

DENR ADMINISTRATIVE ORDER)
NO 13):
Series of 1992)

SUBJECT: GUIDELINES IN THE CONDUCT OF CENSUS AND REGISTRATION OF PROTECTED AREA OCCUPANTS.

Pursuant to the provisions of PD 705 as ammended, R.A. 7586, otherwise known as NIPAS Act, and the New Constitution, the following terms and procedures in the conduct of census and registration of protected area occupants are hereby promulgated for the guidance of all concerned.

SECTION 1. Basic Policy

It is hereby declared a policy that census and registration of Protected Area Occupants shall be undertaken to provide the DENR management with basic data as basis for establishing management zones and buffer zones and for the preparation of management programs including the identification of alternative livelihood opportunities.

SECTION 2. Objectives

- 2.1 To determine and attest to the actual number of occupants within the Protected Area.
- 2.2 To establish the exact location and approximate size of homelots/farm lots of protected area occupants.
- 2.3 To check and confirm the period of occupancy over certain portions of the protected area, and
- 2.4 To document/register the actual number of protected area occupants and households and the extent of area occupied during the census.

SECTION 3. Definition of Terms

As used in this order, the following term shall be defined as follows:

1. Absentee-claimant - a person who makes an assertion of right of ownership over a portion of the Protected Area but does not himself cultivate nor reside in the area claimed.
2. Homelots - parcel of land of the Protected Area where the residence or house of the occupant is located
3. Households - refers to a single or group of people living in same housing

- unit.
4. Household head - refers to male or female member who is responsible for the organization and care of the household.
 5. Indigenous Cultural Community - refers to a group of people sharing common bonds of language, customs, traditions and other distinctive cultural traits and who have, since time in memorial, occupied, possessed and utilized a territory.
 6. Farnlots - parcel of land of the protected area wholly or partly cultivated for the production of food, forage and fuel wood or other purposes.
 7. Occupants - refers to people actually and directly occupying, cultivating or utilizing the resources/parcel of land of the protected area.
 8. Transient-claimant - a person who makes an assertion of right of ownership over a certain farmplot but does not himself reside in the protected area or one who resides inside the protected area but does not cultivates nor asserts right over any farmplot.

SECTION 4. Team Organization and Composition.

One census and registration team shall be organized for every Protected Area System. The team shall be composed of one or two representatives from the DENR-RENRO/PENRO/CENRO, one from the Local Government Unit, preferably the Barangay Chairman, and one representative from an NGO.

A number of teams and team composition maybe increased depending upon the approximate size and/or population count of the Protected Area and the availability of fund.

SECTION 5. Collation of Information

Secondary data on the existence of a Barangay/Settlement area within a certain portion of the Protected Area and the corresponding numbers of occupants existing thereto maybe gathered from the office of the Municipal Mayor, the Local Commission on Election or other concerned agencies. The primary data that shall be gathered in the actual census will supplement and help to confirm and/or attest to the result of the census.

SECTION 6. Census and Registration Procedures

For a speedy disposition and to streamline procedures/process on the census and registration of Protected Area Occupants, the following guidelines shall henceforth be followed.

A. Preliminary Data Gathering

Schedule a meeting/dialogue with Protected Area occupants, in coordination

with the local government officials and NGO. In that meeting, relate and discuss information on the purpose, importance and relation of the census to the community, particularly with regards to the provisions of the NIPAS Act and the Philippine Constitution. Also conduct preliminary interviews with local officials thereat to gather data as to the existing number of protected area occupants, their locations and the most qualified guide that may be able to assist the census team.

Existing Barangay maps, if available, shall be secured to constitute as part of the working map or for checking/confirmation purposes.

B. Actual Census

Census form No. 1 shall be used to tally number of individual household. Using the data from census form No. 1, census form No. 2 shall be accomplished to summarize all census data collected. To reckon the actual households already manifested, census form No. 3 shall be used while census form No. 4 shall be provided to qualified occupants for registration purposes. Census form No. 5 shall be posted on households already censused.

To determine/check the duration of residency/occupancy over certain portion of the Protected Areas, individual tax declaration not later than 1987 and the census/survey report of the Bureau of Forest Development, the Local Census and Statistics Office and the Commission on Election which was conducted not later than CY 1987 should be consulted whenever available.

For the purpose of this guideline, absentee-claimant and transient-occupants shall not be included in the census. Furthermore, only established Protected Area occupants who continuously reside in the area for members of indigenous cultural communities who are automatically qualified to register.

C. Census Data Validation

Informations supplied by the household head during the census should be first verified before entering/filling up the data in the census forms.

D. Census Report Verification

The concerned RENRO may conduct a simple random report checking and other related activities to verify the authenticity and truthfulness of the data reported by the census team. Another team maybe organized for this purpose.

