



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent



27 March 2023

DIVISION MEMORANDUM

No. 123 s. 2023

TO: All Public Schools District Supervisors
All School Heads of Public Elementary & Secondary Schools
All Others Concerned

SEARCH FOR CLEANEST AND GREENEST SCHOOL, SY 2022-2023

1. The Local Government Unit, City of Tabuk through the City Environment and Natural Resources Office will spearhead the conduct of the Search for Cleanest and Greenest School, SY 2022-2023.
2. Relative to this, all schools are hereby enjoined to participate in the said search. Each District is requested to conduct pre-assessment based on the City ENRO School Assessment Guide Scoring Tool (Annex 1) and the adjudged cleanest and greenest school per category in the district shall submit to the division office their folders with complete documentation of the indicators in the assessment tool.
3. Timeline of activities shall be observed during the conduct of the search.

DATE	ACTIVITIES	PERSON-IN-CHARGED
April 1-28, 2023	District Level Search	PSDS
May 2, 2023	Deadline for submission of the District finalist per category	PSDS, SGOD-YFD
May 3-5, 2023	Division Paper Assessment of Entries per category	PRAISE COMMITTEE SGOD-YFD(Facilitator)
May 8, 2023	Submission of nominees for Search for Cleanest and Greenest School, SY 2022-2023	SGOD-YFD



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4. Participants shall be categorized as follows:
- Elementary Level
- a. Small School Category – 249 and below enrolled learners.
 - b. Big school Category – 250 and above enrolled learners.
- Secondary Level
- a. Small School Category – 399 and below enrolled learners
 - b. Big school Category – 400 and above enrolled learners.

Integrated Schools may choose which category they intend to participate in the selection.

5. For questions and concerns, please contact Allan R. Galanza at 09265856670/0939-569-6506 or Daisy May M. Bucao at 09366455322.
6. For information and compliance.

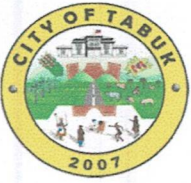
IRENE S. ANGWAY PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools Division Superintendent:

RAMONCHITO A. SORIANO 
Chief Education Supervisor-CID



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Province of Kalinga
City of Tabuk
City Environment and Natural Resources Office
SCHOOL PERFORMANCE- ENVIRONMENT MANAGEMENT SYSTEM



ASSESSMENT SCORING TOOL

I. Good Governance

A. Legislation

Indicators	Considerations	Score
1. Presence of school policies relative to Environmental Management and Natural Resources.	a. 3 policies are present: (1) School Solid Waste Management Plan; (2) Eco-park Management; (3) any policies relative to environmental management and natural resources.	5
	b. 2 policies are present: (1) School Solid Waste Management Policy; (2) Eco-park Management	4
	c. 2 policies are present: (1) Either School Solid Waste Management Policy or Eco-park Management; (2) Any policy relative to environmental management and natural resources.	3
	d. Either School Solid Waste Management Policy or Eco-park Management	2
	e. Any policies relative to environmental management and natural resources are present	1

B. Transparency

Indicators	Considerations	Score
1. Inclusion of environmental management and natural resources in the School Development Plan	a. (1) Solid Waste management Program; (2) Eco-park Management Program; (3) Any environmental management and natural resources included in the School Development plan	5
	b. 2 programs are present: (1) Solid Waste Management program; (2) Eco-park management program	4
	c. 2 programs are present: (1) Either Solid Waste Management program or Eco-park management program; (2) Any program relative to environmental management and natural resources are present	3
	d. Either Solid Waste management program or Eco-park management program	2
	e. Any program relative to environmental management and natural resources are present	1
2. Public consultations, Stakeholders minutes of meeting relative to environmental management and natural resources	a. (1) Consultation on Solid Waste Management; (2) Eco-park Management; (3) Any environmental management and natural resources	5
	b. 2 consultation conducted: (1) Solid Waste Management; (2) Eco-park Management	4
	c. 2 consultations conducted: (1) Either Solid Waste Management or Eco-park Management; (2) Any environmental management and natural resources related meetings/consultations conducted	3
	d. Either Solid Waste Management or Eco-park Management meetings/consultations conducted	2
	e. Nay environmental management related and natural resources meetings/consultations conducted	1
3. Documentation of environmental management and natural resources measure activities (Properly captioned/labeled pictures, terminal report, attendance)	a. Documentations on: (1) Solid Waste management; (2) Eco-park management; (3) Any environmental management and natural resources related activities are present	5
	b. 2 documentations are present: (1) Solid Waste Management; (2) Eco-park Management	4
	c. 2 documentations are present: (1) Either Solid Waste Management or Eco-park Management; (2) Any	3

	environmental management and natural resources related activities are present	
	d. Either Solid Waste Management or Eco-park Management activities are present	2
	e. Any environmental management and natural resources related activities are present	1

