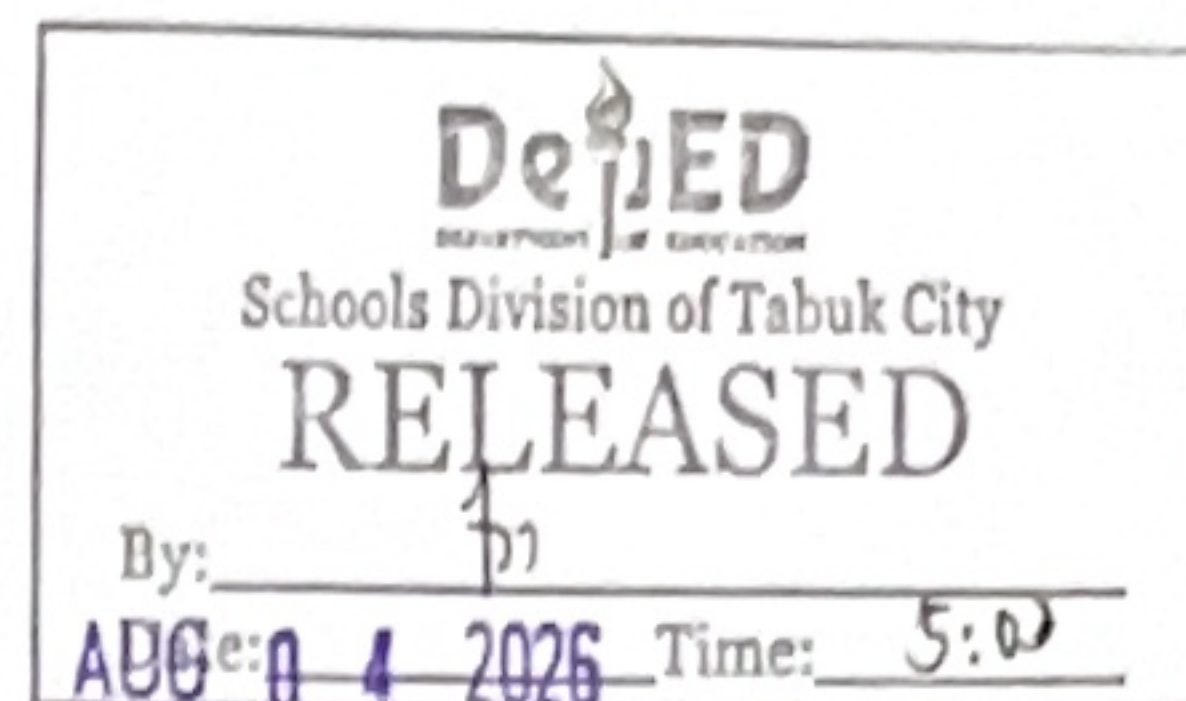




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

August 4, 2026

DIVISION MEMORANDUM

No. **351** s. 2026

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
All Public and Private Elementary and Secondary School Heads
All Others Concerned

**SEARCH FOR SY 2025-2026 BEST PERFORMING SCHOOLS IN ENVIRONMENTAL
MANAGEMENT**

1. The City Government of Tabuk thru the City Environment and Natural Resources will spearhead the **Search of the Best Performing Schools in Environmental Management** (formerly known as Search for Cleanest and Greenest Schools) which aims to recognize schools for their commendable practices, initiatives, and accomplishments on environmental awareness and solid waste management.
2. Relative to this, all schools are hereby encouraged to join in the search. Each district is requested to conduct pre-assessment based on the City ENRO Assessment Guide, and then the adjudged **best performing schools** per category in the district level shall be submitted to the division office with complete documents and properly bound, following the assessment guide.

3. The following timeline of activities shall be observed in the conduct of the search.

Date	Activities	Responsible Person
August 14-20, 2026	District Level Search	PSDSs
August 21, 2026	Deadline of submission for district finalists, one entry per category	PSDS, SGOD-YFD
August 24-27, 2026	Division Search	PRAISE Committee SGOD - YFD (Facilitator)
August 28, 2026	Submission of nominees for the SY 2025-2026 Best Performing Schools in Environmental Management to City ENRO	SGOD - YFD

4. All submitted documents as means of verification shall cover SY 2025-2026.





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5. Participants shall be categorized as follows:

a. Category I – **Elementary Division**

- i. Big Elementary School – with 250 and above enrollees
- ii. Small Elementary School – with 249 and below enrollees

