested or gathered.	
(8)	Type of Permit	Write the permit issued to the permittee for the harvesting and gathering of the non-timber product.	
(9)	Type of Product	Indicate the non-timber product harvested or gathered including but not limited to bamboo, split rattan, unsplit rattan, almaciga resin, and nipa shingles.	
		Include species for Bamboo (Kawayan Tinik, Bayog, Boho, Bolo) and Unsplit Rattan (Limuran, Palasan, Tumalim)	
(10)	Beginning Balance	Write the carried-over balance from the last reporting period.	
(11)	Unit of Measure	Write the unit of measurement for each non-timber product reported.	
PRODUCTION			
(12)	Quantity	Indicate the quantity of the non-timber product harvested or gathered.	

No. Field Name	Instructions
	Indicate the amount paid (in pesos) by the permittee as levy or tax for every unit of non-timber product extracted from the forest in accordance with R.A. 7161. Write <b>NA</b> if not applicable.
(13) Forest Charges Paid (Php) (if applicable)	Products which are subjected to forest charges include Rattan, Bamboo, Almaciga Resin, Gum and Resins, Beeswax, Gutta- Percha, Manila Elemi.
	Forest charges paid should be based on the official receipt EXCLUDING the administrative fees, oath fees, etc.
	DISPOSITION
(14) Personal Consumption	Indicate the quantity of the non-timber product used for personal consumption.
(15) Sold: Quantity	Indicate the quantity of the non-timber product sold to a buyer.
(16) Sold: Name of Client	Indicate the name of the buyer to whom the non-timber product was sold and delivered.
(17) Address of Client	Indicate the address of the buyer (municipality, province).
(18) Ending Balance (m <sup>3</sup> )	Subtract the volume of disposition from the beginning balance and volume of production (in cubic meter).
	(Beg. Balance + Qty. Production) - (Personal + Qty. Sold)
	SIGNATORIES
Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.
Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.

### Instructions on how to fill-out FS-SRS 8: ISSUANCES OF APPROVED FORESTRY PERMITS/TENURE INSTRUMENTS

Instruction for each field name of the **Issuances of Approved Forestry Permits, and Tenure Instruments** is provided to guide the users in filling out the form and help ensure standardization of data collection in all implementing units.

No.	Field Name	Instructions	
	Region	Write the Region.	
	Period Covered	Write the quarter and the year of the report.	
(1)	Regional Office	Write the Regional Office that issued the permit/tenure instrument.	
(2)	PENRO	Write the PENR Office that issued the permit/tenure instrument.	
(3)	CENRO	Write the CENR Office that issued the permit/tenure instrument.	
(4)	Month	Write the specific month of the issuance.	
(5)	Type of License/Permit/ Tenure Instrument	Write the type of permit, or tenure instrument issued.	
(6)	Name of Holder	Write the registered name of the permittee, or tenure holder.	
(7)	Complete Business Address	Write the complete business address of the permittee, or tenure holder.	
	Coordinates (Point of Operation)		
(8)	Longitude	Write the northward-measure distance (or the y-coordinate) based on the WGS 1984 datum for the location of its area of operation.	
(9)	Latitude	Write the eastward-measure distance (or the x-coordinate) based on the WGS 1984 datum for the location of its area of operation.	
(10)	Plant Capacity (for WPP)	Indicate the production capacity of sawmill or other wood processing plants. Write NA if not applicable.	
(11)	Area (ha)	Indicate the area coverage of the permit, or tenure instrument (in hectares). Write <b>NA</b> if not applicable.	

No. Field Name	Instructions			
(12) Allowable cut	Indicate the volume of wood or quantity of other forest products authorized to cut as stipulated in the permit (include the unit of measure). Write NA if not applicable.			
(13) Date Issued	Indicate the exact date when the permit, or tenure instrument was issued (format: mm/dd/yyyy).			
(14) Date Expired	Indicate the exact date of expiry of the permit, or tenure instrument (format: mm/dd/yyyy).			
SIGNATORIES				
Prepared/collated by	The person who prepares and collates the report should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.			
Reviewed by	The Supervisor or the In-charge who reviews the information in the form should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE.			
Approved for release	The CENR Officer or the In-charge (for CENRO reports), the PENR Officer or the In- charge (for PENRO reports), and the Assistant Regional Director for Technical Services (for Regional reports) should affix signature over printed NAME, POSITION/DESIGNATION and OFFICE indicating that the reports have been approved for release.			