



DIVISION MEMORANDUM

NO: 59 s. 2021

Subject: **GUIDELINES IN CUTTING HAZARDOUS TREES WITHIN SCHOOL SITES**

To; Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
District In-Charge (DICs)
Elementary and Secondary School Heads
This Division

1. Consistent with Executive Order No. 23 or the moratorium on the tree cutting throughout the country by shifting timber harvesting in tree plantations only, this Office informs the field on the guidelines in cutting hazardous trees within school sites.
2. Such Moratorium is subject to exception where the trees pose hazard or peril to person or property. In such instance, a special cutting permit may secured and cutting of trees may be allowed provided that the following will be complied with, to wit:
 - a. Approved resolution from the PTA, teachers association, and Barangay Certification;
 - b. DENR approved special cutting permit indicating specific location; quantity and species of trees ;
 - c. Division Physical Facilities Coordinator's Ocular **Inspection Report**;
 - d. Program of Works Maximizing the utilization of the lumber products ; and
 - e. Superintendent's or his representative's written approval.
3. Attached herewith is enclosure A illustrating the step by step process for securing DENR's permit and Schools Division Superintendent's approval.
4. For compliance and immediate dissemination of this Memorandum is desired.

 AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/wbc/ 3-19-2021



STEPS HOW TO ACQUIRE TREE CUTTING PERMIT FOR HAZARDOUS TREES IN SCHOOL CAMPUSES

STEP 1

FILL OUT REQUEST FORM FOR INSPECTION



Fill out request for inspection form in the Community Environment and Natural Resources Officer or CENRO. Agree on the date of inspection.

STEP 2

PREPARE LETTER REQUEST, BRGY. CERTIFICATE OF NO OBJECTION, TAX DECLARATION OR LAND TITLE AND PTA RESOLUTION FOR DENR-CENRO
.Prepare a letter request , Brgy. Certificate of no objection, tax declaration, or land title and PTA resolution for DENR-CENRO



STEP 3

SUBMIT THE DOCUMENTS MENTIONED IN STEP NO. 2 TO THE DENR-CENRO



Submit the documents you prepared in step 1 and step 2 to the DENR Community Environment and Natural Resources for the schedule of inspection.

STEP 4

ACTUAL INSPECTION AND ISSUANCE OF INSPECTION REPORT

CENRO will conduct a joint inspection to the school to confirm status of identified trees as hazardous



STEP 5

ISSUANCE OF CLEARANCE TO CUT HAZARDOUS TREES BY DEPED DIVISION OF TANGUB CITY

Requirements for the issuance of clearance to cut hazardous trees are (1) DENR-CENRO inspection report and program of works by the School Heads Stating the cutting purpose and proposed utilization.



STEP 6

ISSUANCE OF SPECIAL PERMIT TO CUT TREES BY DENR REGION X

Submit the special cutting permit to cut Hazardous trees to DENR-CENRO for the issuance of permit to cut trees.



STEP 7

CUTTING OF HAZARDOUS TREES

Schools can cut legally HAZARDOUS TREES inside the school campus provided All documents are approved.





ON-SITE INSPECTION REQUEST FORM

This section to be completed by the requestor of an on-site inspection.

School :		District:	
Office Head:		Phone :	
Mailing Address:		Subject:	

Purpose of Inspection: _____

Physical Facilities Section Use Only

Inspection Date:			
Inspection Results:			
Action Required:			
Physical Facility Section Inspector Signature	WILFREDO B. CANETE		WILSON M. OZARAGA
	ESP-II/DPFC		STA-II
	Date:		Date:



Called in by: Name: _____

Address: _____

Phone No. : _____

Location of the Subject: _____

Description of Situation: _____

Referred to:

Name : _____ Department: _____



INSPECTION REQUEST FORM

Date of Subject: _____ Taken by: _____

Called in by: Name: _____

Address: _____

Phone No. : _____

Location of the Subject: _____

Description of Situation: _____

Referred to:

Name : _____ Department: _____