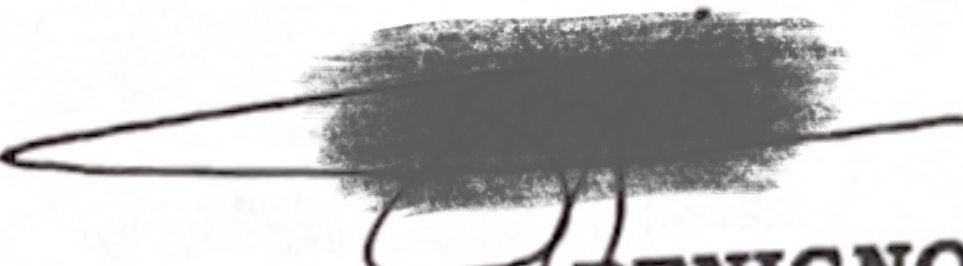
b. Category II – **Secondary Division**

- i. Big Secondary School – with 400 and above enrollees
- ii. Small Secondary School – with 399 and below enrollees

➤ **Integrated Schools** joining the search shall be included in the **Big Elementary School Category**.

6. For inquiries, please contact Mr. Allan R. Galanza, PDO I at 09265856670 or via email at allan.galanza@deped.gov.ph.

7. Immediate dissemination of this memorandum is hereby requested.


CHRISTOPHER C. BENIGNO PhD, EdD CESO VI
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent

Enclosures:

- *City ENRO Invitation Letter*
- *Search Guidelines*
- *Assessment Guide/Criteria*

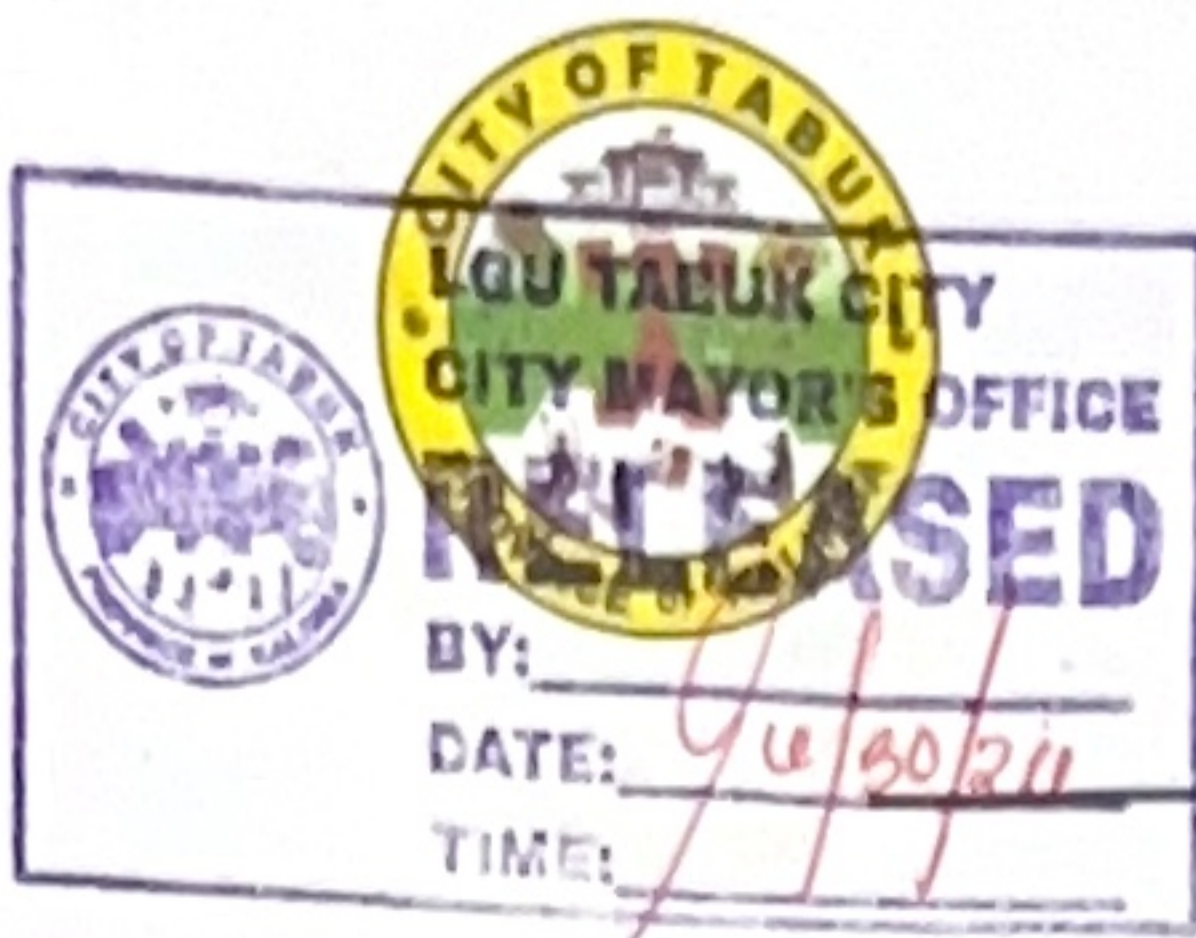


Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>

 DepEd Tayo Tabuk City



Republic of the Philippines
Cordillera Administrative Region
Province of Kalinga
City of Tabuk

