

UP Visayas

Tree Management (TreeM) Policy and Guidelines

February 2024

PART I. INTRODUCTION

The university recognizes the importance of trees as they contribute to the campus' natural heritage and visual beauty. The increased forest cover enhances the university's biodiversity and shade results in fewer hotspots on the campus and contributes to a healthy lifestyle and air for UPV and the local community. The university is committed to protecting and nurturing them now and in the next generations. With 35,000 trees (as of 2000) across 1,222 hectares in the Miagao campus, UPV plans to increase the canopy cover to achieve excellence in the care and presentation of its main campus and other campuses in the coming years.

The Site and Development and Reforestation Project (SDRP) under the Office of the Vice Chancellor for Planning and Development was created by Chancellor Francisco Nemenzo in 1992 to manage the trees in the UPV Miagao campus. As of 2019, five thousand (5,000) trees were geotagged and identified. The most recent tree inventory was in 2021 ([UPV Tree Inventory Report](#)). The tree-growing sites were identified in the BOR-approved Land Use Development and Infrastructure Plan for the Miagao campus 2021-2030 ([Land Use Development and Infrastructure Plans - UPV](#)).

A. POLICY STATEMENT

The University of the Philippines Visayas (UPV) has developed a Tree Management Policy (TreeM) and Guidelines to guide the protection, care, and development of the trees on the property it manages. The Policy aims to balance risks against trees' environmental, social, and economic benefits.

The Office of the Vice Chancellor for Planning & Development (see Annex G) prepared the policy and guidelines through desk review, and stakeholder consultations with the UPV community, and organizations (e.g. government agencies and private institutions) implementing development projects.

B. OBJECTIVES

This document aims to provide:

- a commitment to retention and effective tree management through proper and regular assessment, specifically those affected by development projects.
- strategic direction to respond to current and future challenges associated with the aging tree population, climate change, tree removal and replacement, water management, natural heritage conservation, and the development and utilization of open space on lands managed by UPV.

C. PRINCIPLES

UPV's resources and activities shall be prioritized upon the following principles:

1. **Preserve and maintain** the health and structural soundness of the university's trees.
2. **Manage risks** to public health and safety.
3. **Manage risks** to property.
4. **Monitor and evaluate** the status of the treescape and the tree management program for improved decision-making.
5. **Growing the future treescape** through proactive planning, replacing removed trees with, and/or planting additional indigenous or local trees where appropriate.
6. **Community involvement** so that people have opportunities to participate in the university's tree management program.
7. **The duty to consult** for a transparent decision-making and consider the affected stakeholders' views.
8. **Prioritize the integration of indigenous trees** in preservation and development efforts to improve the university's image, livability, and well-being of the larger community.

D. SCOPE and COVERAGE

This policy and guidelines apply to all the trees that UPV has management responsibility for on UP-owned lands (e.g. roads, open spaces, parks, cemeteries).

This document is intended for use by:

- Project implementers and contractors – as a guide for tree provision and management on UP-owned lands.
- UPV workers – to assist in the selection of tree species and understanding of tree management
- UPV and the larger community – to promote a better understanding of tree management and encourage participation in the university's initiatives on enhancing biodiversity and the ecosystem.

This document contains:

1. Policies and guidelines related to tree management, preservation, and conservation.
2. Identified tree-growing sites based on the UP Visayas Land Utilization and Infrastructure Projects (LUDIP) for Miagao Campus 2021-2030.
3. Indicative criteria and process flow in conducting a tree risk assessment.
4. Issuances that support income-generating activities for the operations and maintenance of tree-planting sites.

E. Definition of Terms

1. *Earth Balling* - the process of moving a tree by digging out the earth and the roots in a circular shape, leaving most of the root system undisturbed and intact.
2. *Flora* - all plants that live in a particular area/place, time, period, or environment.
3. *Owner* - refers to UP, as represented by the UPV Chancellor.
4. *Project Implementers* - refer to UPV offices that will undertake thinning, pruning, weeding, trimming, balling, or tree cutting based on proper assessment.
5. *Tree Thinning* – cutting down unwanted trees in a certain area to encourage growth in those remaining trees.
6. *Tree Pruning* – removal of live or dead branches from standing trees. Pruning can improve appearance, improve stem quality, reduce disease, or remove mistletoe.
7. *Ring Weeding* – the process of removing all weeds, including their roots, using hand tools within a circle of 50 cm radius around the base of all-natural seedlings and saplings.
8. *Tree trimming* – removing overgrown or obstructing branches from a tree. This is done to keep the tree healthy, improve its appearance, protect nearby structures, and prevent it from interfering with power lines. Trimming promotes healthy growth patterns, removes potential safety hazards, and helps maintain a tree's natural shape.

F. Relevant Laws and Issuances

The university will conform to or observe the provisions of the relevant laws and issuances for trees and coconuts affected by development projects or when declared by an authorized office as endangering lives and properties. While not exhaustive, these include the following:

F.1 RA 3571 or An act to prohibit the cutting, destroying, or injuring of planted or growing trees, flowering plants, and shrubs or plants of scenic value along public roads, in plazas, parks, school premises, or in any other public pleasure ground.

SEC. 3. No cutting, destroying, or injuring of planted or growing trees, flowering plants, shrubs, or plants of scenic value along public roads, in plazas, parks, school premises, or in any other public ground shall be permitted save when the cutting, destroying or injuring of same is

necessary for public safety, or such pruning of same is necessary to enhance its beauty and only upon the recommendation of the committee mentioned in the preceding section, and upon the approval of the Director of Parks and Wildlife. The cutting, destroying, or pruning shall be under the supervision of the committee.

F.2 RA 8048 or the Coconut Preservation Act of 1995

SEC. 5. Permit to Cut. — No coconut tree or trees shall be cut unless a permit, therefore, upon due application being made, has been issued by the PCA under Section 6 of this Act.

F.3 DENR DAO 2021-11: Guidelines in the processing and issuance of permits for the cutting, removal, and relocation of naturally growing trees.

The DAO transfers the authority to issue tree-cutting and earth-balling permits from the Undersecretary for Field Operations at the DENR Central Office to the 16 regional executive directors nationwide to simplify the process.

Section 4. Application requirements for naturally growing trees/within private lands

- a. Letter of application
- b. Authenticated copy of the land title with an approved sketch map of the area applied for
- c. Report duly signed by the forest officers who conducted the timber inventory of trees to be cut, and
- d. Endorsement from the LGU interposing no objection to the cutting of trees
- e. Copy of CNC/ECC, if applicable.

