



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



Office of the Schools Division Superintendent

February 4, 2025

**Division Memorandum**

No. 59 s. 2025

TO: All Public School District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**SEARCH FOR SY 2024-2025 BEST PERFORMING SCHOOLS IN ENVIRONMENTAL MANAGEMENT**

1. The Local Government Unit of Tabuk City thru the City Environment and Natural Resources Office will spearhead the conduct of the Search for SY 2024-2025 Best Performing Schools in Environmental Management (formerly known as the Search for the Cleanest and Greenest Schools).
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 Tool, then the adjudged Best Performing Schools per category in the district level shall submit to the division office their folders with complete documentation of the indicators provided in the assessment tool.
3. The following timeline of activities shall be observed during the conduct the search.

DATE	ACTIVITIES	RESPONSIBLE PERSON
February 10, 2025 to March 14, 2025	District Level Search	PSDS, EPS In-Charge & SGOD In-Charge
March 21, 2025	Deadline for submission of District finalist <b>one</b> (1) per sub-category	PSDS, SGOD-LFD
March 24-26, 2025	Division Paper Assessment of Entries	PRAISE COMMITTEE, SGOD-LFD (Facilitator)
March 27, 2025	Submission of nominees for SY 2024-2025 Best Performing Schools in Environmental Management to City ENRO	SGOD-LFD



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
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4. Participants shall be categorized as follows:
  - a. Category 1 – **Elementary Division**
    - i. Big Elementary School – with 250 and above enrollees
    - ii. Small Elementary School – with 249 and below enrollees
  - b. Category 2 – **Secondary Division**
    - i. Big Secondary School – with 400 and above enrollees
    - ii. Small Secondary School – with 399 and below enrollees

➤ Integrated School joining the contest shall be included in the participating Big Elementary School category.
5. Attached herewith is the entry form, City ENRO's guidelines and Assessment Guide for your reference.
6. For queries, please contact Mr. Allan R. Galanza at 09265856670 or Ms. Daisy May M. Bucao at 09366455322.
7. For your information and compliance.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent 

*sgod/lfd/arg*



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ENTRY FORM: Search for SY 2024-2025 Best Performing Schools in Environmental Management

PROFILE	
Name of School/Nominee:	
Address:	
School Email Address:	
CONTACT PERSON DATA	
Full Name: <small>(Surname, Given Name, Middle Name, Ext.)</small>	
Address:	
Date of Birth:	
Contact Number:	
Position in the Organization:	
CATEGORY	
<input type="checkbox"/> Elementary Division	<input type="checkbox"/> Secondary Division
<input type="checkbox"/> Big Elementary School	<input type="checkbox"/> Big Secondary School
<input type="checkbox"/> Small Elementary School	<input type="checkbox"/> Small Secondary School
<p>I hereby certify upon my honor that all facts and information indicated herein are true and correct to the best of my knowledge. I further declare that any information given that proves to be untrue may constitute as a ground for disqualification in the search and prosecution for perjury. Further, I subscribe and agree that the DepEd, SDO Tabuk City have the sole prerogative to select the winners, and that their decision is final and executory.</p> <p>In witness hereof, I am executing and signing this statement voluntarily and without compulsion.</p> <p style="text-align: center;">_____ Signature Over Printed Name</p>	







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



## ASSESSMENT GUIDE

### I. Good Governance

#### A. Legislation

Indicators	Considerations
1. Presence of school policies relative to Environmental Management and Natural Resources.	Policies are present: (1) School Solid Waste Management Plan; (2) Eco- Park Management; (3) any policies relative to environmental management and natural resources.

#### B. Transparency

Indicators	Considerations
1. Inclusion of environmental management and natural resources in the School Development Plan	(1) Solid Waste management Program; (2) Eco- Park Management Program; (3) Any environmental management and natural resources included in the School Development plan
2. Public consultations, Stakeholders minutes of meeting relative to environmental management and natural resources	(1) Consultation on Solid Waste Management; (2) Eco- Park Management; (3) Any environmental management and natural resources
3. Documentation of environmental management and natural resources measure activities (Properly captioned/labeled pictures, terminal report, attendance)	Documentations on: (1) Solid Waste management; (2) Eco- Park management; (3) Any environmental management and natural resources related activities are present

### II. Administration

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

Indicators	Considerations
1. Committee on Environment or Core Group constituted	(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
2. Formulated environmental management and natural resources plans	(1) School Ecological Solid Waste Management plan; (2) Eco- Park Management Plan; (3) Any environmental management and natural resources plan/program are present

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

Indicators	Considerations
1. Private sector participation with school environmental activities	Participation of private individual/sector participation (students, parents, business owners, professionals, private offices, etc.) in environmental management and natural resources activities.
2. Recognize efforts of community/school organizations actively participating in environment protection measures such as clean-up drives and tree planting activities	Participation of Community Organizations (Women, youth, NGO, farmers, church/civic organizations, cooperatives etc.) participated in environmental management and natural resources activities

## III. Knowledge, Information, Education and Communication Campaign

Indicators	Considerations
1. Adopted technique/method which may include lectures, demonstration activities, individual/house to house approach and Signage	Techniques adopted: (1) Formal/informal lectures; (2) Environmental Celebrations; (3) School General Assemblies; (4) Homeroom lectures or IECs; (5) Distribution of IEC materials/signages
2. Training of target participants	Training of target participants conducted with in different Modes of Verification (MOV) present: (1) Photographs properly labeled; (2) Terminal Report; (3) Letter of invitation; (4) Attendance of participants etc.

## IV. Environmental Management and Natural Resources Approaches

### A. Implementation of Proper Solid Waste Management

Indicators	Considerations
1. Source reduction/minimization of waste generation/sorting	Presence of Methods: (1) Materials Recovery Facility (MRF); (2) Composting; (3) Residual Waste Management/Collection
2. Resource recovery, recycling and reuse of waste intensification	Resource Recovery 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
3. Composting undertaking	Method of Composting observed: (1) Any method of composting; (2) Separate/Designated Area available; (3) Maintenance of cleanliness and avoidance of vector, odor or litter; (4) Records/Logbook
4. Residual and special waste management/Control of indiscriminate burning	Residual waste management practices: (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 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. Health and Sanitation

Indicators	Considerations
1. Protection of water source/ potable water /Irrigation/ Canals	Protection of water source with different Modes of Verification (MOV): (1) Pictures properly labeled; (2) terminal report; (3) Executive Order or Memo for participation; (4) Attendance of participants
2. Drainage/Sewerage System	Maintenance of Drainage/Sewerage system with different Modes of Verification (MOV): (1) Pictures properly labeled; (2) terminal report; (3) Executive Order or Memo for participation; (4) Attendance of participants
3. Prevention and control of offensive odor from open dumps/waste heaps	Conduct of clean up drives to eradicate open dumping and littered solid wastes with different Modes of Verification (MOV): 1) Pictures properly labeled; (2) terminal report; (3) Executive Order or Memo for participation; (4) Attendance of participants

## C. GREENING PROGRAM

Indicators	Considerations
1. Establishment of School Nursery	Establishment of School Nursery with different Modes 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
2. Conduct of Tree Planting activity and maintenance of adopted community tree planting sites	Conduct of Tree Planting activity with different Modes 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
3. School Eco-Park Development and Beautification Activities	Development of Eco Parks and Beautification activities with different Modes of Verification (MOV) are present: (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