CITY MAYOR'S OFFICE



June 29, 2026

CRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
OIC-Schools Division Superintendent
Department of Education - Tabuk City Division
Tabuk City, Kalinga

Dear SDS Benigno:

Warm greetings!

The City Government of Tabuk through the City Environment and Natural Resources Office respectfully invites the DepEd Tabuk City Division, to participate in and disseminate the conduct of the **Search for the Best Performing School on Environmental Management**, which forms part of the Environmental Summit 2026.

The activity is open to all schools within Tabuk City. The search aims to recognize schools that demonstrate commendable practices, initiatives, and accomplishments in environmental management, including solid waste management, cleanliness and greening efforts, environmental awareness, and related school-based environmental programs.

The last day for submission of entries to the City ENRO shall be on **August 28, 2026**. Entries may be submitted to the City Environment and Natural Resources Office during regular office hours.

The proclamation of winners will be held on the month of **November 2026** during the culmination of the City of Tabuk Environmental Summit 2026.

In this regard, we respectfully request your assistance in informing all public and private elementary and secondary schools under the Tabuk City Division and encouraging their active participation in the said search.

Attached here are the mechanics and guidelines of the search. For inquiries and coordination, participating schools may contact at cenro@tabukcity.gov.ph or visit the City ENRO.

Thank you very much for your usual support and cooperation in advancing environmental management programs in our schools and communities.

Very truly yours,

ENGR. DARWIN C. ESTRANERO
City Mayor



Republic of the Philippines
Province of Kalinga
City of Tabuk



CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

GUIDELINES IN THE SEARCH FOR SY 2025-2026 BEST PERFORMING SCHOOLS IN ENVIRONMENTAL MANAGEMENT

A. ON THE SUBMISSION OF ENTRY BOOK

1. The City Schools Division Office shall be responsible for preparing the necessary communications/memos to ALL schools WITHIN the City of Tabuk.
2. Entry Book shall be submitted at the City Schools Division Office.
3. There shall be two (2) categories for the contest which is subdivided into 2 subcategories for each category namely:

Category 1 – Elementary Division: (A) Big Elementary School
(B) Small Elementary School

Category 2 – Secondary Division: (A) Big Secondary School
(B) Small Secondary School

4. Integrated Schools joining the contest shall be included in the participating Big Elementary Schools category.

B. ON SCREENING OF ENTRY BOOK

1. The City Schools Division Office shall be responsible for the initial evaluation of the veracity of the entry book submitted by the interested participating schools.
2. After careful evaluation by the City Schools Division, it shall then select at least three (3) nominees from each sub categories for the Elementary Division and Secondary Divisions as the final list of contestants.
3. The final list of nominees shall be submitted to the Local Government of the City of Tabuk through the City Environment and Natural Resources Office on any day but not later than August 28, 2026.
4. Entries/Documentations submitted for the last school year's search shall be disregarded. ALL entries and documentations shall be for the school year 2025-2026.

C. ON MONITORING AND EVALUATION

1. The LGU, City of Tabuk shall be responsible for closely monitoring the final list of nominees.
2. Monitoring shall start immediately from submission of the list to the LGU.
3. Exact day of monitoring shall not be made known to the participating schools.
4. Participating schools through their program in-charge shall always be ready for documents or reports of activities on environment protection program vis-à-vis the accomplished entry book for inspection by the monitoring team.
5. Any misrepresentation in the entry book shall be a sufficient cause for disqualification in the contest.
6. Monitoring by the LGU shall have duration of not less than two months from the date of submission of the final lists to the LGU which shall not extend on the second week of November 2026.

D. ON FINAL EVALUATION

1. All nominees shall be finally evaluated for the selection of winners/best schools which shall be undertaken by the LGU, City of Tabuk.
2. Rating shall be distributed as follows: a) Documentary Assessment: 60%; b) Ocular Inspection/Verification: 40%, with a total of 100%.
3. Final evaluation shall be finished before proclamation of winners on the month of November during the culmination of the City of Tabuk Environmental Summit 2026.



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