Section 5. Tree Inventory Requirement

This section outlines the requirements to produce the Tree Inventory Report.

F.4 DENR DAO 2018-16: Guidelines in the processing and Issuance of Permits on the Removal and Relocation of Trees affected by DPWH Projects

Provisions are for compliance by DPWH. UPV will assist DPWH in providing the necessary information related to the requirements.

F.5 DENR DAO 2020-06: Amending certain Provisions and Expanding the Coverage of DAO 2018-06

Provisions are for compliance by National Government Agencies (DPWH, DepEd, DOTr, DA, DOH, CHED, DOE, NIA). UPV will assist DENR in providing necessary information related to the requirements.

5.6 DENR DMO 2012-02: uniform replacement ratio for Cut or Relocated Trees

1. Tree-cutting permits covered by exemptions under "similar activities" of Section No. 2, Item 2.2 of Executive Order No. 23 shall be governed by the Memorandum from the Executive Secretary dated 20 October 2011, or a replacement ratio of 1:100.
2. All tree-cutting permits excluded in the said Memorandum shall be governed by the following:
 - 2.1 No replacements shall be applied to planted trees within private lands and forest lands and exclusively established for tree plantations/timber production purposes;
 - 2.2 For planted trees in private and forest lands not covered under item 2.1 tree replacement shall be 1:50 while naturally growing trees in the same areas, including those affected by development projects shall have a 1:100 ratio in support of the National Greening Programme (NGP) and climate change initiatives of the Government.
 - 2.3 To facilitate the implementation of tree replacement, seedling donation and identification of common planting sites shall be encouraged for more impact, especially in urban areas. Planted trees removed shall be replaced preferably with indigenous tree species while naturally growing trees shall be strictly replaced with indigenous tree species.

F.7 DENR DAO 2017-11: Updated National List of Threatened Philippine Plants and Their Categories

This Order updates the National List of Threatened Philippines Plants and their categories, under Section 22 of the Republic Act No. 9147, known as the "Wildlife Resources Conservation and Protection Act, and following Section 6 of the DENR Administrative Order No. 2007-01.

F.8 DENR Memorandum Order (DMO) No. 2012-02, DENR Administrative Order No. 2018-16; DENR Administrative Order 2020-06 for the tree-cutting and Earth-Balling Permits

These DMO and DAOs apply to government projects that require tree-cutting and earth-balling permits. the university will help National Government Agencies comply with the requirements.

F.9 DENR Administrative Order No. 2000-64 Non-Timber Forest Product Permit (Anahaw Palms)

Non-Timber Forest Products or NTFPs refer to all biological materials and derivatives other than timber, which are extracted from forests for human use. The DENR currently regulates three major NTFPs: anahaw palms, bamboo, and rattan.

F1.10 MEMO PAEP 16-35 (June 16, 2016): Processing of Requests for Permission to Cut Trees inside UP Campus/Properties

This memorandum states that CUs will facilitate securing permits to cut trees through coordination first and directly with DENR (or its equivalent) in their respective localities. There is no need to seek approval from the BOR unless DENR requires it.

F.11 Administrative Order No. PERR - 08 – 083 (December 11, 2008): Cutting of Trees inside UP Campuses;

SEC. 1. All trees, whether naturally grown or planted, inside lands owned by the University of the Philippines shall be protected and conserved.

SEC. 2. The cutting, destroying, damaging, or injuring of naturally growing or planted trees of any kind inside the university campuses is prohibited except when the cutting, destroying, damaging or injuring is necessary for public safety or the pruning thereof is necessary to enhance beauty and only upon the approval of the DENR, the authorized government agency.

SEC.4 Any person violating this order shall be persecuted per the provisions of P.D. No. 953.

F.12 Presidential Decree No. 705 (The Revised Forestry Code)

Provides that any person who shall cut, gather, collect, or remove timber from private lands without any authority under a license agreement, lease, license, or permit, shall be guilty of qualified theft under the Revised Penal Code.

F.13 DENR's Heritage Tree Program

A Heritage Tree must be a healthy tree with a diameter of at least one meter, measured at one-half meter above the ground. The tree's aesthetic, historical, cultural, social, and educational significance must be established.

F.14 Duty to Consult

There are occasions when trees may need to be relocated or felled. In these occasions, the owner has to obtain a tree balling (or cutting) permit before the action is undertaken. The duty to consult affected stakeholders is necessary so the owner will have sufficient information before applying for a tree-cutting (or tree-balling) permit. Following certain guidelines in the consultation, the process ensures that the stakeholders can express their views on the proposed management of trees in their areas. The consultation results will also be the basis for the final layout and design

of the proposed development project.

The duty to consult does not apply to trees covered by applicable laws, rotten and dead, and are declared dangerous with sufficient proof by an authorized office.

G. TARGETS

- Increase tree canopy cover.
- Replace invasive and exotic existing trees with indigenous or local species.
- Improve the age diversity of the treescape by ensuring that an appropriate percentage of the population is juvenile.
- Improve the existing diversity of species.

Part II. RELEVANT OFFICES IN THE IMPLEMENTATION OF THE POLICIES AND GUIDELINES

The table below shows the UPV offices in charge of the TreeM Policy and Guidelines implementation, roles, and coordinative functions to improve the implementation. Annex D shows specific processes and flowcharts.

Offices	Roles
OVCPD, SDRP OVCA, CDMO OC, UPV Office of Legal Services, SSF	<ul style="list-style-type: none"> ● Facilitate the signing of the <i>Certificate of No Objection</i>
OVCA	<ul style="list-style-type: none"> ● Facilitate/Perform the administrative activity related to this policy (Refer to Annex E.3 and E.4).
OVCPD-SDRP	<ul style="list-style-type: none"> ● Conduct site and tree assessments, and provide recommendations based on the assessment results. ● Facilitate tree planting activities (Site identification and assistance) ● Identify tree-growing sites

