



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

**September 13, 2021**

No. 946, s. 2021

**“OPERATION KAHOY” PROTOCOL AND FLOWCHART**

To: Public School Heads and School DRRM Coordinator

1. The Tagbilaran City Disaster Risk Reduction and Management Office (CDRRMO) issues the enclosed protocol on certain services especially in the tree-cutting and pruning or “Operation Kahoy”. According to “Operation Kahoy” protocol that there are only three (3) cases that requires tree cutting or pruning. These are for the (1) prevention of accidents due to tree hazards, (2) the clearing of felled trees and (3) the rescue of property and people in felled tree scenarios and apparently the case of allowable requests from our City Public Schools would fall under prevention.
2. Attached herewith is the “Operation Kahoy” Protocol and Flowchart for your reference.
3. For more information, please contact the Tagbilaran City Disaster Risk Reduction and Management Office (CDRRMO) Operations Center, H. Zamora St., Dampas District, Tagbilaran City through Telephone No. (038) 411-2222 or Junicel T. Mancha, through Cellphone No. 0929-7895319
4. Immediate dissemination of and strict compliance with this Order is desired.

  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent *JAL*



**Address:** Dampas District, Tagbilaran City, Bohol

**Telephone Nos.:** (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147

**Email Address:** tagbilarancity.division@deped.gov.ph



Province of Bohol  
City Government of Tagbilaran  
**CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**  
CDRRMO Operations Center Bldg., H. Zamora St., Dampas, Tagbilaran City  
Tel. No. (038) 411-2222

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September 2, 2021

**DR. JOSEPH IRWIN A. LAGURA, PhD**  
Schools Division Superintendent  
Tagbilaran City Schools Division  
Department of Education

**ATTN: ENGR. JUNICEL T. MANCHA**  
**PDO II-DRRM**  
Tagbilaran City Schools Division  
Department of Agriculture

Dear Sir:

We, Tagbilaran City Disaster Risk Reduction and Management Office, felt honored by the existing partnership between our office and the Tagbilaran City Schools Division. As we continue to provide guidance to them in DRRM concerns, in these times of the *Brigada Eskwela*, many schools under your division are also realizing our side of the partnership with requests related to our services. While we continue to be responsive to such requests, we recognize the need to explain our protocols on certain services, especially that of tree-cutting and pruning or Operation Kahoy. We have recently received a number of requests for tree-cutting and tree-pruning in several of the city's public schools. Some of them may not fall within what is allowed by our protocols.

According to our Operation Kahoy protocols, a copy of which we have attached to this letter, there are only three cases that require tree-cutting or pruning. These are for the (1) prevention of accidents due to tree hazards, (2) the clearing of felled trees, and (3) the rescue of property and people in felled tree scenarios. Apparently, in the case of allowable requests from city public schools, most of these would fall under prevention. However, there seems to be a misunderstanding that our services are for the cleanliness of school premises under the trees. In this regard, we would like to reiterate that our tree-cutting and pruning services in city public schools, unless these cases require clearing or rescue, shall only be done for prevention. We shall cut or prune trees in public schools because these may be hazardous to people and/or school property. This is especially since our Search, Rescue, and Retrieval (SRR) Team, who conduct such operations are also tasked with other responsibilities, such as water deliveries, fire suppression, pandemic-related decontamination, and actual rescues.

We hope that, through this letter, our school heads in the city public schools would be aware of our Operation Kahoy protocols and would abide to these as well as to the procedures in availing of our services.

For a resilient Tagbilaran City,

  
**GERARD M. LAVADIA**  
CGDH-I  
City DRRM Officer



## OPN KAHOY Protocol and Flowchart

### OPN KAHOY

- Refers to an operation in which trees are either pruned or cut to prevent it from falling on people and property and resulting to casualties or damages and on the road which leads to hampered traffic.
- Such operation may be upon the initiative of the city government through the CDRRMO or upon the report/request of city residents.

