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

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November 20, 2026

DIVISION MEMORANDUM
No. 537, s. 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
All Others Concerned

IMPLEMENTATION OF THE SDO IN A PARK PROJECT OF THE SCHOOLS DIVISION OFFICE OF TABUK CITY

1. In line with the Division's continuing commitment to environmental sustainability, employee wellness, workplace beautification, and the promotion of teamwork and camaraderie, all personnel of the Schools Division Office of Tabuk City are hereby enjoined to participate in the implementation of the SDO IN A PARK PROJECT, with the theme, *"Growing Together, Greening Our Workplace, Nurturing Wellness."*

2. The project aims to transform available spaces within the Schools Division Office into productive and aesthetically pleasing green areas through vegetable gardening, ornamental planting, landscaping, and other creative environment-friendly initiatives.

3. For this purpose, the following arrangements shall be observed:

- Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD), and Office of the Schools Division Superintendent (OSDS) shall each be provided with a designated area to develop and maintain as their respective office garden.
- Each office shall organize its own garden team and prepare a simple layout and development plan incorporating vegetable plants, ornamental plants, herbs, recycled-material innovations, and other appropriate gardening concepts.
- The respective offices shall take ownership of the development, maintenance, cleanliness, and sustainability of their assigned areas.
- All personnel are encouraged to participate in appropriate gardening and greening activities as opportunities to foster teamwork, camaraderie, creativity, and physical and mental wellness.

- The Administrative Services shall provide the necessary coordination in identifying available spaces and facilitating the implementation of the project.
- All activities shall be undertaken without compromising regular office operations, public service delivery, and the performance of official duties. Safety, sanitation, and proper utilization of resources shall likewise be observed.
- The project shall maximize available resources and recyclable materials. Any financial requirements shall be subject to the availability of funds and applicable budgeting, accounting, auditing, and procurement rules. No mandatory personal contributions shall be imposed on personnel.

4. This initiative is anchored on the environmental sustainability principles of the Gulayan sa Paaralan Program, National Greening Program, and School Inside a Garden, and supports the health and wellness objectives of Oplan Kalusugan sa DepEd. It likewise embodies the values of PROJECT TABUK – Trust, Accountability, Bayanihan, Unity, and Kindness.

5. All concerned offices are directed to commence the identification and development of their respective areas and submit their initial garden development plans to the Office of the Schools Division Superintendent through the designated Project Coordinators Chief Education Supervisor of the SGOD, Dr. Sally Feken and Administrative Officer V, Dorothy S. Asingal.

6. Let this undertaking remind us that a productive workplace is not only built through our daily accomplishments but also through the relationships we nurture, the environment we care for, and the collective efforts we share.

7. For information, guidance, and compliance.

Digitally signed by CHRISTOPHER C. BENIGNO
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CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
OIC - Schools Division Superintendent