II. Administration

A. Creation/Composition of Committee on Environment or Core Group and Formulation of Environmental Plan

Indicators	Considerations	Score
1. Committee on Environment or Core Group constituted	a. (1) School Ecological Solid Waste Management Committee; (2) Eco-park Management Committee/Core Group; (3) Any environmental management and natural resources committee or core group constituted	5
	b. (1) School Ecological Solid Waste Management Committee; (2) Eco-park Management Committee/Core Group constituted	4
	c. (1) Either School Ecological Solid Waste Management Committee or Eco-park Management Committee/Core Group constituted; (2) Any environmental management and natural resources committee or core group instituted	3
	d. Either School Ecological Solid Waste Management Committee or Eco-park Management Committee/Core Group constituted instituted	2
	e. Any environmental management and natural resources committee or core group instituted	1
2. Formulated environmental management and natural resources plans	a. (1) School 10-year Ecological Solid Waste Management plan; (2) Eco-park Management Plan; (3) Any environmental management and natural resources plan/program are present	5
	b. (1) School 10-year Ecological Solid Waste Management plan; (2) Eco-park Management Plan are present	4
	c. (1) Either School 10-year Ecological Solid Waste Management plan or Eco-park Management Plan; (2) Any environmental management and natural resources plan/program are present	3
	d. Either Barangay 10-year Ecological Solid Waste Management plan or Forest/Watershed Management Plan	2
	e. Any environmental management and natural resources plan/program are present	1

B. Public Participation to include Community Organization, Stakeholders, Civic Groups

Indicators	Considerations	Score
1. Private sector participation with school environmental activities	a. At least 5 private sector participation (students, parents, business owners, professionals, private offices, etc.) in environmental management and natural resources activities.	5
	b. At least 4 private sector participated in environmental management and natural resources	4
	c. At least 3 private sector participated in environmental management and natural resources	3
	d. At least 2 private sector participated in environmental management and natural resources	2
	e. At least 1 private sector participated in environmental management and natural resources	1
2. Recognize efforts of community/school organizations actively participating in environment protection measures such as clean-up drives and tree	a. At least 5 community organizations (Women, youth, NGO, farmers, church/civic organizations, cooperatives etc.) participated in environmental management and natural resources activities	5
	b. At least 4 community organizations participated in environmental management and natural resources activities	4

planting activities	c. At least 3 community organizations participated in environmental management and natural resources activities	3
	d. At least 2 community organizations participated in environmental management and natural resources activities	2
	e. At least 1 community organizations participated in environmental management and natural resources activities	1

III. Knowledge, Information, Education and Communication Campaign

Indicators	Considerations	Score
1. Adopted technique/method which may include lectures, demonstration activities, individual/house to house approach and Signage	a. 5 Techniques adopted: (1) Formal/informal lectures; (2) Environmental Celebrations; (3) School General Assemblies; (4) Homeroom lectures or IECs; (5) Distribution of IEC materials/signages	5
	b. Any 4 technique adopted	4
	c. Any 3 technique adopted	3
	d. Any 2 technique adopted	2
	e. Any 1 technique adopted	1
2. Training of target participants	a. Training of target participants conducted with 4 Mode of Verification (MOV) present: (1) Photographs properly labeled; (2) Terminal Report; (3) Letter of invitation; (4) Attendance of participants etc.	5
	b. Any 3 MOVs present	4
	c. Any 2 MOVs present	3
	d. Only Photo properly labeled	2
	e. Only Photo NOT properly labeled	1

