

**[DENR ADMINISTRATIVE ORDER NO. 2007-31,
October 26, 2007]**

**AMENDING CERTAIN PROVISIONS OF DENR ADMINISTRATIVE
ORDER NO. 07, SERIES OF 1994 AND PRESCRIBING THE USE OF
COMPUTER GENERATED CERTIFICATE OF TIMBER ORIGIN (CTO)
AND CERTIFICATE OF LUMBER ORIGIN (CLO) FORMS**

Pursuant to Presidential Decree No. 705, as amended, and Executive Order No. 192 dated June 10, 1987; and in line with the sustainable resources management and development thrust of the Government and in order to monitor the movement and transport of timber and lumber products, the following guidelines are hereby issued for the information and guidance of all concerned:

SECTION 1. Adoption and Features of the Computer Generated CTO and CLO Forms. A new system of issuance and tracking of CTO and CLO is hereby adopted and shall replace the previous forms prescribed pursuant to DAO No. 07, Series of 1994 entitled "Revised Guidelines Governing the issuance of Certificate of Origin for Logs, Timber, Lumber and Non-Timber Forest Products".

The computer generated CTO and CLO systems uses two (2) bar code numbers which are randomly generated as an add-in security measures and assigned computer based serial numbers.

SEC. 2. Installation and Training. A computer system developed for the generation and tracking of the CTO and CLO forms shall be installed at DENR Regional Offices by personnel from Information System and Technology Management Office (ISTMO) of DENR and Forest Management Bureau (FMB). A replica of the new forms are attached as Annex 1* .

The ISTMO and FMB staff shall orient and train the designated Regional Office staff including the designated CENRO staff and other personnel involved in the CTO and CLO generation and tracking system during the installation of the systems. A user's manual shall be provided for each Region and CENRO offices.

SEC. 3. Issuance of CTO and CLO. In order to facilitate the issuance of the computer generated CTO and CLO forms, each Offices and/or personnel shall undertake the following:

3.1 Regional Executive Director (RED). The RED concerned shall:

- a. Issue a Special Order, copy furnished the Forest Management Bureau (FMB), designating the regional office staff responsible for the operations and maintenance of the computerized CTO and CLO system including their responsibilities to ensure the security of the system from

tampering, unauthorized access and fraudulent usage.

b. Provide a computer and the necessary peripherals which shall be dedicated only for the CTO and CLO generation and tracking system and which shall only accessible to those authorized to operate the system

3.2 Regional Office Staff. The duly authorized regional office staffs are instructed to:

a. Receive the requests of CENR Offices for copies of CTO and CLO and record it in an official log book designated for the purpose.

b. Produce the computer generated CTO and CLO in the exact number of sets as requested by the CENRO only upon the approval of the RED and/or Regional Technical Director for Forestry Services (RTD-F).

c. Forward to FMB the report on the reproduction and distribution of CTO and CLO forms generated by the system. The computer generated and encrypted report of generation shall be forwarded to FMB through the E-mail address: fmb_opcen@yahoo.com.ph . and fax number (02)920-03-74, within twelve (12) hours upon reproduction.

d. To submit monthly summary report and update to FMB through the concerned RED of all actions related on the matter.

3.3. The CENR Office or the Office of the Regional Technical Director for Forest Service, DENR-National Capital Region (RTD-F, DENR- NCR), as the case maybe. The CENRO or the Office of the RTD-F of DENR, NCR shall:

a. Request officially from the RED Office concerned for the issuance of copies of CTO and CLO for their use.

b. Keep record (manual and e-copy) of the CTO and CLO forms received from the Regional Office. The records should include, among others, the individual computer generated serial numbers of the received forms, whenever a CTO and CLO are issued to a client and all the information filled-in the CTO and CLO.

c. Receive all applications for shipment including the required fees, for which an Official Receipt shall be issued and shall be attached to the application(s).

d. Accomplish one (1) set, consisting of six (6)copies for each set, for every application, indicating therein all the information required in the data fields of the CTO and CLO. The copies shall be distributed as follows:

a. Shipper copy (copy for the client transporting the product which shall always accompany the specific shipment from source to final destination)

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b. One (1) copy for the PENRO;

- c. One (1) copy for the RED;
- d. One (1) copy for the CENRO concerned;
- e. One (1) copy for FMB (provide copy furnished to National Environmental Crime Task Force (NAECTAF) office); and
- f. One (1) copy for Assistant Secretary for Regional Offices.

e. Inform and forward to FMB, within 12-hours that a CTO and/or CLO were issued to a shipper covering a particular shipment, through email, fax or fastest means of communication, copy furnished the PENRO and RED concerned.

f. Transmit by fax or any fastest mean of communication, a copy of filled-up and confirmed CTO and/or CLO to the regional chapter Office of the Philippine Wood Producers Association (PWPA) if the licensee or permittee to whom the CTO and CLO was issued is a PWPA member, or to the respective industry organization to which the licensee or permittee is a member.

SEC. 4. Monitoring. In order to monitor the movement and transport of timber and lumber products using the computer generated CTO and CLO, each offices and personnel shall undertake the following:

4.1 Forest Management Bureau. The FMB shall:

- a. Issue a Special Order (FMB Special Order), copy furnished REDS, PENROs and CENROs, designating personnel responsible for the operation and maintenance of the FMB's Operations Center at 24 hours, 7 times a week including their responsibilities.
- b. Receive the copy of the CTO and/or CLO issued by the CENRO of Origin or RTD-F, DENR-NCR, as the case maybe, to a client covering a particular shipment.
- c. Issue a written confirmation through e-mail, fax or any fastest means of communication immediately to the CENRO of origin that the CTO and/or CLO forms are valid.
- d. Maintain data bases of all CTO and/or CLO forms forwarded by Regional Offices and those issued by the CENR Offices.

4.2. CENRO of Origin or RTD-F, DENR-NCR, as the case maybe.

As the CTO and/or CLO issuing Office(r), it shall notify immediately the CENRO of destination or to the Regional Office of DENR-NCR, as the case maybe, through the fastest available means of communication that a CTO and/or CLO forms was issued to an applicant and the shipment is expected to arrive at the given time.

The information shall include: (i) Kind and serial number of the CTO and/or CLO issued to a particular client, (ii) date of issuance and the validity period of the CTO/CLO, (iii) date of loading, (iv) point of loading, (v) type and plate number of