



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF CAPIZ**

July 29, 2020

**DIVISION MEMORANDUM**

No. 082 s. 2020

**CONDUCT OF SCHOOLS TREE PLANTING ACTIVITY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors  
Elementary, Secondary and Integrated School Heads  
District and School NGP Focal Persons  
All Others Concerned

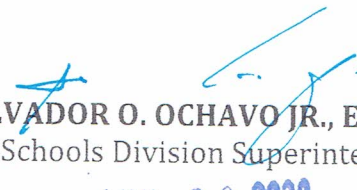
1. Relative to **Executive Order No. 15, s. 2020** entitled, “**An Order Encouraging All Capisnon, 12 years old and above, to participate in the launching of One Million Kahoy Project “1M Kahoy Project” and Organizing the Environmental Management Committee (EMC)**”, the Schools Division of Capiz hereby advised all elementary, secondary and integrated schools that the conduct of tree planting activity should be on a **voluntary basis** due to COVID - 19 pandemic.
2. The activity aims to:
  - a. strengthen the drive of life in promoting forest conservation;
  - b. encourage and promote people’s consciousness on sound environment policies and practices;
  - c. increase forest cover of the province; and
  - d. adopt a disaster risk reduction and management approach.
3. **The teaching and non-teaching personnel can conduct a tree planting activity in their respective school sites on a voluntary basis** following the required health standards which involves physical distancing measures, wearing face masks and practicing proper hygiene consistent with the IATF health protocols. A maximum of twenty-five (25) persons are allowed per session during the conduct of the said activity.
4. **Learners aging 12 years old and above can plant at their backyard on a voluntary basis following health protocols.** School heads may contact their learners through classroom advisers using social media if they are interested to join. Distribution of templates (to be posted at GC – NGP Coordinators SDO Capiz) to the interested learners maybe done in partnership with barangay officials.
5. School Heads are encouraged to register at this link [tinyurl.com/1MKahoyProject](https://tinyurl.com/1MKahoyProject).
6. Fruit bearing trees are recommended to be planted in school site such as Guyabano, Santol, Calamansi, Bignay, Jackfruit, Lemon, Pomelo and Others. School National Greening Program (NGP) Focal Persons could request seedlings from CAPENRO.
7. Tree planting activity starts at the opening of classes on August 24, 2020 until



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8. National Greening Program (NGP) Focal Person for Elementary Schools should coordinate with their District NGP Focal Person for the submission of reports. The district NGP Focal Person consolidates the report to be submitted to the division office. Integrated and Secondary Schools thru their NGP Focal Person directly submits the report to the division office.
9. All interested schools joining this activity should submit the date of tree planting activity especially those who are planting in their school site.
10. Should there be queries about this activity please contact the Division NGP Focal Persons, **Ms. Nannette G. Calixterio, 09998888959** and **Mr. Romar S. Jaravelo, 09128108586.**
11. Expenses relative to the conduct of the activity for schools are chargeable against school MOOE Fund and SDO MOOE Fund for the Division. All are subject to the usual accounting and auditing rules and regulations.
12. Immediate dissemination of this Memorandum is desired.

  
**SALVADOR O. OCHAVO JR., EdD, CESO V**  
Schools Division Superintendent

**JUL 29 2020**