IV. Environmental Management and Natural Resources Approaches

A. Implementation of Proper Solid Waste Management

Indicators	Considerations	Score
1. Source reduction/minimization of waste generation/sorting	a. Presence of 3 Methods: (1) Materials Recovery Facility (MRF); (2) Composting; (3) Residual Waste Management/Collection	5
	b. Presence of 2 Methods: (1) Either MRF or Composting; (2) Residual management/Collection	4
	c. Either MRF or Composting	3
	d. Only Residual Management/Collection is present	2
	e. Others	1
2. Resource recovery, recycling and reuse of waste intensification	a. When all 4 are observed: (1) MRF properly labeled; (2) Practice of proper storage; (3) Maintenance of cleanliness and avoidance of vector, odor and litter; (4) Records/Logbook of recyclables received and sold	5
	b. When only 3 of 4 are present	4
	c. When only 2 of 4 are present	3
	d. When only 1 of 4 is present	2
	e. When the barangay has other acceptable scheme of resource recovery, recycling and reuse of waste intensification other than the 4 stated.	1
3. Composting undertaking	a. When all 4 are observed: (1) Any method of composting; (2) Separate/Designated Area available; (3) Maintenance of cleanliness and avoidance of vector, odor or litter	5
	b. When any 3 of 4 are present	4
	c. When any 2 of 4 are present	3
	d. When any of 1 is present	2
	e. When the barangay has other acceptable scheme of managing biodegradables	1
4. Residual and special waste management/Control of indiscriminate burning	a. When all 4 Residual management practices are present: (1) Residual wastes are placed on a separate sack or container which must be tied tightly; (2) Residual wastes should be placed at a designated area as collection point; (3) Residual	5

	Waste should only be brought out following strictly the schedule of collection; (4) Maintenance of cleanliness and avoidance of vector, odor or litter of the designated area as collection point	
	b. Any 3 of 4 are present	4
	c. Any 2 of 4 are present	3
	d. Any 1 of 4 is present	2
	e. When the school adopts any other acceptable method of residual waste management	1

B. Health and Sanitation

Indicators	Considerations	Score
1. Protection of water source/ potable water /Irrigation/ Canals	a. Deepwell or any potable water source, connection pipes inside the school regularly maintained with 4 Mode of Verification(MOV): (1) Pictures properly labeled; (2)terminal report; (3)Executive Order or Memo for participation; (4) Attendance of participants	5
	b. Any of 3 of 4 MOVs are present	4
	c. Any 2 of 4 MOVs are present	3
	d. Any 1 of 4 MOV is present	2
	e. Only photo NOT properly labeled is present	1
2. Drainage/Sewerage System	a. Drainage/Sewerage system regularly maintained with 4 Mode of Verification (MOV): (1) Pictures properly labeled; (2)terminal report; (3)Executive Order or Memo for participation; (4) Attendance of participants	5
	b. Any of 3 of 4 MOVs are present	4
	c. Any of 2 of 4 MOVs are present	3
	d. Any of 1 of 4 MOV is present	2
	e. Only photo NOT properly labeled is present	1
3. Prevention and control of offensive odor from open dumps/waste heaps	a. Conduct of clean up drives to eradicate open dumping and littered solid wastes with 4 Mode of Verification (MOV): 1) Pictures properly labeled; (2)terminal report; (3)Executive Order or Memo for participation; (4) Attendance of participants	5
	b. Any of 3 of 4 MOVs are present	4
	c. Any of 2 of 4 MOVs are present	3
	d. Any 1 of 4 MOV is present	2
	e. Only photo NOT properly labeled is present	1

C. GREENING PROGRAM

Indicators	Considerations	Score
1. Establishment of School Nursery	a. When all of the 4 Mode of Verification (MOV) are present: (1) School nursery should be established at a designated place/area or entered into a MOA with other schools/institutions; (2) School Nursery should have an accessible water source and materials; (3) Maintenance of cleanliness and orderliness; (4) Proper record/logbook	5
	b. When 1, 2 and 3 are present	4
	c. When either 1 and 2 or 1 and 3 are present	3
	d. When only number 1 is present	2
	e. No MOV present	1
2. Conduct of Tree Planting activity and maintenance of adopted community tree planting sites	a. When all of the 4 Mode of Verification (MOV) are present: (1)Identified or designated area of tree planting or entered into MOA with schools/institutions/private entities; (2) Tree planting sites properly maintained; (3) Photos properly labeled or terminal report; (4) Attendance of participants	5
	b. When 1, 2 and 3 are present	4
	c. When either 1 and 2 or 1 and 3 or a and 4 are present	3
	d. When only number 1 is present	2
	e. No MOV present	1
3. School Eco-Park	a. When all of the 3 Mode of Verification (4) are present:	5

Development and Beautification Activities	(1)Available site/area for eco-park development and beautification activities identified or, if school site is not available, MOA forged with other entities, organizations or institutions; (2) Maintenance of the identified eco-park; (3) Photos properly labeled or terminal report; (4) Attendance of participants	
	b. When 1, 2 and 3 are present	4
	c. When either 1 and 2 or 1 and 3 or a and 4 are present	3
	d. When only number 1 is present	2
	e. No MOV present	1

TOTAL SCORE: _____

Validated and Assessed by:

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