#### 1. **Objectives:**

- PREVENTION - To prevent casualties and property damages due to falling trees triggered by strong winds, heavy rains, and earthquakes.
- CLEARING - To clear roads, homes, and buildings that are blocked due to felled trees and immediately normalize traffic and free ingress and egress.
- RESCUE - To rescue people trapped in homes, vehicles, and buildings upon which the trees fell and provide emergency treatment and ambulance service if necessary.

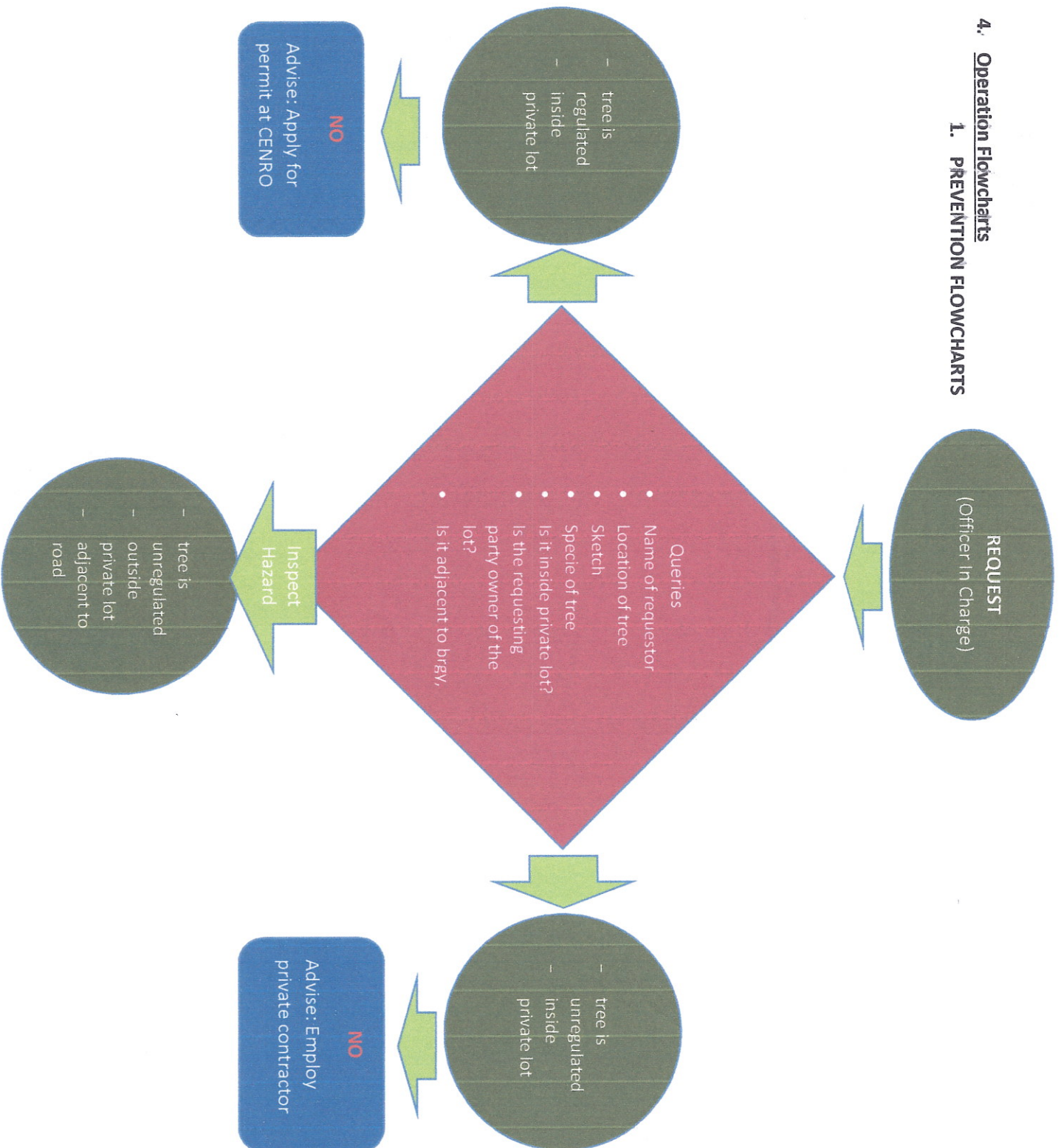