	<ul style="list-style-type: none"> ● Conduct tree inventory, do GPS tagging, & maintain records ● Maintain tree-growing sites ● Prepare tree planting site (Clearing, Brushing, Marking/Sticking, hole digging) ● Collect, germinate, and prepare tree seedlings ● Prepare planting materials (Vermicompost, soil, rice hull) ● Conduct of stakeholder consultations ● Make incident reports on encroachment and destruction of properties and forward them to OVCA-SSF during encroachment investigations ● Coordinate with government agencies for development projects with impacts on trees
OVCPD-SARP	<ul style="list-style-type: none"> ● Write incident reports on encroachment and destruction of properties and forward them to OVCA-SSF during encroachment investigations ● Assist in the identification of land ownership during encroachment investigations
OVCPD-CAT and MET	<ul style="list-style-type: none"> ● Map geotagged species and tree-growing sites ● Update record of geotagged trees ● Conduct site assessment for infrastructure projects and provide recommendations ● Conduct of stakeholder consultations ● Coordinate with implementing agencies for construction projects.
OVCA-CDMO	<ul style="list-style-type: none"> ● Maintain trees, such as but not limited to pruning, trimming ● Cutting of trees, with proper consultation
OVCA-SSF	<ul style="list-style-type: none"> ● Secure tree-growing sites against encroachment activities (Illegal cutting, illegal planting) ● In charge of filing incident reports to internal and external institutions ● Enforce recommended actions against encroachment and property destruction.
UPV Community	<ul style="list-style-type: none"> ● Participate in tree-growing initiatives of the university. ● Participate in stakeholder consultations ● Provide feedback to the overall management of trees on campuses

Part III. Guidelines on Tree Management

A. Management and Conservation of Trees: Pre-building phase of new infrastructures

To identify and decide which trees should be preserved, and the measures needed for their protection, the following assessments are conducted:

A.1 Site Assessment

- 1.1. **Definition.** The process of assessing the flora and fauna of the proposed infrastructure project site location. Specifically, the process involves identifying the species and the number of plants and animals on the proposed site.
- 1.2. **Purpose.** To identify specific species and the number of plants likely to be affected. This is to ensure proper recommendations are given to the project implementers and contractors.
- 1.3. **Assessment Method.** A visual or ocular assessment of the site, and identification and geotagging of the plant/tree species and animals present. Recording and filling out the assessment form (Appendix A. Site Assessment Form).
- 1.4. **Evaluation and Recommendation.** Based on the ocular assessment and following the hierarchy in Figure 1, possible recommendations are given below. Tree conservation is given the utmost priority.

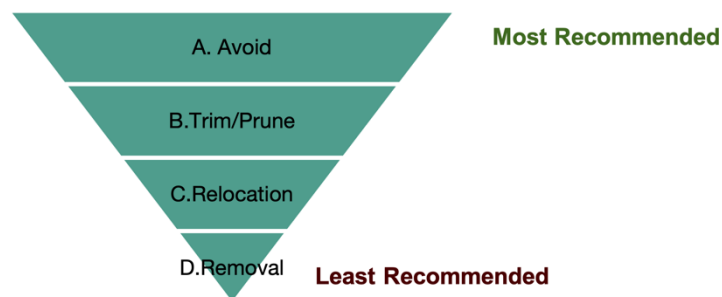


Figure 1. Recommendations According to Priority

- a. For sites with large open areas, it is recommended to build the structure on the open space and avoid areas with large numbers of trees.
- b. For the identified sites with limited open space/area, alternative routes specifically pruning and trimming the affected trees are advised.

- c. In cases where A.1 and A.2 are not possible, individual tree assessment (Section A.2) is conducted. Based on the assessment and identification of the individual tree status, tree relocation or tree removal (i.e. Tree balling) may be performed and advised. Please refer to subsection A.2.

A.2 Individual Tree Assessment

2.1. Definition. The process for assessing individual trees' health, safety, ecological value, and management requirements. These guidelines are intended to be a part of an overall tree management policy to ensure the sustainable and responsible stewardship of trees within the university.

2.2. Purpose. To ensure proper management, trees should be assessed to evaluate their overall condition for signs of disease, decay, or structural weakness. The trees' contribution to biodiversity, air quality, carbon sequestration, and soil stabilization are important considerations. The assessment will examine potential risks to public safety, property, and infrastructure, such as falling limbs or root damage. Trees with historical, cultural, or aesthetic significance to the university community will be identified. Finally, necessary interventions will be decided, such as pruning, treatment, or potential removal and replacement.

2.3 Assessment Method. A visual tree assessment on the site of the proposed development or area of concern will be conducted. A survey form will be used (see Annex B) where the structural conditions of the trees will be assessed. The following codes are used following the method of (Tree Maintenance Limited, 2020):

2.3.1. Age Class

New Planting	NP	Recently planted young trees capable of easy relocation.
Young	Y	Recently planted trees at less than ¼ life expectancy.
Semi Mature	SM	Established trees at less than ⅓ predicted life expectancy.
Early Mature	MA	Trees between ⅓ and ⅔ predicted life expectancy.
Mature	M	Trees over ⅔ predicted life expectancy.

New Planting	NP	Recently planted young trees capable of easy relocation.
Young	Y	Recently planted trees at less than ¼ life expectancy.
Semi Mature	SM	Established trees at less than ⅓ predicted life expectancy.
Early Mature	MA	Trees between ⅓ and ⅔ predicted life expectancy.
Dead	D	Trees that have little or no functioning networks of living cells.

2.3.2 Legal Protection

International Union for Conservation of Nature (IUCN) Red List

The IUCN Red List categorizes species based on their conservation status, ranging from Least Concern to Critically Endangered. By consulting the IUCN Red List, tree managers can identify species threatened or at risk of extinction. This information is vital for making informed *decisions regarding tree removal, transplantation, or management.*

DENR-DAO List

The DENR-DAO list outlines the legal status of various species within the Philippines, specifying those protected under national laws. Trees listed under the DAO are subject to strict regulations, which may include prohibitions on cutting, habitat alteration, and specific management practices aimed at conservation.

2.3.3. Size Class

Large	L	Trees 20+ metres tall
Medium	M	Trees 10-20metres tall
Small	S	Trees <10 metres tall

2.3.4. Structural Condition

This relates to the tree's physical condition including its roots, trunk, branch unions, and limbs. It is an overall assessment of bio-mechanical strength based on visible defects or defect indicators identified, at the time of the survey.

Good	G	No significant structural defects
Fair	F	Structural defects that can be improved or removed through moderate remedial tree surgery or other management practices
Poor	P	Significant structural defects that cannot be alleviated through moderate tree surgery or other management practices

2.4. Recommendations. From the assessment results, the recommendations may be categorized as follows:

2.4.1. Allowed for Cutting (Tree Removal)

Description: Trees in this category are assessed as being in poor health or posing significant safety risks that cannot be mitigated through other management actions. This may include dead trees, heavily decayed, structurally unsound, or affected by irreparable disease or pest infestation. Trees that interfere with critical infrastructure or development projects may also fall under this category. Additionally, trees that will be identified as invasive species—which disrupt local ecosystems, outcompete local flora, or threaten biodiversity—should also be considered for removal to prevent further ecological harm. This may also include trees listed as non-threatened on the IUCN Red List or the DAO List of Threatened Species of Plants and their Categories.

