



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

DIVISION ADVISORY NO. **171**, S. 2021
May 14, 2021

**CONTENTS OF LETTER REQUEST AND OTHER REQUIREMENTS
FOR CUTTING OF TREES WITHIN THE VICINITY OF THE SCHOOL**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Secondary and Integrated School Heads
District, Secondary and Integrated School NGP Focal Persons
All Others Concerned

1. Please be informed and guided of the process/processes in cutting trees within the vicinity of the school as required by the Department of Environment and Natural Resources (DENR) RO 6, Iloilo City.
2. Step I. A. The school should prepare three (3) folders with the requirements enumerated below:
 - a. State the reason in letter request why there is a need to cut the trees (3 Original Copies);
 - b. If it is named for the school, Attach the TITLE (3 Certified Photocopy);
 - c. If it is not named for the school, attach the Deed of Donation (DOD)/ Deed of Usufruct (3 Certified Photocopy);
 - d. Attach Barangay Resolution of No Objection to cut trees within the school vicinity (3 Original Copies);
 - e. Attach PTA Resolution of No Objection to cut trees within the school vicinity (3 Original Copies); and
 - f. Attach Sketch Plan of the said lot with Technical Description. The sketch plan should show the tree/s to be cut (3 Certified Photocopy).

Step I. B. The three (3) folders should have a label.

REQUIREMENTS FOR CUTTING TREES

School: _____

District: _____

Division: _____

Requested by:

School Head

- Step II. a. Submit the said documents directly to PENRO Capiz at Lanot, Roxas City, Capiz. Please see **Mrs. Marlyn Caraggayan** or **Mr. Ivan Castillo** to check the documents.
- b. Complete documents will be sent to DENR RO 6 for processing.
 - c. PENRO Capiz will inform the school the date of cutting.

3. Immediate dissemination of this Advisory is desired.

SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent

MAY 14 2021



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000