#### 2. **Employment of Forces:**

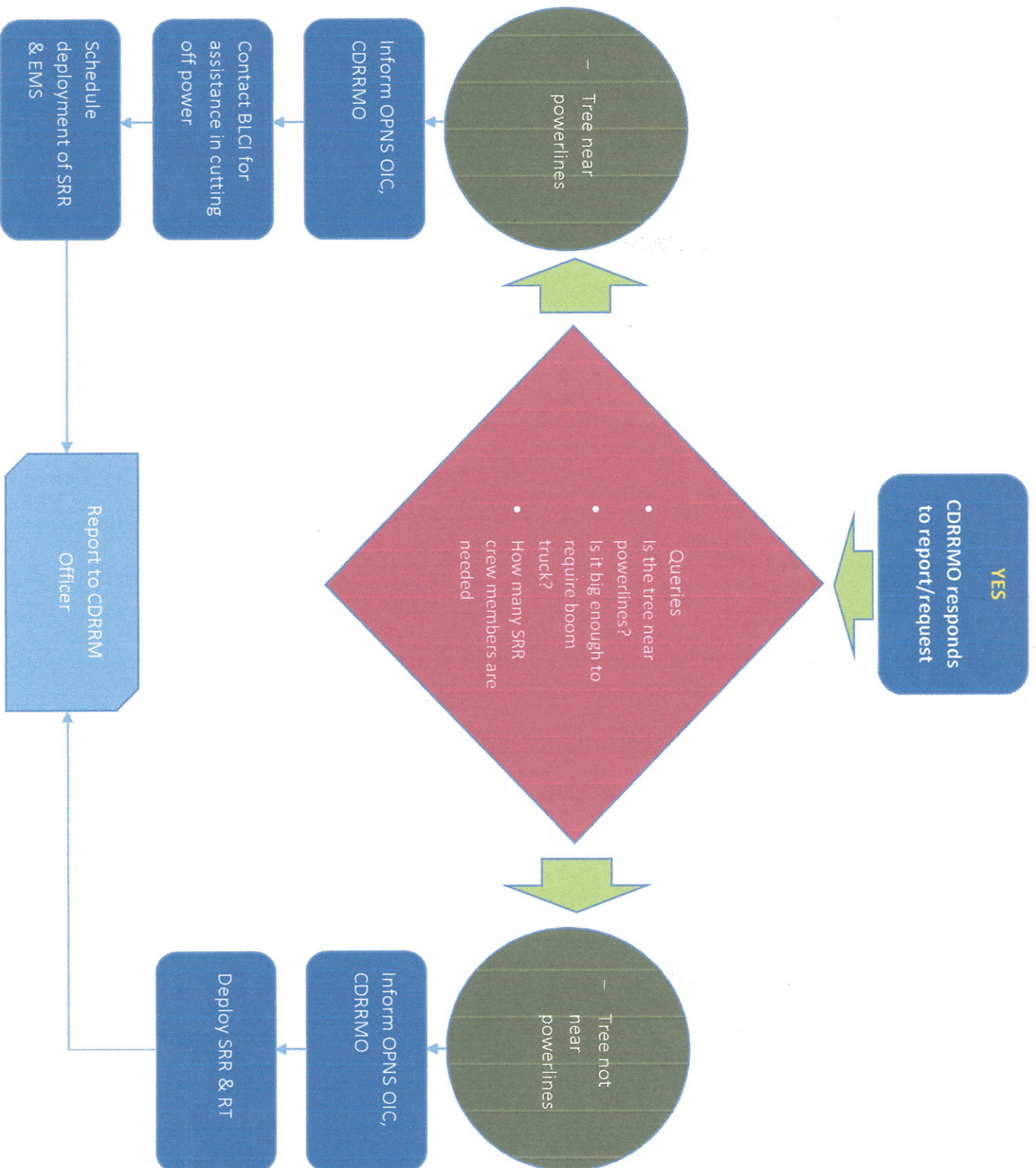
- In all cases, the main responder of OPN KAHOY is the SRR Team. In rescue cases, the EMS shall assist the SRR Team, especially in emergency treatment and transport to hospitals. Other agencies that may be involved depending on the seriousness of the situation are:
  1. CEO-Electrical Section - when street light connections are affected
  2. BLCI - when power lines are affected/involved
  3. CTMO - when traffic control is needed
  4. BFP - when there is an outbreak of fire
  5. BPAT - traffic and security

