



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

November 23, 2023

DIVISION MEMORANDUM

NO. **614** s. 2023

GUIDELINES ON THE IMPLEMENTATION OF THE PROJECT – “DEPED’S 236,000 TREES- A CHRISTMAS GIFT FOR THE CHILDREN”

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
Heads, Public and Private, Elementary, Secondary and
Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 069, s. 2023 titled; **Guideline on the Implementation of the Project – “DepEd’s 236,000 Trees – A Christmas Gift for the Children”** activity. The tree-planting activity by the different schools will take place simultaneously on **December 6, 2023**.
2. Each participating school shall designate a team consisting of teachers, learners, and staff members responsible for planning, implementing, and reporting on the tree-planting efforts. The team should include at least not more than 10 teachers and not more than 20 learners who will participate in the activity. Only a maximum number of 30 individuals should join the tree planting.
3. The school grounds will serve as the venue for the activity. However, if space is limited, the School Head should find an alternative area such as barangay parks, local government unit parks, marine protected areas, or any other open space near the school. In this case, the School Head shall coordinate with their barangay unit/LGU. Schools within close proximity to each other may share a venue for the tree planting activity.
4. After the tree planting activity, schools shall prepare a report (attached hereto as Annex A) containing the details of the activity and submit on or before **December 8, 2023** through this link <https://bit.ly/TreePlantingReport>.



Address: Banica, Roxas City
Contact Number: (036) 6518 456 / 0968 869 5867
Email Address: capiz@deped.gov.ph



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5. Participation to the activity is voluntary and must adhere with DepEd Order No. 9, s. 2005 titled *"Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith"*, DepEd Order No. 66, s. 2017 titled *"Implementing Guidelines on the Conduct of Off-Campus Activities"*.
6. For inquiries and concern, kindly contact **Ms. Yzarda Claudette D. Ballera** or **Ms. Jhean Mae Grace Lingco**, PDO I at mobile number **09817252244/09388228447**.
7. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V 
Schools Division Superintendent

Encl.: As stated

Reference: Regional Memorandum No. 898, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

CAMPAIGN
ENVIRONMENTAL EDUCATION
OFFICIALS
PROGRAMS
PROJECTS
SCHOOLS
TEACHERS
LEARNERS



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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

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REGIONAL MEMORANDUM
No. 091, s. 2023

**GUIDELINES ON THE IMPLEMENTATION OF THE PROJECT – “DEPED’S 236,000 TREES
- A CHRISTMAS GIFT FOR THE CHILDREN”**

To: Schools Division Superintendents
All Others Concerned

1. Attached is DepEd Memorandum No. 069, s. 2023, dated November 17, 2023, regarding the **Guidelines on the Implementation of the Project – “DepEd’s 236,000 Trees – A Christmas Gift for the Children”** activity.
2. The Division Youth Formation Division (YFD) focal persons and the Division Disaster Risk Reduction and Management (DRRM) Coordinators of the Schools Division Offices (SDOs) shall lead the schools in the conduct of this activity and shall coordinate with their respective Provincial/City/Municipal Environment and Natural Resources Offices (P/C/MENRO) for the provision of seedlings.
3. The accomplishment report of the schools using the *Annex A* template shall be submitted to the SDOs on or before **December 12, 2023**, through the designated email addresses of the Divisions, while the consolidated report of the SDOs using the *Annex A-1* template to the Education Support Services Division (ESSD) on or before **December 18, 2023**, through <https://bit.ly/40Pv61l>.
4. For queries and clarifications, contact **Ma. Lira Cynthia B. Quejada, Project Development Officer IV** or **Wendyl Mae N. Villaprudente, Project Development Officer II**, of the ESSD at 0919-0097650 or 0963-6146454 or email at region6.essd@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: DepEd Memorandum No. 069, s. 2023 dated November 17, 2023
To be indicated in the Perpetual Index
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Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **069**, s. 2023

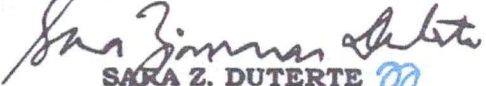
NOV 17 2023

GUIDELINES ON THE IMPLEMENTATION OF THE PROJECT - "DEPED'S 236,000 TREES - A CHRISTMAS GIFT FOR THE CHILDREN"

