



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao

Division of Malaybalay City

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DIVISION MEMORANDUM

No. 103 s. 2016

To: **Public Elementary and Secondary School Heads**

From: *Edilberto L. Oplenaria*
EDILBERTO L. OPLENARIA, CESO VI
OIC - Schools Division Superintendent

Date: **February 29, 2016**

Subject: Obtaining Permit to Cut Hazardous Trees in School Premises

1. In line with DepED Mission which states to protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where students learn in a child-friendly, gender-sensitive, safe, and motivating environment, this Office releases guidelines on how to acquire permit in cutting hazardous trees inside the school premises in reference to DENR-CENRO and City ENRO requirements and pursuant to Division Memorandum No. 016, s. 2013 re: Procedures in Cutting of Trees.
2. All Public Elementary and Secondary School Heads are enjoined to follow the attached procedures.
3. For information, guidance, and wide dissemination.

Encl: **Steps on How to Acquire Tree Cutting Permit for Hazardous Trees in School Campuses**

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TO BE POSTED IN THE WEBSITE

2016-03-148
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: MAR 08 2016 Time: 2:15
By: *Gambay*



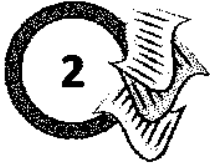
STEPS ON HOW TO ACQUIRE TREE CUTTING PERMIT FOR HAZARDOUS TREES IN SCHOOL CAMPUSES

by DepED Division of Malaybalay City in coordination with DENR-CENRO and City ENRO



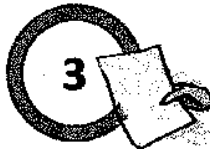
FILL OUT REQUEST FORM FOR INSPECTION

Get the Request for Inspection Form in the City Environment & Natural Resources Office or City ENRO. Agree on the date of inspection.



PREPARE LETTER REQUEST, BRGY. CERTIFICATE OF NO OBJECTION, TAX DECLARATION OR LAND TITLE, AND PTA RESOLUTION FOR DENR-CENRO

Prepare letter request to cut HAZARDOUS TREES, Brgy. Certificate of No Objection, Tax Declaration (or Land Title), and PTA Resolution as these documents are needed by the DENR-CENRO.



SUBMIT THE DOCUMENTS IN THE PREVIOUS STEP TO THE DENR-CENRO

Submit the documents you have prepared in steps 1 and 2 to DENR Community Environment & Natural Resources Office (CENRO) for the schedule of inspection.



INFORM THE DENR-CENRO OF THE SCHEDULE GIVEN BY THE CITY ENRO

Inform the DENR-ENRO of the Schedule for Inspection suggested by the City ENRO.



ACTUAL INSPECTION AND ISSUANCE OF INSPECTION REPORT

City ENRO and DENR-CENRO will conduct a joint inspection to the school to confirm status of identified trees as HAZARDOUS.



ISSUANCE OF CLEARANCE TO CUT HAZARDOUS TREES BY DEPED DIVISION OF MALAYBALAY CITY OFFICE

Requirements for the issuance of clearance to cut hazardous trees are (1) DENR-CENRO and City ENRO Joint Inspection Report and (2) Program of Works by the School Heads stating the cutting purpose and proposed utilization.



ISSUANCE OF PERMIT TO CUT TREES BY DENR-CENRO

Submit the Clearance to Cut HAZARDOUS TREES to DENR-CENRO for the issuance of Permit to Cut Trees.



CUTTING OF HAZARDOUS TREES

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

Approved:

EDILBERTO L. OPLENARIA, CESO VI
OIC, Schools Division Superintendent