#### 3. **Equipment:**

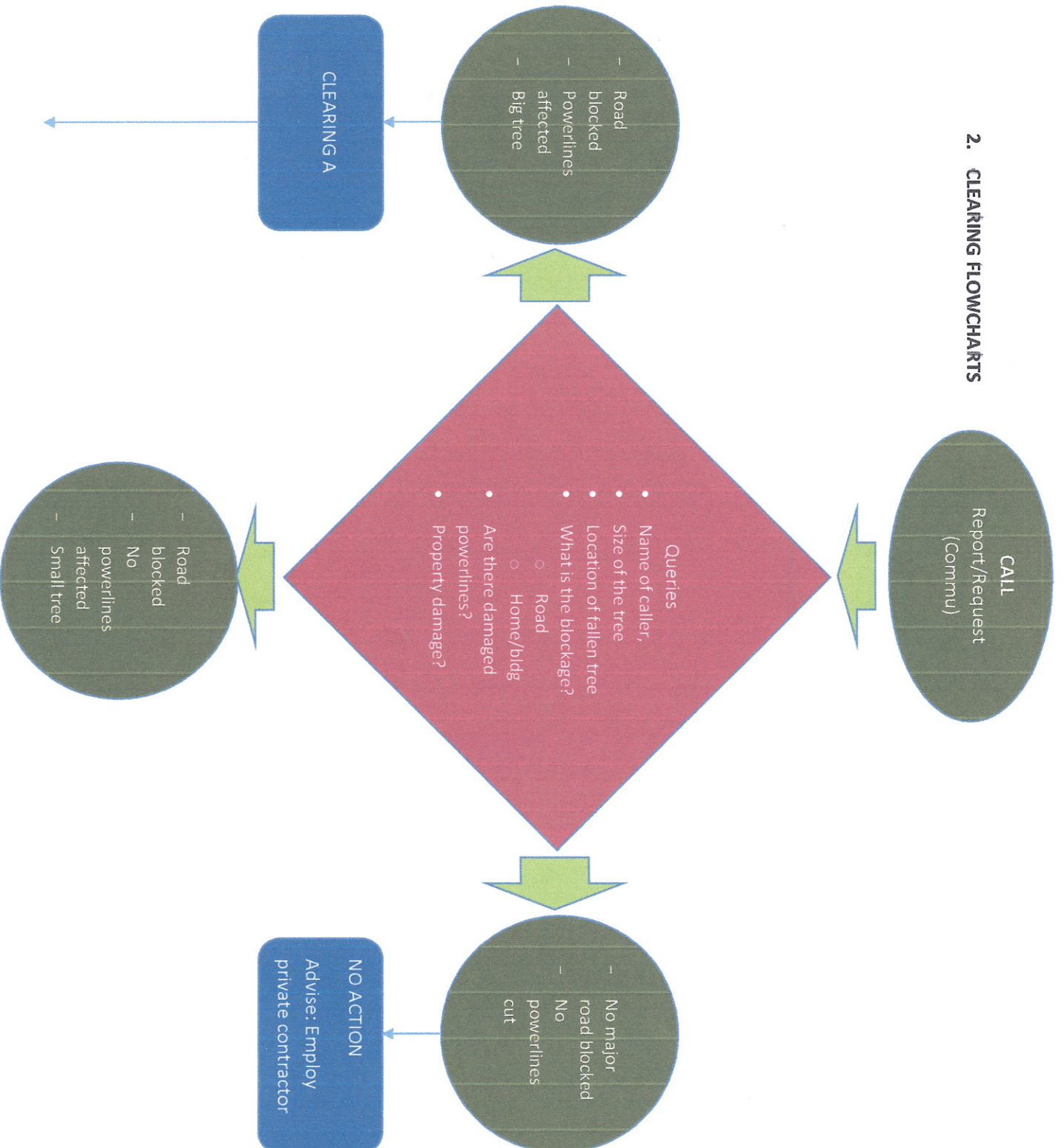
1. Chainsaw (22", 36", 12" extended)
2. Axe
3. Rescue Truck
4. Boom Truck (w/ bucket)
5. Ladder
6. Rope
7. Carabineers
8. Floodlights/Flashlights
9. PPEs (helmets, gloves, rain gear, boots, harness)
10. Bolo