Recommendation: These trees should be removed to prevent safety hazards, protect local ecosystems, or accommodate approved development projects. In the case of invasive species, prompt removal should be prioritized, followed by replanting with local species to restore ecological balance.

2.4.2. For Replacement (Tree Removal with Replacement)

Description: Trees that are nearing the end of their lifespan, have limited ecological value, or have sustained damage beyond recovery fall into this category. Additionally, exotic or non-local species that do not support local biodiversity or may be at risk of becoming invasive can also be included here, particularly if they offer little ecological benefit or interfere with natural habitats. Although still standing, their condition or ecological impact suggests they should be replaced with more appropriate species that support the local environment. This category excludes trees listed as endangered or vulnerable on the IUCN Red List or DAO list.

Recommendation: Remove and replace the tree with a local or ecologically beneficial species, ensuring that the replacement aligns with site conditions and biodiversity goals. Replanting should occur at a ratio determined by policy ensuring that long-term canopy cover is maintained or enhanced. For invasive species, take proactive measures to prevent regrowth and prioritize replanting with local species to improve ecosystem health.

2.4.3. For Pruning or Trimming

Description: Trees in this category are generally healthy but require maintenance to address specific issues such as dead or damaged branches, overgrowth, or structural imbalances. Trees that overhang walkways, buildings, or power lines may need trimming to mitigate potential safety risks without the need for removal.

Recommendation: Conduct appropriate pruning to remove deadwood, hazardous branches, or excess growth. Structural pruning may be performed to improve the tree's form and reduce future risk. Regular maintenance should be scheduled to monitor tree health and prevent future problems.

2.4.4. For Transfer (Tree Relocation)

Description: Trees in this category are healthy and valuable but may be in locations where development or infrastructure projects are planned. If the tree is suitable for relocation and resources are available, it can be carefully uprooted and replanted in a new location. The following considerations will be taken:

Tree Girth/Size

Ideal for trees with a trunk diameter of 6-12 inches (15-30 cm); larger trees (up to 18 inches) may be transplanted with more difficulty.

Root Ball Size

A root ball should be 10-12 inches in diameter for every inch of trunk diameter, ensuring adequate root retention.

Tree Species

Select species that are tolerant of transplanting, preferably with fibrous root systems.

Health Condition

Only transplant healthy trees free from disease, decay, or significant structural issues.

Soil and Site Conditions

Ensure the new site has similar soil, drainage, and sunlight conditions to reduce transplant shock.

Recommendation: Prepare the tree for transfer using best practices to minimize stress or damage to the tree during relocation. Replant in a suitable area where it can continue to thrive. Post-transfer care, such as watering and soil management, should be planned to ensure successful establishment in the new location.

2.4.5. For Preservation (No Immediate Action)

Description: Trees in this category are healthy, structurally sound, and ecologically or culturally valuable. They contribute significantly to biodiversity, aesthetics, air quality, or cultural heritage and those listed as endangered or vulnerable on the IUCN or DAO lists.

Recommendation: No immediate action is required. Ensure that these trees are protected from potential development or external impacts and continue routine inspections as part of the regular tree assessment cycle.

3. Stakeholder's Meeting

3.1 A notice of meeting will be issued before the consultation with the following minimum information:

- the location of the tree or trees (if a group of trees)
- number of trees affected
- a summary of the reason why the trees are proposed to be felled

- any engineering or tree management solutions considered by the authorized office as an alternative to felling the trees
- how the public can respond to the consultation and the dates this is open fo
- and, a replanting proposal as required by DENR (or the Philippine Coconut Authority for the coconuts).

3.2 The stakeholder meeting shall follow a systematic procedure in the activity’s conduct that the Owner shall organize or facilitate.

4. Certificate of no Objection

In cases where tree cutting is necessary, as per DAO 2021-11 a certificate of no objection must be secured by the property owner following the requirements.

B. Management and Conservation of Trees: Post-building of new infrastructures

1. Tree Replacement Activity

The university conducts tree replacement activities to comply with DENR DMO 2012-02. Areas to be utilized were identified as tree-planting sites according to the UPV LUDIP.

2. Maintenance and Monitoring of the Trees and Tree Seedlings

	Maintenance and Monitoring Activities
1 st Year	<ul style="list-style-type: none"> • Fencing the tree planting site area to ensure protection of the newly planted tree seedlings • Replacement of the dead hills (dead tree seedlings) • Monitoring of the tree planting site scheduled once a month <ul style="list-style-type: none"> ○ Monitoring if there are presence of stray animals ○ Monitoring of grass fires in the area (dry season) ○ Monitoring and counting dead hills (dead tree seedlings)

	Maintenance and Monitoring Activities
2 nd and 3 rd Year	<ul style="list-style-type: none"> ● Ring Weeding to protect to ensure no nutrient competition between the newly planted tree and the weeds ● Soil fertilization (addition of chemical fertilizer or organic fertilizer i.e. vermicompost) during the rainy season ● Watering of the newly planted trees once a week during dry seasons ● Establishment of fire line to lessen the damage in case of forest fires ● Monitoring of the tree planting site scheduled once a month <ul style="list-style-type: none"> ○ Monitoring if there are presence of stray animals ○ Monitoring of grass fires in the area (dry season) ○ Monitoring and counting dead hills (dead tree seedlings))
5th Year onwards	<ul style="list-style-type: none"> ● Regular site monitoring ● Visual monitoring to identify the specific trees that need trimming and pruning

C. Conservation of trees without compromising public welfare and safety

Conserving trees is essential for maintaining ecological balance, but it must be done without compromising public welfare and safety. This means carefully managing trees to preserve their environmental benefits while assessing and addressing any risks they may pose, such as falling branches, root damage, or obstruction of infrastructure. Striking a balance between conservation and safety ensures trees can thrive without endangering people or property.

A checklist of metrics will be used to evaluate whether a tree should be cut or preserved (refer to Annex C).

Recommendations for Tree Management Based on Assessment Checklist

1. High Risk of Cutting (4 or more metrics checked)

- If four or more metrics indicate significant issues (e.g., cracks, hollow trunk, dead branches, visible root damage), the tree may pose a serious risk to public safety and should be considered for cutting.

2. Moderate Risk for Pruning or Trimming (2-3 metrics checked)

- If two to three metrics show concerns (e.g., dead branches, minor leaning, or some root damage), the tree may not need removal but should be pruned or trimmed to mitigate risks and improve structural integrity.