E. Registration of Protected Area Occupants

All qualified household head may register their home and farm lots to appropriate CENRO. The CENRO, in collaboration with the census team shall review and process the document in reference with census form No. 3

F. Mapping

Locate existing settlement area/household and farm lots. The location of these areas and farm lots shall be plotted in the Protected Area map with scale 1:10,000, using the following cartographic symbols, for households only:

No. of Household	Cartographic Symbol
Less than 10	
Over 10 but less than 50	
Over 50 but less than 100	
Over 100	

For farmlots, the area shall be indicated using standard mapping symbols.

A working map should be prepared for this purpose, segregating the whole Protected Area System into different sectors and compartments.

SECTION 7. Public Notification

Result of the census, particularly the lists of household heads; number of dependents; size of the individual farmlots and homelots; their locations; and respective date of occupancy in the protected area, shall be posted in the municipal hall, barangay hall, civic centers, and other conspicuous public places within or near the concerned protected area. Concerned occupants and other interested parties may file in writing their protests/questions/inquiries/complaints/clarifications, to the concerned CENRO/PENRO, regarding the outcome of the census within thirty (30) days after it has been posted.

SECTION 8. Participation of NGOs

Recognized/registered competent NGOs in the concerned Regions shall be identified, selected and tapped to participate in the census of Protected Area Occupants as member of the Census and Registration Team.

SECTION 9. Census Team Accountability

Members of the survey team shall be made accountable for all the entries appearing in the census forms by executing a certification/ statement to that effect, duly attested by the concerned CENROs/PENROs.

SECTION 10. Penal Provisions

Members of the census team who willfully, knowingly and/or deliberately provide, furnish, supply, fabricate and execute fictitious informations, documents, records, testimonies papers and evidences, shall be charged, penalized and prosecuted in accordance

with the provisions of Articles 171 and 172 of the Revised Penal Code of the Philippines.

Similarly, household heads who will be found to deliberately, knowingly and/or willfully provide, supply and/or execute fictitious information and testimonies shall be evicted from the Protected Area without prejudice to the filing of a perjury case in court.

SECTION 11. Additional Guidelines

Additional guidelines may be issued as may be necessary, for the effective implementation of this order.

SECTION 12. Effectivity

This Order shall take effect immediately.

(SGD.) ANGEL C. ALCALA
Secretary

**SURVEY OF PROTECTED AREA OCCUPANTS
FORM NO. 1
QUESTIONNAIRE**

REPUBLIC OF THE PHILIPPINES
DENR, REGION _____
PENRO _____
CENRO _____
NAME OF PROTECTED AREA _____

Line _____
Name of Household Head _____
Age _____ Status _____
Ethnic Origin/Tribe _____
Educational Attainment _____

PROVINCE _____
CITY/MUNICIPALITY _____
BRGY. _____
SITIO _____
DATE ACCOMPLISHED _____

Household Tag No. _____
Date of Occupancy _____
Proofs occupancy _____

*Area of Homelot (ha) _____
*Area of Farmlot (ha) _____

A. HOUSEHOLD INFORMATION

HOUSEHOLD MEMBERS	RELATIONSHIP TO HOUSEHOLD HEAD	SEX	AGE	CIVIL STATUS	EDUC. ATTAINMENT	REMARKS

A. HOUSEHOLD INFORMATION

AGRICULTURE			FORESTRY			LIVESTOCK		
TYPE OF CROPS	AREA (ha) HEAD	REMARKS	No. Hb.	Species	REMARKS	KIND	NO. OF HEAD	REMARKS

* Approximate area in hectares

CERTIFICATION

I hereby certify under oath that the above information are true and correct to the best of my knowledge and belief.

CERTIFICATION

I hereby certify under oath that the above information are true and correct to the best of my knowledge and belief.

Printed Name & Signature of Household Head

Printed Name & Signature of Household Head

SURVEY OF PROTECTED AREA OCCUPANTS
FORM NO. 2
Household Listing Sheet

REPUBLIC OF THE PHILIPPINES
 DENR, REGION _____
 PENRO _____
 CENRO _____
 NAME OF PROTECTED AREA _____

PROVINCE _____
 CITY/MUN. _____
 BRGY. _____
 SITIO _____
 DATE ACCOMPLISHED _____

Line No.	House Hold Tag No.	Name of House Hold Head	No. of House Member M	Settler Type		Date of Occupancy (Mo/Yr)	Area (ha.)		Total Area (ha.)	Agro-Forestry Practices									
				Ethnic Origin F	Tribe		Farm Lot	House Lot		Agriculture		Forestry		Forestry					
										Type of Crops	Area (ha.)	Species	No of Sp./ha	Kind	No of Head				

*Appropriate Area in Hectares.

Noted By:

Arrested By:

Prepared By:

PENRO/CENRO

TEAM LEADER

DESIGNATION

Date

Date

Department of Environment and Natural Resources
Survey of Protected Area Occupants

Form No. 4

Name of Protected Area _____

Household Tag No. _____

Number of Household Members _____

(Important: Do not remove until, June 1995)

CERTIFICATION OF SURVEY AND REGISTRATION

I hereby certify under official oath that this Household
has been surveyed and its members have identified.

Signature

Name of Household Head

Signature

Name of Household Head

Date