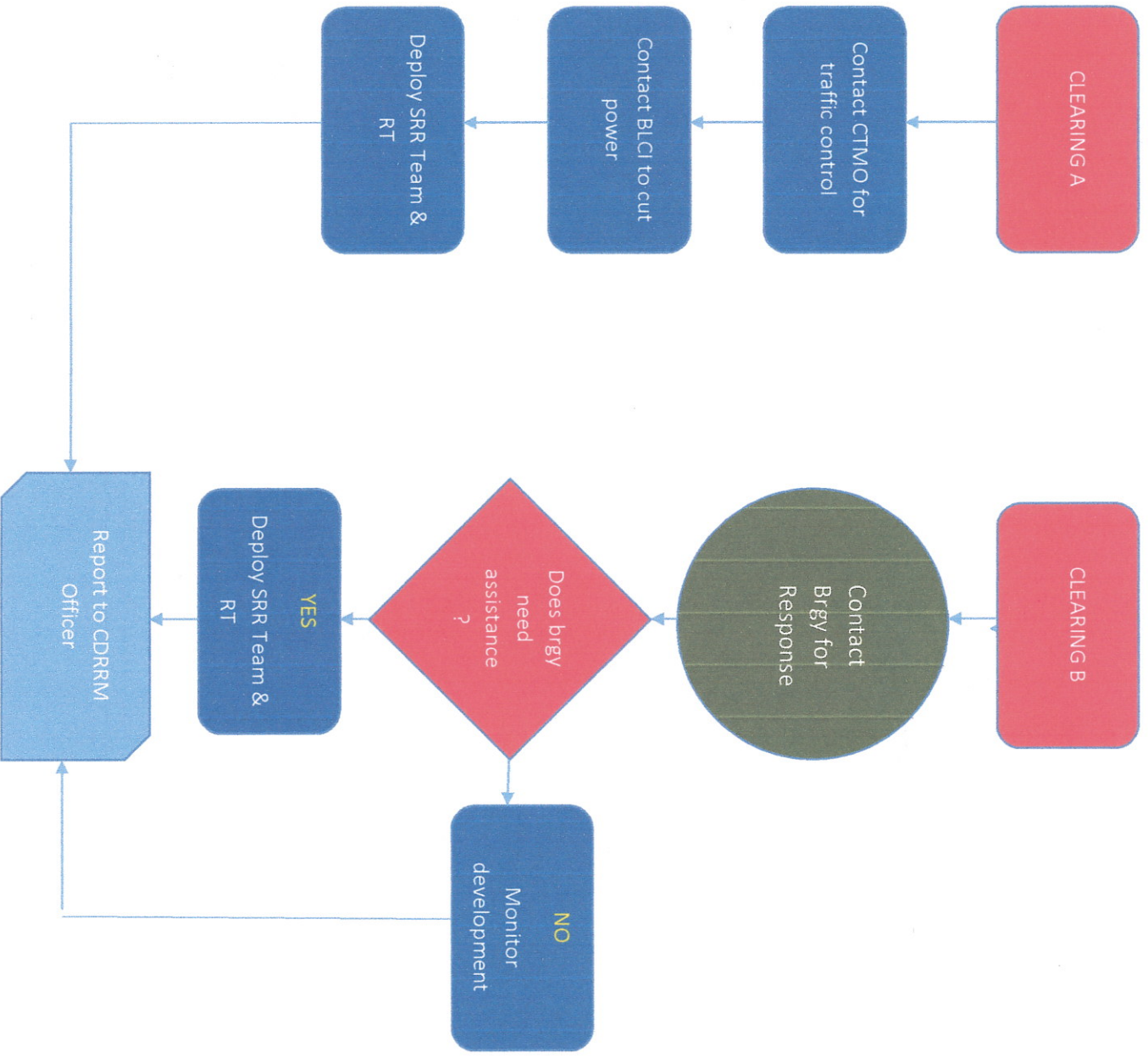
4. Operation Flowcharts  
1. PREVENTION FLOWCHARTS



