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Department of Environment and Natural Resources  
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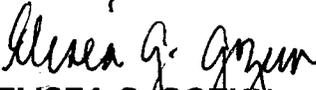
**DENR MEMORANDUM ORDER)**  
NO. 2004-04 )

**SUBJECT: PRESCRIBING A REPORTING SYSTEM FOR THE SUBMISSION OF REGIONAL MONTHLY REPORT ON WOOD IMPORTATION AND DISPOSITION**

Pursuant to the provisions of DAO 99-46, in order to have a standard procedure for the submission of monthly report and information on wood importation and disposition, a reporting system is hereby prescribed for strict compliance of all concerned:

1. All DENR Regional offices (CENRO, PENRO and Regional Office) thru its Forestry Management Service (FMS) shall accomplish the attached form (FED Form IWM/Regional) on wood importation and its disposition.
2. The PENROs and CENROs who have jurisdiction over the authorized port of entry for forest based imported products as well the Regional Office thru its FMS shall develop and maintain their own database on wood importation and its disposition.
3. The Regional Technical Director (RTD) for Forest Management Service shall be responsible for the consolidation as well as the accuracy of all reports on wood importation and disposition of the PENROs and CENROs who has jurisdiction over the authorized port of entry.
4. The Regional Executive Director concerned shall submit the Consolidated Regional monthly report to the Central Office, attention the Director, Forestry Management Bureau (FMB) one (1) week after the end of each month.
5. The Director, Forest Management Bureau, thru the Forest Economics Division shall consolidate all the Regional Office reports for publication.
6. The consolidated information shall be made available to all interested stakeholders.

**For immediate compliance.**

  
**ELISEA G. GOZUN**  
Secretary 

**Let's Go Green**