3. Low Risk for Monitoring (1 metric checked)

- If only one metric is checked, the tree can be monitored regularly for changes. This includes conditions like slight cracks or minimal erosion that do not currently pose a significant risk.

4. Safe for Preservation (No metrics checked)

- If none of the metrics indicate issues, the tree is considered healthy and can be preserved. Regular monitoring should still be maintained to ensure ongoing health.

5. Additional Considerations:

- **Fungal or Insect Infestation:** If fungi or insect damage is observed, it may necessitate immediate action, regardless of the number of other metrics checked, as these can rapidly compromise tree health.
- **Age and Species Vulnerability:** Older trees or certain species known to be more susceptible to structural failure should be monitored closely, even if they show no immediate signs of damage.
- **Surrounding Environmental Factors:** Proximity to structures or exposure to harsh weather conditions should be factored into the overall assessment, as they can increase risks associated with any identified issues.

E. Tree and agricultural yield utilization

Existing harvesting and utilization of agricultural yields such as mango fruit, coconut fruit, and bamboo poles (refer to Annex F) will be followed. Existing guidelines for the harvesting and use of mango, coconut, and bamboo will be followed. Additionally, OVCA guidelines for the disposal of bamboo poles and tree branches from pruning, trimming, or removal will be adhered to.

Part IV. Amendments

The TreeM Policy and guidelines are subject to regular review in consideration of new issuances that will conflict with the provisions discussed in the document. The Chancellor shall approve the policy and guidelines subject to the proper consultation process and procedure of the university.

Part V. Effectivity

The TreeM policy and guidelines shall take effect immediately after the Chancellor's approval.

Key References:

- Various relevant laws and DENR issuances
- International Society of Arboriculture. (2019). "Tree Transplanting Guidelines." Retrieved from [ISA](#)
- Land Use Development and Infrastructure Plan for Miagao campus (2021-2030).
- The Morton Arboretum. (2020). "Transplanting Trees." Retrieved from [Morton Arboretum](#)
- The UP Biodiversity Management Handbook (2021)UP Diliman.
- Tree Maintenance Limited. (2020). *Tree management policy*. University of Bath, Claverton Down, Bath. Unit 60, Aston Down, Gloucestershire GL6 8GA.

Appendix A. Site Assessment Form

Species Affected (For SDRP to Fill-up)		
A. Are there plants that will be affected by the project?	• Yes	• No
A1. If YES, what type of plants are affected (e.g. Tree, Shrub, vines, etc.)?		
A2. IUCN Red List Category		
A3. Number of plants affected		
A4. Number of plants affected		
A5. Location/s of the plant/s:		
A6. If NO/Not Applicable, Reason: (The proposed project is xxx meters/km away from the plants; no plants at the site)		
A.7. Cannot be determined, inventory has yet to be done		
B. Are there animals that will be affected by the project?	• Yes	• No
B1. If YES, types/names of animals that will be affected?		
B2. Location/s of animals:		
B3. If NO/Not Applicable, Reason: (The proposed project is xxx meters/km away from animals' sanctuary)		
B4. Cannot be determined, inventory has yet to be done.		
C. Recommendations to manage possible impacts/Remarks		

NOA: 25-0263
February 4, 2025

1. <i>Trimming and pruning of affected trees is recommended instead of cutting.</i> 2. Etc.			
D. Cleared for Location:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> For revision
E. Observation Dates:			
Report Prepared by: _____ SDRP Personnel	Certified Correct: _____ Asst. to VCPD for SDRP		
G. Attachment (Photos, Guidelines, if necessary)			

APPENDIX B. Tree Condition Survey Form

Date of Assessment: _____
 Assessor's Name: _____
 Location: _____

Tree No.	Name	Height	Maturity	Legal Protection	GBH	Physiological Condition	Structural Condition	Observations

NOA: 25-0263
 February 4, 2025

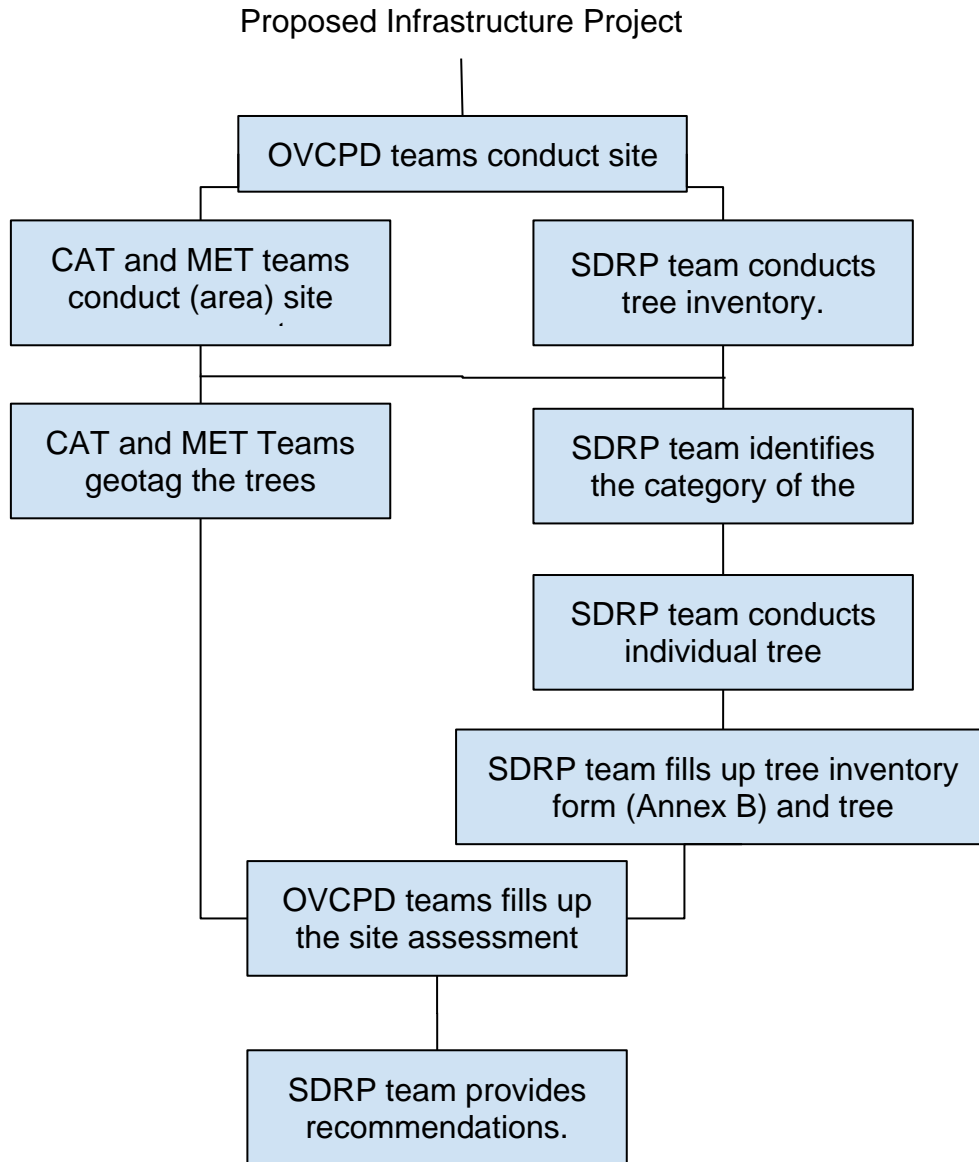
Appendix C. Checklist for Sub-category on Form 1 for Assessing Trees that may pose a threat or danger to humans, facilities, or infrastructures