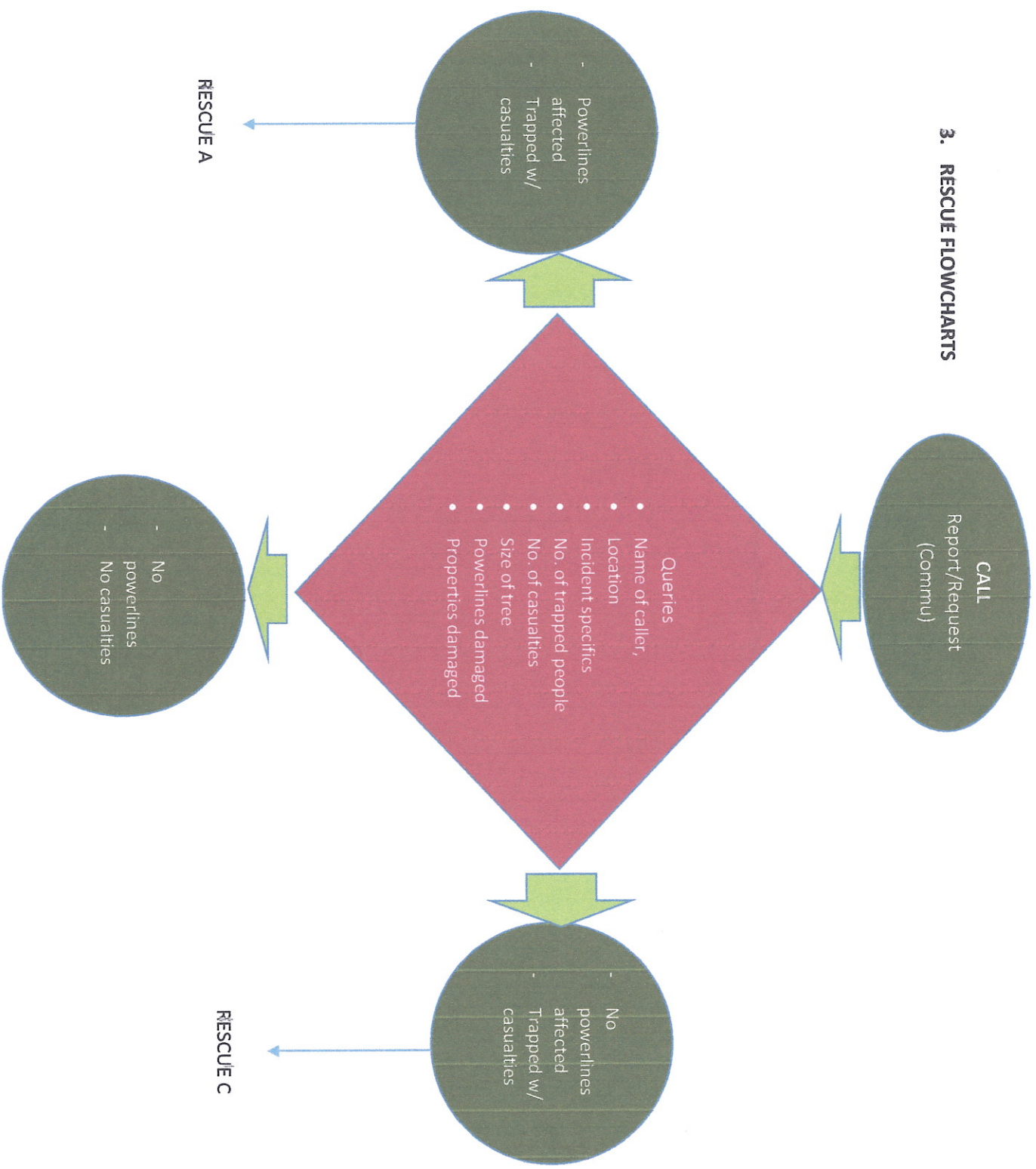


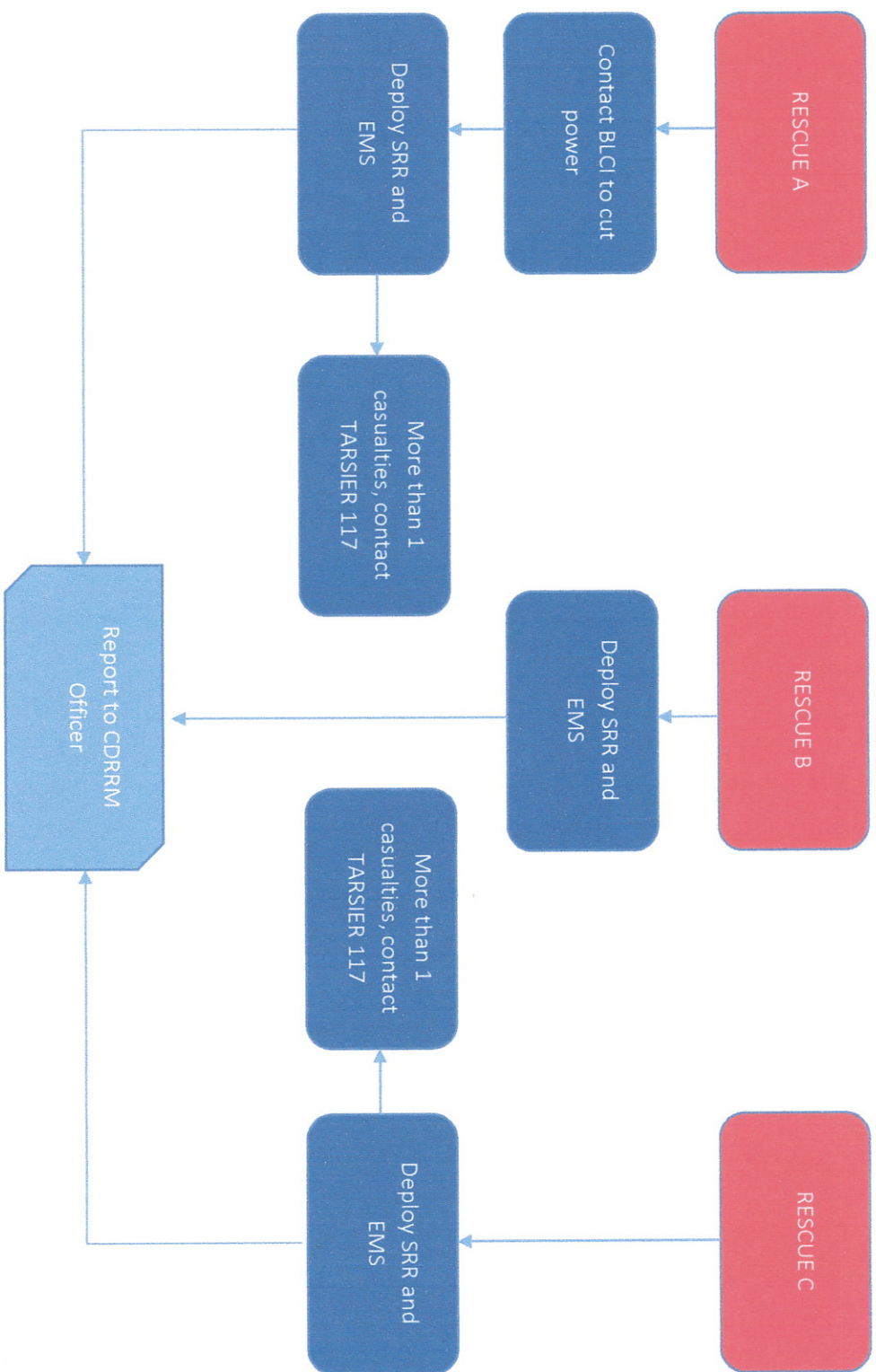
## 2. CLEARING FLOWCHARTS





### 3. RESCUE FLOWCHARTS





**4. REQUEST FORM:**



Province of Bohol  
 City Government of Tagbilaran  
**CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**  
 Esmeralda, Near City Hall Bldg., J.A. Cervantes, Cebu, Tagbilaran City  
 Tel. No. (038) 411-2222

**CUTTING / PRUNING OF TREES REQUEST FORM**

CUTTING       PRUNING

NAME		
CONTACT NO.		
ADDRESS		
NAME OF TREE(S)		QUANTITY

SKETCH MAP:

**CHECKLIST:**

- Wires:
- Primary Line
  - Secondary Line
  - Telephone Wire/Drop Wire
- Near to any structure:
- YES
  - NO
- Near to public roads:
- YES
  - NO

