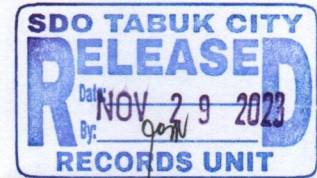




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

November 29, 2023

Division MEMORANDUM
No. **480**, s. 2023

IMPLEMENTATION OF THE PROJECT "236,000 TREES: A CHRISTMAS GIFT FOR THE CHILDREN" IN THE SCHOOLS DIVISION OF TABUK CITY

1. The Department of Education (DepEd) launches the 236,000 Trees: A Christmas Gift to Children Project which aims to promote environmental preservation and instill environmental responsibility among Filipino Children.
2. Relevant to this, all public elementary and secondary schools in the Schools Division of Tabuk City including the personnel of the Division Office are enjoined to participate in the simultaneous tree planting activity on **December 6, 2023**.
3. School heads are advised to coordinate with the local office of the Department of Natural Resources (DENR) and/or to the City Environment and Natural Resources Office (CENRO) for the provision of seedlings for the aforementioned activity. It is preferred that the seedlings to be acquired are fruit-bearing trees or any trees that are considered native species in the Philippines.
4. School heads are responsible in identifying the area for the tree planting activity. If the school has enough land area, the seedlings shall be planted within the school premises. On the other hand, if the school does not have enough land area, the school head of this school shall coordinate with the school head of the nearest school with enough land area and conduct their tree planting activity in the said school. However, if the situation does not warrant the aforementioned options, the school head shall coordinate with the Barangay Local Government to determine an area nearest to the school such as public parks, or any protected area where the tree planting activity can be conducted.
5. There shall be a maximum of 30 individuals who shall join the activity for large or mega-sized schools and a maximum of five (5) participants for small or medium-sized schools, 40% of which are consisting of school head, head teachers, teachers and non-teaching personnel and 60% are learners. The participants to this activity shall be on a synchronous modality of learning.
6. School heads are the primary responsible for ensuring the proper care of the trees planted within the school vicinity. For trees planted outside the school premises, the school head shall coordinate with the respective barangay officials regarding the monitoring of the trees' growth. A tree guard may be built



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around each planted seedling. There is no standard design for the tree guard. However, a label with the name of the project: "236,000 Trees: A Christmas Gift to Children" can be put-up within the area.

7. Schools are also advised to cover and provide a comprehensive information dissemination of their participation to this activity through their respective School DepEd Tayo Page and submit the required post-activity report on or before **December 12, 2023** to the link that will be provided on a separate advisory using the attached template. The reports from the school shall be consolidated by the SEPS for research and submit the same to the Regional Office not later than December 18, 2023.
8. The participation of the Division Office personnel to this activity shall be co-ordinated by the PDO II of the SGOD or the Division DRRM Focal Person.
9. Widest dissemination of and compliance with this memorandum is desired.

Digitally signed by
Gamatero Benedicta
Batara
Date: 2023.11.29
08:21:15 +08'00'

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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ANNEX A

**"DEPED'S 236,000 TREES - A CHRISTMAS GIFT FOR
THE CHILDREN"**

OFFICIAL ACTIVITY REPORT

1) NAME OF SCHOOL, DISTRICT, REGION

2) TYPES / SPECIES OF TREES PLANTED:

3) NUMBER OF TREES PLANTED:

4) PHOTOS OF THE ACTIVITY:



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