1. Trunk Integrity	
Cracks or Splits: Are there visible cracks or splits in the trunk?	
Hollow Sections: Is there any hollowing present in the trunk?	
1. Branch Structure	
Dead or Broken Branches: Are there any dead or broken branches that could fall?	
Weight Distribution: Is the weight of the branches uneven, leading to potential breakage?	
3. Root Stability	
Visible Root Damage: Are there exposed roots or signs of decay?	
Soil Erosion: Is the surrounding soil eroding, compromising root stability?	
2. Leaning	
Angle of Lean: Is the tree leaning significantly to one side?	
Signs of Movement: Are there signs that the tree has shifted or moved recently?	
5. Fungal or Insect Infestation	
Presence of Fungi: Are there mushrooms or fungi at the base of the tree, indicating decay?	
Insect Damage: Are there signs of insect infestation that could weaken the tree structure?	
6. Age and Species Vulnerability	

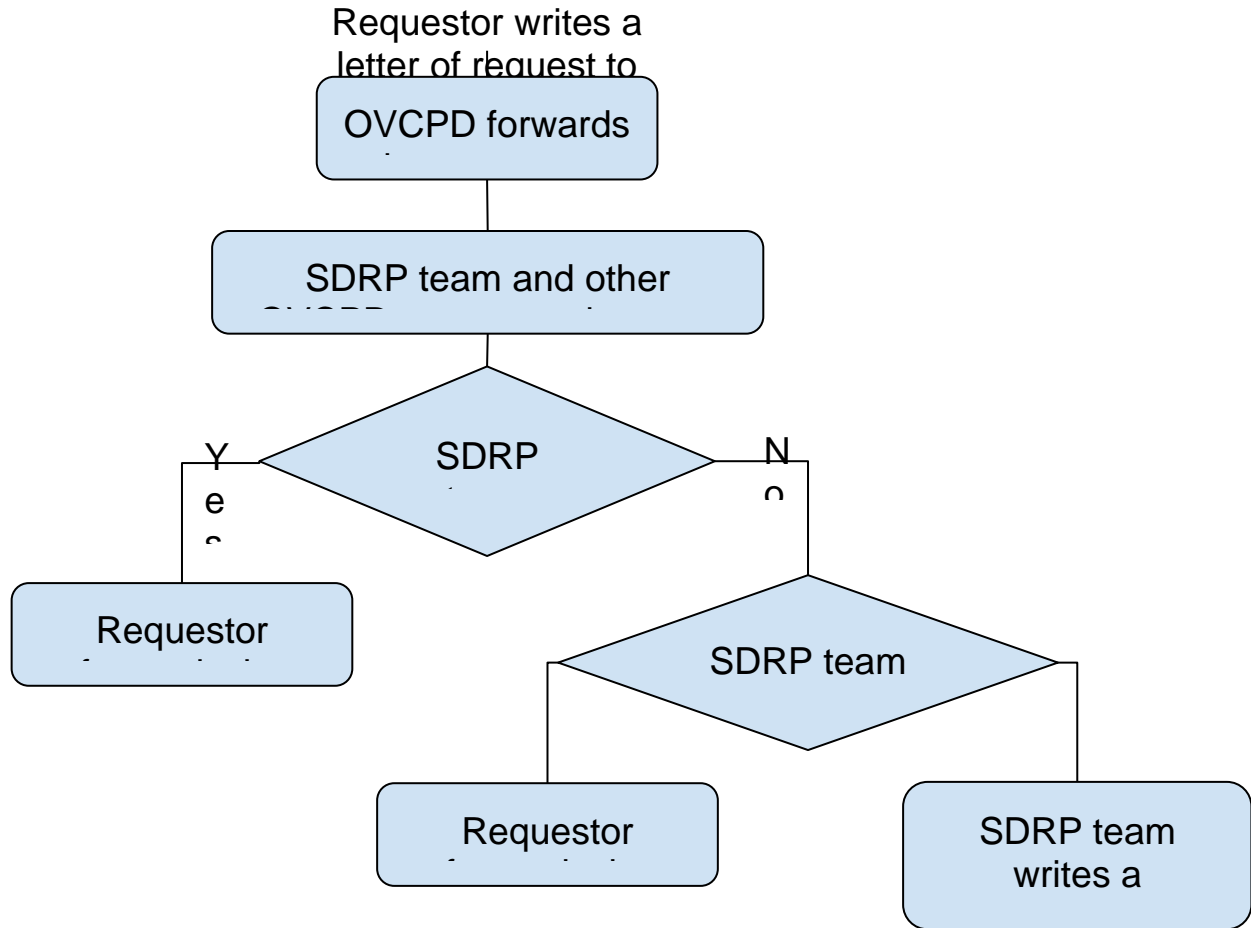
Age Assessment: How old is the tree, and does its age suggest a higher risk of failure?	
Species-Specific Risks: Does the species have known vulnerabilities to breakage or failure under stress?	
7. Surrounding Environmental Factors	
Proximity to Structures: How close is the tree to buildings, roads, or other infrastructure?	
Exposure to Weather: Is the tree exposed to high winds or storms that could exacerbate structural weaknesses?	
8. Previous Damage History	
Past Storm Damage: Has the tree experienced damage in previous storms?	
Repair History: Have there been any previous interventions (e.g., cabling or bracing)?	

