



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

21 October 2022

DIVISION MEMORANDUM

No. 04, s, 2022

**POLICIES IN CUTTING HAZARDOUS TREES WITHIN SCHOOL
PREMISES**

To: The Assistant Schools Division Superintendent
Education Program Supervisors
Public School District Supervisors
Elem. and Secondary School Principals/Head Teachers
Teachers

1. As a General Rule: No one is allowed to just cut/trim trees without a permit as Section 68 of the Revised Forestry Code of the Philippines or Presidential Decree (PD) 705 penalizes said act. Said permit is legally termed as Special Tree Cutting Permit which can be secured from the Community Environment and Natural Resources Office (CENRO).
2. When the cutting, destroying or injuring of the same is necessary for public safety, or such pruning of same is necessary to enhance its beauty; the school head shall prepare the following documents for acquisition of a cutting permit, to wit:
 - a. Letter Request Addressed to the Community Environment and Natural Resources Office thru the Schools Division Superintendent.
 - b. Approved Resolution from the School Parent Teachers Association (SPTA) endorsing and supporting the request of the school official to cut trees.
 - c. Barangay Certification interposing of no objection
 - d. Pictures/Photos of trees to be cut down
 - e. School Site documents (Title/ Tax Declaration/Deed of Donation
 - f. Program of Works-Maximizing the utilization of the lumber products.



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Department of Education
Division of Dapitan City

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NO 04 DATE 11/01/23
TIME 1:30 BY G





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3. If the tree to be cut down is a coconut tree, a permit from the Philippine Coconut Authority (PCA) at all times even if the case falls within Sec. 4 of the Coconut Preservation Act of 1995, as amended, including a situation where the coconut tree would already cause hazard to life and property.
4. Extra caution should be exercised by school officials in a school sites wherein there are existing adverse claims since the private opposing parties may use this opportunity to file criminal cases against school personnel as a form of harassment and/ or to pressure school authorities to accede to their demands.
5. Immediate dissemination and strict compliance to this memorandum are desired.

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent *ft*



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