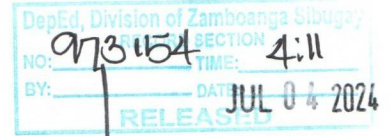




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



JULY 4, 2024

DIVISION MEMORANDUM

No. 201, s. 2024

**PREPARATION AND SUBMISSION OF GRATUITOUS SPECIAL USE PERMIT
(GSUP) REQUIREMENTS TO THE SCHOOLS DIVISION OFFICE**

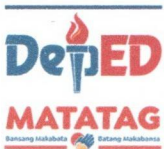
TO: Assistant Schools Division Superintendent
Chiefs of the SGOD and CID
Public Schools District Supervisors/District-In-Charge
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
This Division

1. Consistent with DM No. 173, s. 2023 entitled, "Application for Gratuitous Permits for Special Uses of Identified School Sites in Forest Lands", the following schools are the first batch of school sites surveyed by the Community Environment and Natural Resources Office (CENRO)-Kabasalan:

- a. Cabong Elementary School, Naga District
- b. Calucap Primary School, Naga District
- c. Datu Tumanggong Elementary School, Tungawan District
- d. Goling Elementary School, Naga District
- e. Guintuloan National High School, Naga District
- f. Maligaya Elementary School, Siay District
- g. Palinta National High School, Kabasalan District
- h. San Isidro Elementary School, Titay District
- i. Tilubog Elementary School, Naga District
- j. Upper Tipan Elementary School, Naga District

2. In line thereto, above-cited schools are hereby directed to submit two (2) copies of herein documents as enumerated in DENR Administrative Order No. 2022-1 which are:

- a. Letter of Intent (to CENRO)
- b. GIS-generated map of the area
- c. Indicative Management Plan
- d. Historical Background of the School



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- e. Proof of Budget Allocation for the Development and Management of the School
 - f. Local Government Unit (LGU) endorsement
 - g. Copy of Tax Declaration, if any.
3. These documents shall be endorsed by the Schools Division Office (SDO) to the National Commission on Indigenous People (NCIP)- Provincial Office for the issuance of a certification to proceed with the GSUP application process.
 4. **Submission is on or before July 15, 2024 at the Legal Section, SDO.** Each school must have a set of the documents in one (1) folder and labeled accordingly.
 5. All the other GSUP-qualified school sites as identified in DM No. 244, s. 2023 are also instructed to prepare above documentary requirements pending survey from CENRO. Survey of the other schools shall commence upon issuance of the certification from NCIP.
 6. Strict compliance of this Memorandum is enjoined.


VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

ZS-MEMO-LEGAL-SDS-2024-07-04
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