ANNEX D. Flowchart of various processes related to Tree Management Policy and Guidelines

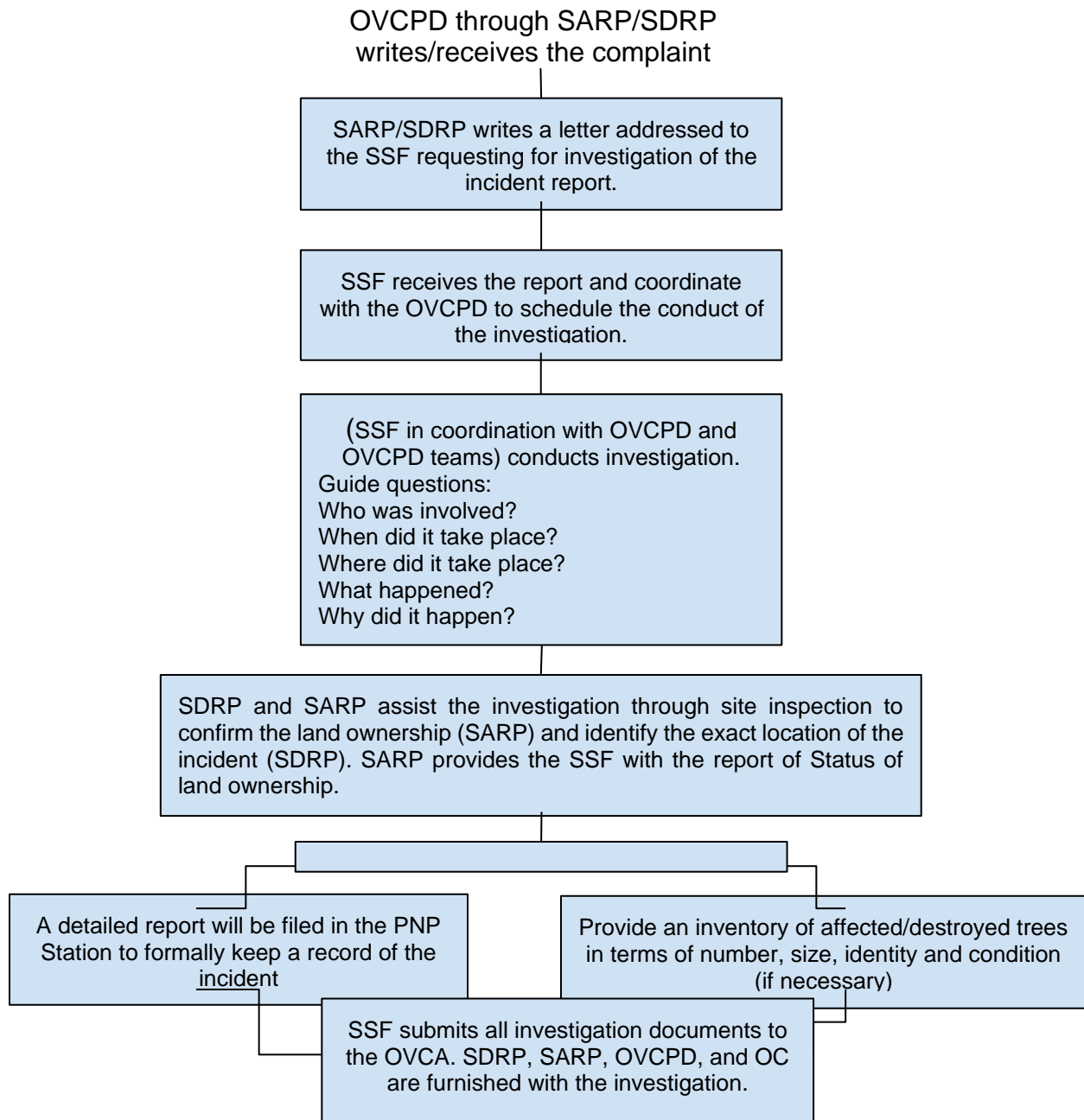
E1. Flowchart of site and tree assessment for a proposed infrastructure project



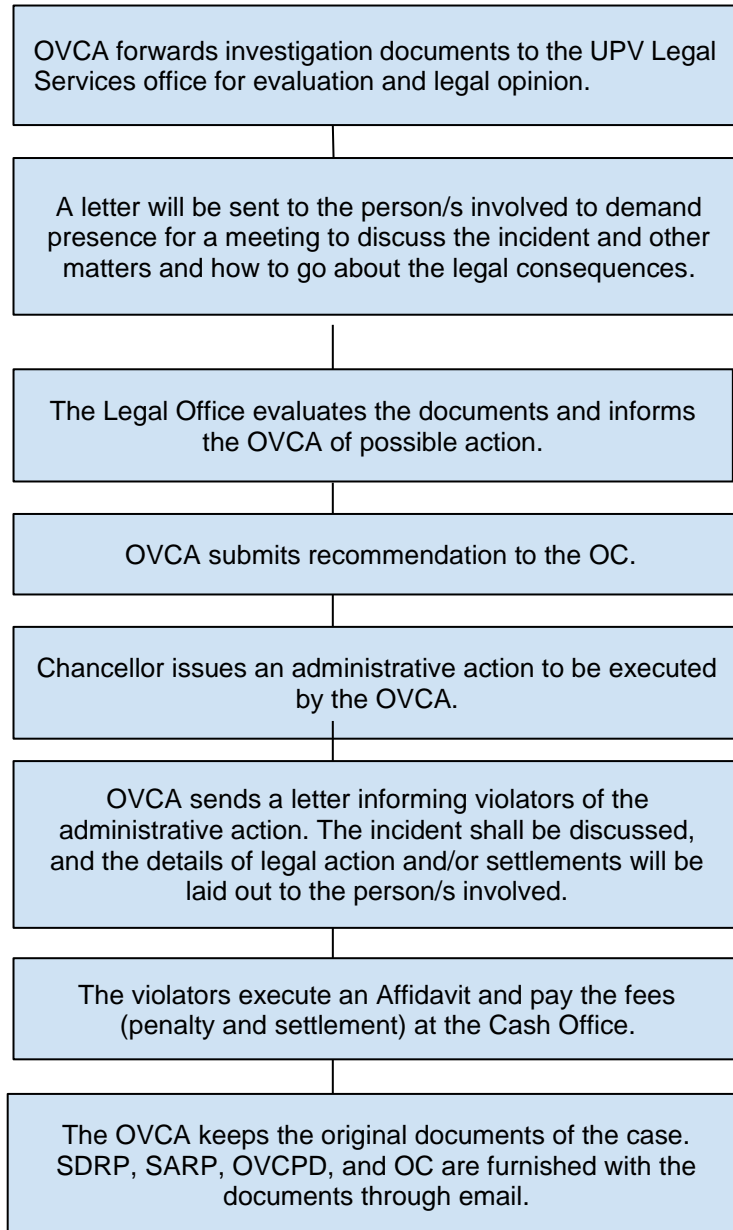
E2. Flowchart to request for tree assessment involving public welfare and safety