Inspected by: \_\_\_\_\_



Province of Bohol  
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**CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**  
 Esmeralda, Near City Hall Bldg., J.A. Cervantes, Cebu, Tagbilaran City  
 Tel. No. (038) 411-2222

**WAIVER:**

This is to waive the Tagbilaran City Disaster Risk Reduction and Management Office of any damages that may happen during the operation of cutting/pruning of tree from my property.

Signature over printed name of client \_\_\_\_\_

Signature over printed name of witness \_\_\_\_\_

Scheduled on: \_\_\_\_\_  
 Certification Control Number: \_\_\_\_\_

Approved by:

**YONI I. ANIGALOT**  
 Operations and Training Unit Head  
 Tagbilaran COMAND

NOTED BY:

**GERARDO M. LAVADIA**  
 CORREL OFFICER  
 Tagbilaran COMAND

### 5. Command and Control

- For all operations, the order to conduct operations may come from OPNS & WRNG chief or from the CDRRMO head whoever is available. In the absence or unavailability of both, the dispatch commander may give the order
- The ground/incident commander for simple prevention and clearing operations shall be the SRR Team Leader.
- For rescue operations, depending on the risks of the victims and responders involved, the CDRRMO head/OPNS & WRNG chief shall appoint an IC from either the SRR TL or the EMS TL.
- ICS for complex rescue operations:

