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**DENR ADMINISTRATIVE ORDER**  
**NO. 2004 - 34**

**SUBJECT : GUIDELINES IN THE PREPARATION, SUBMISSION, REVIEW AND APPROVAL OF A MULTI-YEAR OPERATIONS PLAN (MYOP) FOR TIMBER LICENSE AGREEMENT (TLA) HOLDERS.**

In furtherance of the Sustainable Forest Management Program of the country and in line with the policy of the government to promote transparency and to facilitate forestry operations and developmental activities of holders of Timber License Agreement, the following instructions and procedures in the preparation, submission, review and approval of a Multi-Year Operations Plan (MYOP) are hereby promulgated for the information, guidance and compliance of all concerned.

**SECTION 1. COVERAGE** – Holders of existing Timber License Agreement (TLA) shall now be required to prepare and submit a multi-year operations plan (MYOP) covering the remaining years of its TLA or a maximum period of five (5) years, in lieu of the Integrated Annual Operations Plan (IAOP), before the conduct of timber and non-timber harvesting and other forestry operations inside their respective holdings.

**Sec. 2. PERSONS AUTHORIZED TO PREPARE MYOP.** Only registered professional forester (s), in conformity with Republic Act No. 6239 and Presidential Decree No. 331, in the employ of or hired by the license holder concerned, shall prepare the MYOP in collaboration with the concerned CENRO office. The signature of the registered forester and dry seal shall appear in the Plan and same should be subscribed and sworn to and duly notarized.

**Sec. 3. PREPARATION, SUBMISSION, REVIEW AND APPROVAL.** The CENR Officer shall immediately review and evaluate the MYOP upon the receipt thereof. If found in order, the CENR Officer shall endorse the same to the Regional Executive Director (RED) copy furnished the PENR Officer and Local Government Unit (LGU) concerned. The CENR Officer shall complete within five (5) working days the evaluation and endorsement to the RED.

Upon receipt of the MYOP, the RED concerned shall, within three (3) working days, convene the En Banc Deliberation Committee for the conduct of the review and evaluation. The review and evaluation by the Committee shall be completed within 5 working days. After all the corrections/suggestions/modifications are incorporated in the final MYOP and if found in order, the RED shall APPROVE the same within 2 working days, copy furnished the LGU concerned.

The procedures specified in "ANNEX A" appended in this Order shall be followed in the processing of the MYOP.

**Sec. 4. BASIC CONSIDERATIONS.** The following shall be considered during the review and evaluation of the MYOP, to wit:

- 4.1 The licensee has no pending forestry accounts such as unpaid forest charges, silvicultural fees and other charges;
- 4.2 The licensee must have a satisfactory performance in its developmental activities such as reforestation, timber stand improvement, enrichment planting and community services, among others, as validated by duly authorized DENR staff;
- 4.3 Certification from the Philippine Wood Producers Association (PWPA) if a member, that company is of good standing; and
- 4.4 Initial Environmental Examination (IEE)/Environmental Impact Statement (EIS).

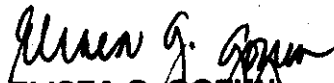
**Sec. 5. ADDITIONAL CONSIDERATIONS.** For ease of supervision, administration and monitoring, the following additional features and/or practices shall be observed:

- 5.1 Operations map drawn to a convenient scale (1:50,000) shall be gridded using UTM system; and
- 5.2 Corners of the area planned for operations (logging, reforestation, TSI) shall be located on the ground using accurate surveying instruments, preferably GPS instrument.

**Sec. 6. ANNUAL CONCESSION REPORT.** The Annual Concession report shall be submitted within one (1) month following the end of the calendar year to the RED copy furnished the Forest Management Bureau.

**Sec. 7. REPEALING CLAUSE.** This Order supersedes, modifies or amends in part or in whole all Orders, Circulars, Memoranda and other issuances inconsistent herewith.

**Sec. 8. EFFECTIVITY.** This Order takes effect immediately fifteen (15) days after publication in two (2) newspapers of general circulation and submission to the Office of the National Administrative Registry.