E3. Flowchart in filing an incident report such as but not limited to illegal tree cutting, illegal cutting of bamboo poles

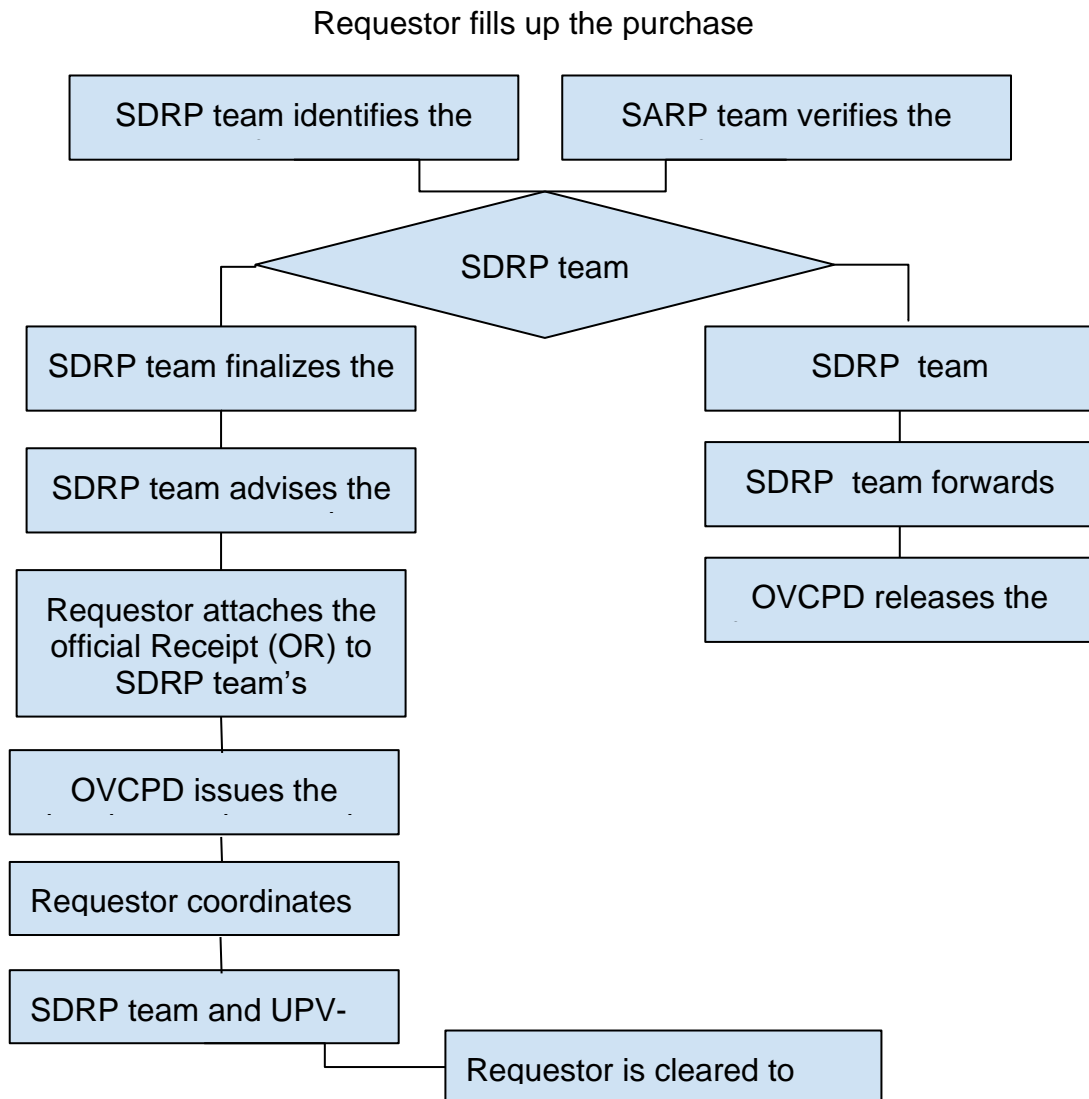


E4. Flowchart on administrative action activity. Illegal activities and use of UP Property as agricultural land.



Annex F

Agricultural Yield Utilization: Selling and harvesting of Bamboo Poles



Annex G: Committee formed by the OVCPD to create UPV Tree Management Policy



OFFICE OF THE VICE CHANCELLOR FOR
PLANNING AND DEVELOPMENT
UNIVERSITY OF THE PHILIPPINES VISAYAS



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MEMORANDUM
No. 2024-06-008

TO : Chair: Asst. Prof. Pretty Lee Silva
Co-Chairs: Mr. Alan Dino Moscoso
Ms. Jenelie Acosa
Members: Ar. Christian Rodeo Pancrudo
Ar. Mark Andrew Parcia
Mr. Eli Gegantoca
Engr. Rio Lemana
Engr. Ricar Francisco
Engr. Nelson Fines
Ms. Milyn Leghid
Asst. Prof. Anthony Salvador Albaladejo
Dr. Diana Paguntalan
Ms. Mybelle Zulueta
Ms. Beverly Genoveza
Mr. Felipe Tunay, Jr.
Mr. Vicente Nic, Jr.
Mr. Fredo Fanega
Mr. Marlon Joel Ong
Mr. Elmer Naprato
Mr. Mark Leo Fallarcon
Mr. Ronan Raph Lebuna

SUBJECT : As Stated

DATE : 26 June 2024

The following OVCPD officers and staff are requested to come together to create the UPV Tree Management Policy. The policy is an assertion of the university's commitment to improving the natural shade and biodiversity through the maintenance and enhancement of trees on UPV campuses.

The document aims to provide consistency in the decision-making in terms of planting pruning, and removing trees in our campuses.

The scope of the policy will include information on:

1. the planning, planting, maintenance, and removal of trees on UPV campuses.
2. the criteria for tree pruning, removal, and balling to provide clarity on how the OVCPD and other offices will manage requests for tree works and removals

NOA: 25-0263
February 4, 2025



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3. Identification of priority areas for tree planting
4. the steps in the consultation with stakeholders where tree planting or removal is to be undertaken by OVCPD and other offices.
5. ways to generate income for the operations and maintenance of tree planting sites.

Thank you for your cooperation.


PROF. RHODELLA A. IBABAO, PhD
Vice Chancellor for Planning and Development