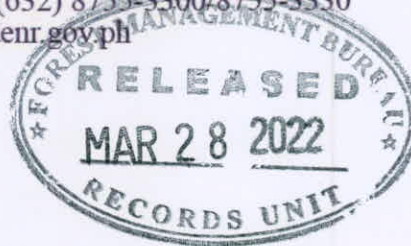




Republic of the Philippines  
**Department of Environment and Natural Resources**  
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Website: [www.denr.gov.ph](http://www.denr.gov.ph)



## MEMORANDUM

TO : Regional Executive Directors  
DENR Regions 1 to 8, CAR and NCR

FROM : The Undersecretary for Field Operations – Luzon and Visayas

SUBJECT : **SUBMISSION OF REPORT ON THE ISSUED GRATUITOUS SPECIAL USE PERMITS (GSUP)**

DATE : **MAR 25 2022**

In light of the approval and effectivity of DENR Administrative Order (DAO) No. 2022-01 dated January 11, 2022, or the “*Guidelines in Granting Government Agencies Gratuitous Permits for the Special Uses of Forest Lands*,” you are hereby instructed to submit copies of all issued Gratuitous Special Use Permits (GSUP) with its corresponding approved Maps and Terms and Conditions within your respective area of jurisdiction, for reference and monitoring of the DENR Central Office (CO).

The said submission shall include a summary report following the attached matrix (*Annex A*), and shall be submitted to this Office, copy furnished the Director, Forest Management Bureau (FMB), on or before April 15, 2022. For the submission of soft copies, the Regional Offices shall upload (to its respective folder) the required documents (i.e. MS excel file of the summary report and the scanned copies of all the issued GSUPs with its corresponding approved Maps and Terms and Conditions) to the google drive provided at <https://tinyurl.com/GSUP2022>. The said google drive will serve as the information base for GSUP issuances until such time that the same be enrolled in the Enhanced Forestry Information System (EFIS), and therefore, shall be updated every time a GSUP is issued. Moreover, hard copies of the newly issued GSUPs with its corresponding approved Maps and Terms and Conditions, shall likewise be provided to the above-cited Offices not later than one (1) month after issuance.

FOR STRICT COMPLIANCE.

  
ATTY. JUAN MIGUEL T. CUNA, CESO I

Copy furnished:

The Undersecretary for Policy, Planning, and International Affairs, DENR  
The Director, Forest Management Bureau (FMB)

## ANNEX A

List of issued Gratuitous Special Use Permit (GSUP) as of March, 2022

Region: ex. DENR Region 5[illegible]