  
ELISEA G. GOZUN  
Secretary

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**PROCESS FLOW IN THE PREPARATION, SUBMISSION, REVIEW AND APPROVAL OF MULTI-YEAR OPERATIONS PLAN (MYOP) FOR TIMBER LICENSE AGREEMENT (TLA) HOLDERS**

<b>LICENSE HOLDER</b>	<b>CENRO (5 days)</b>	<b>RED (10 days)</b>	<b>FMB</b>
<ol style="list-style-type: none"> <li>1. Company in coordination with the CENRO conduct ground delineation and 20% timber inventory within the areas covered by the MYOP.</li> <li>2. Company registered forester or hired professional registered forester prepares and submit MYOP to the CENRO.</li> </ol> <p><b>NOTE:</b> The company shall revise the MYOP to incorporate all the corrections/suggestions/modifications based on the result of the En Banc deliberation and submit the final MYOP to the RED concerned.</p>	<ol style="list-style-type: none"> <li>1. Review and evaluate the submitted MYOP, and whenever necessary, validate data and information presented in the Plan.</li> <li>2. Forward the MYOP to the Regional Executive Director (RED) copy furnished the PENRO and LGU concerned.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review and evaluate the MYOP and prepare notices for an En Banc deliberation.</li> <li>2. Convene the En Banc Deliberation Committee composed of the CENRO, PENRO, ORED, EMB Regional Director concerned LGUs and stakeholders; Central office (FMB, EMB) and representative of the company for the conduct of review and evaluation of MYOP.</li> <li>3. Return the Plan to the Company to incorporate all the corrections/suggestions/modifications based on the deliberations of the En Banc Committee. (See NOTE)</li> <li>4. Review and evaluate the submitted final MYOP and if found in order, <b>APPROVED</b> the MYOP.</li> <li>5. Furnished copy of approved MYOP to the FMB, LGU concerned the USEC for Field Operations and OSEC.</li> </ol>	<ol style="list-style-type: none"> <li>1. Received the approved MYOP for database.</li> <li>2. Conduct periodic monitoring, assessment and reporting (MAR) of compliance to the MYOP and other existing laws and regulations.</li> <li>3. Submit report to Secretary thru USEC for Field Operations of the result of MAR with recommendations if company can continue its operations.</li> </ol>

**COMPARISON BETWEEN THE EXISTING AND REVISED (STREAMLINED) GUIDELINES  
ON PREPARATION, SUBMISSION, REVIEW AND APPROVAL OF OPERATIONS PLAN  
FOR TIMBER LICENSE AGREEMENT (TLA) HOLDERS**

ACTIVITY	EXISTING PROCEDURE (DMC 96-04)	REVISED (STREAMLINED)	REMARKS
1. Submission of Plan	The Timber License Agreement holders are required to submit an Integrated Annual Operations Plan (IAOP).	The Timber License Agreement (TLA) holder shall now be required to submit a multi-year operations plan (MYOP) covering the remaining years of its TLA or a maximum of five (5) years.	Submission of IAOP is very tedious, repetitive and time consuming. The submission of MYOP is a one time submission since the remaining existing TLA will expire two to five year from now.
2. Process Flow	<ol style="list-style-type: none"> <li>1. The license holder shall prepare an IAOP for submission to CENRO.</li> <li>2. CENRO review and evaluate the Plan and make necessary corrections, modifications and thereafter forward the IAOP to PENRO. CENRO submit direct to FMB the result of the timber inventory conducted.</li> <li>3. The PENRO reviews and evaluate the Plan and whenever necessary, validate the data and information presented in the Plan and forward to Regional Office.</li> <li>4. The RED convenes the Regional Technical Review Committee to review and evaluate the Plan thereafter forward the Plan to the FMB.</li> </ol>	<ol style="list-style-type: none"> <li>1. The license holder in coordination with the CENRO conducts delineation and inventory of area covered by MYOP. Prepares Plan for submission to CENRO.</li> <li>2. CENRO reviewed and evaluate the MYOP and whenever necessary validate data/information presented in the Plan. Forward the MYOP to RED copy furnished PENRO.</li> <li>3. RED review and evaluate the MYOP and convene the En Banc Committee composed of CENRO, PENRO, ORED, EMB-RD, concerned LGUs and stakeholders, Central office (FMB and EMB).</li> <li>4. RED approve the MYOP copy furnished FMB, USEC for Field Operations and OSEC.</li> </ol>	<ol style="list-style-type: none"> <li>1. There will be a one time deliberation of the MYOP at the Regional office composed of En Banc Committee.</li> <li>2. The approval of the MYOP is the RED.</li> </ol>