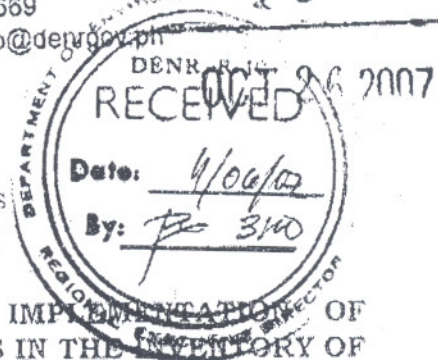




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MEMORANDUM FROM THE SECRETARY

TO : All Regional Executive Directors  
Regions 1 to 13, CAR and NCR

SUBJECT : STRICT OBSERVANCE AND IMPLEMENTATION OF PROCEDURES AND GUIDELINES IN THE INVENTORY OF TIMBER AND RATTAN RESOURCES.

It has been observed that several timber and rattan inventory reports forwarded to the Central Office and endorsed favorably by the local DENR Officers from CENROs, PENROs and REDs, contain errors and deficiencies. These inventory reports were subjected to validation that entailed the unnecessary deployment of field and central office personnel thereby incurring additional expense not to mention the delay in the processing of the application for permit or tenurial instrument.

In this regard, you are hereby ordered to ensure that the conduct of all inventory works shall be strictly in accordance with DAO 2000-21 and DMO No. 8, Series of 1991 (for tree inventory) and BFD Circular No. 2-85 (for rattan inventory). Any misrepresentation of facts on the matter shall hold you responsible and the same shall be dealt with accordingly. Attached are the guidelines and procedures in the conduct of inventory of timber and rattan for your reference and guidance.

FOR STRICT COMPLIANCE.

*[Handwritten Signature]*  
 JOSE L. ATIENZA, JR.

