

**[ DENR ADMINISTRATIVE ORDER NO. 07 s. 1994,  
February 17, 1994 ]**

**REVISED GUIDELINES GOVERNING THE ISSUANCE OF  
CERTIFICATE OF ORIGIN FOR LOGS, TIMBER, LUMBER AND NON-  
TIMBER FOREST PRODUCTS**

Pursuant to PD No. 705, as amended, and in line with the sustainable resource development thrust of the Government whereby the effective monitoring of the movement of timber and other forest products is one of the major components thereof, the following guidelines are hereby issued for the information and guidance of all concerned.

*SECTION 1. Policy and Objective* - It is the policy of the Government to ensure the sustainable development of the timber and other forest resources to support the needs of industries dependent thereon, as well as the maintenance of a desirable ecosystems balance. Towards this end and in line with the unrelenting drive of the agency to curb the unauthorized gathering and transport of forest products the urgent need to reinforce existing strategies is imperative.

*SECTION 2. Adoption of New Certificate of Origin Forms* -There is hereby adopted a new set of Certificate of Origin Forms (COFs) corresponding to logs/timber, lumber and non-timber forest products which shall replace the forms which have hitherto been utilized for the purpose.

All new COFs issued pursuant to this Order shall be accountable forms of the DENR. For this purpose, any official or employee receiving such COFs shall account for their use or non-use as herein provided.

*SECTION 3. COF Features and Distribution* -The printed and color-coded COFs are assigned computer-based serial numbers, provided with properly assigned perforated sections at the bottom portion to be detached by the DENR official concerned, and bordered sections at the left hand side for describing the route and perforating the validity date of the shipment to be covered by it. Said forms shall be distributed as follows:

Original Copy (Red)	-	For use by the purchaser/consignee and to accompany the specific shipment.
Duplicate Copy (Yellow)	-	For file of the PENRO.
Triplicate Copy (Green)	-	For file of the license/supplier.
Quadruplicate Copy (Pink)	-	For file of the CENRO
Quintuplicate Copy (Orange)	-	For file of the RED

Sextuplicate Copy (White) - For file the USEC, Field Operations.

**SECTION 4.** Types of COFs to Accompany Transport/Shipment of Forest Products  
- The transport/shipment of forest products shall be accompanied or covered by the following forms:

4.1 For Logs/Timber - The original (color-code: RED) Certificate of Timber Origin (CTO), together with the tally sheet corresponding thereto;

4.2 For Lumber - The original (color code: RED) Certificate of Lumber Origin (CLO), together with the sales invoice in case of lumber sales, and the tally sheet; and

4.3 For Non-timber Forest Products — The original (color-code: RED) Certificate of Non-timber Forest Products Origin (CNFPO), together with the delivery receipt.

Any of the aforementioned forest products being transported or shipped from the effectivity of this Order without the said corresponding COF duly and properly accomplished as herein required shall be presumed as coming from illegal sources and as such, shall be subject to confiscation and disposition in accordance with Executive Order No. 277 and other applicable laws and implementing regulations.

**SECTION 5.** *Invalidation and Surrender of Previously Issued but Unused COFs* - Immediately upon the effectivity of this Order, all old printed COFs previously issued to the Regional Offices and which remain unused are hereby deemed cancelled/invalidated and within 15 days thereafter shall be surrendered by the RED concerned to the Undersecretary for Field Operations, through the Director of the Forest Management Bureau, for further disposition conformably with extant rules and regulations governing the matter. The surrendered forms shall be accompanied by a consolidated Inventory Report, indicating the category and serial numbers, duly signed by the RED concerned.

However, any old Certificate of Origin accompanying a shipment of forest product issued prior to the effectivity of this Order shall be considered valid up to its expiry date specified therein, or upon delivery of the forest product to its final destination/consignee, whichever comes first.

**SECTION 6.** *Issuing Officer: Condition of Issue* - In the case of the transport or shipment of logs or timber, only Timber Management Officer (TMO) who has jurisdiction over the area of such source and in case of the transport or shipment of lumber and minor forest products, only the Scaler or the Community Development Officer in charge of ISP projects who has jurisdiction over the area of such source shall issue and sign the corresponding Certificate of Origin, duly attested to by the CENRO or his duly authorized representative.

For purpose hereof, elected Local Government Officials of the locality where the oath is being administered are authorized to subscribe the Certificate Of Origin Form, aside from those who are already authorized by law to perform such functions.

No Certificate of Origin shall be issued by the Office concerned unless the forest product specifically covered thereby has been verified as coming from legitimate

sources, the forest product has been properly measured or scaled and marked in accordance with DMC No. 13, S. 1990, the Certificate Fee, and the forest charges due thereon have been duly paid pursuant to R.A. No. 7161, and the written request for the transport/shipment of such forest product has been filed with the CENRO concerned at least one (1) week before the scheduled shipment in case by watercraft or at least twenty-four (24) hours in case by trucks or land conveyances.

*SECTION 7. Issuance and Validity* - The Certificate of Origin shall be issued on a per shipment/transport basis and shall be valid for a period not exceeding fifteen (15) days (including Saturdays, Sundays or Holidays) from the date of issuance, or after unloading or delivery of the shipment at the point of destination, whichever comes first. In case of its expiration extension thereof shall be secured from the nearest CENR field office where the shipment may have been held and the officer concerned shall enter and sign such extension in the accompanying Certificate of Origin.

Monitoring Officers are directed to record in their log books all presentation of Certificates of Origin by their unique random numbers including the time of presentation, identification of conveyances, etc. and shall examine shipments in transit for compliance with the conditions and specifications in the Certificates of Origin. If a shipment and accompanying documents are in order, the Monitoring Officers(s) concerned shall stamp the accompanying Certificate of Origin with the corresponding DENR seal before allowing the conveyance of the shipment to proceed in its transit. In no case shall a Monitoring Officer(s) hold for more than an hour a shipment that is in order.

To indicate that the Certificate of Origin accompanying the shipment has been used already, and therefore, no longer valid, the CENRO at the point of destination of the shipment shall fill up and then detach the portion appertaining to him of the accompanying original Certificate of Origin. All such portions or stubs shall be submitted by the CENRO concerned every end of the month to the USEC for Field Operations, through the PENRO and the RED concerned and the Director of FMB for records and validation purposes.

*SECTION 8. Information Contained in Certificate of Origin* - The applicant for a Certificate of Origin shall furnish the CENRO concerned with the following information which shall be placed in the Certificate of Origin:

- 8.1 Number of pieces/volume and species of forest products under shipment.
- 8.2 Date of loading/transport
- 8.3 Point of loading
- 8.4 Type and plate/registration number of conveyance
- 8.5 Name and address of consignee
- 8.6 Point of destination; and
- 8.7 Expected duration of shipment.

*SECTION 9. Application/Certificate Fee* -For every application for the issuance of a Certificate of Origin, a fee shall be collected based on the following schedule:

- 9.1 Certificate of Timber/ Lumber Origin - 50.00
- 9.2 Certificate of Non-timber forest products origin - 30.00