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) launches the Project entitled **DepEd's 236,000 Trees - A Christmas Gift for the Children**. This is an initiative that aims to promote environmental preservation and instill environmental responsibility among Filipino children. The project will simultaneously plant over 236,000 trees in different parts of the country, with the participation of DepEd 47,678 public schools. This project serves as a gift from the Department to ensure a clean and green environment for Filipino children and future generations.
2. The project provides a unique educational opportunity for students to actively participate in tree planting activities, fostering a deeper understanding of environmental issues and promoting conservation efforts. Through hands-on learning and practical application of environmental concepts, students will develop a strong sense of responsibility towards the environment.
3. In addition to the educational benefits, planting trees will contribute to the beautification of school grounds. Trees provide shade, improve air quality, and create a calming atmosphere, enhancing the overall ambience of the school and creating a more pleasant and conducive learning environment for students.
4. Furthermore, planting trees has numerous health benefits. Trees absorb harmful pollutants from the air and release oxygen, leading to improved air quality. This creates a healthier environment for students, teachers, and staff, reducing the risk of respiratory diseases and promoting overall well-being.
5. The enclosed guidelines have been established to ensure the successful implementation of **DepEd's 236,000 Trees- A Christmas Gift for the Children**.
6. For more information, please contact the **Office of the Secretary**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at osec@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.




SARA Z. DUTERTE
Vice President of the Republic of the Philippines
Secretary of the Department of Education

Encl.:

As stated

Reference:

None

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under the following subjects:

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JDMC/APA, DM DepEd 235K Christmas Trees for 2023 Project
0694 - November 16, 2023

(Enclosure to DepEd Memorandum No. **069**, s. 2023)



GUIDELINES ON THE IMPLEMENTATION OF THE PROJECT - "DEPED'S 236,000 TREES - A CHRISTMAS GIFT FOR THE CHILDREN"

1. **Target Date of the Tree-Planting Activity.** The tree-planting activity by the different schools will take place simultaneously on **December 6, 2023**. All 47,678 DepEd public schools will participate, with each school planting a minimum of 5 trees, contributing to the goal of planting over 236,000 trees nationwide.

Classes in all DepEd public schools will be on **asynchronous mode** for this day.

2. **Acquisition of Seedlings.** Each DepEd Regional Office (RO) will coordinate with its counterparts at the Department of Environment and Natural Resources (DENR) to acquire seedlings for each school in the region. This coordination aligns with the Memorandum of Agreement among the Office of the Vice President, DENR, and DepEd for the program titled *Pagbabago: A Million Trees Campaign*. The **distribution of seedlings to each school should be completed by November 29, 2023**.

The seedlings for the trees must be fruit-bearing trees, Philippine native species trees, or mangroves if the school selects a coastal area as a venue for the tree planting activity. The RO shall coordinate with DENR to determine the ideal type of trees to be planted in consideration of the area of the venue.

If the DENR cannot provide the seedlings, schools with nurseries may use their own seedlings or they can request directly from their local City/Municipal Environment and Natural Resources Office.

3. **Composition of Participants for Each School.** Each participating school shall designate a team consisting of teachers, learners, and staff members responsible for planning, implementing, and reporting on the tree-planting efforts. The team should include at least one teacher-in-charge and student representatives.

There should be no more than 10 teachers and not more than 20 learners who will participate in the activity. Only a maximum number of 30 individuals should join the tree planting.

4. **Implementation of the Tree-Planting Activity and Care for Trees.** Schools should consider the necessary resources for the activity, such as tree-planting tools and materials for tree care. However, it should be emphasized that there is no need to buy the materials for the tree planting activity.

Ideally, the school grounds will serve as the venue for the activity. However, if space is limited, the School Head should find an alternative area such as barangay parks, local government unit parks, marine protected areas, or any other open space near the school that may be used for tree planting. In this case, the School Head shall coordinate with their barangay unit to determine an alternative area for the tree planting activity.

Schools within close proximity to each other may share a venue for the tree-planting activity.

Adequate supervision and guidance from the teacher-in-charge are essential to ensure proper planting and care for the trees.

To mark the area of the planting, a tree guard shall be built around each planted seedling afterwards. No standard design for the tree guard is required.

5. **Information Dissemination.** Simultaneous social media broadcasts through Facebook Live shall be conducted by the participants using their school's official Facebook accounts. The official hashtag for the post should be #depedxmastrees.

DepEd personnel and students are likewise encouraged to share photos and videos of the tree-planting activity through their personal social media platforms using the hashtag #depedxmastrees.

The Schools Division Offices, through the Schools Division Superintendents, should coordinate their own media coverage within their respective jurisdictions.

6. **Post-Activity Reporting.** After the tree planting activity, schools shall prepare a one-page report (attached hereto as Annex A) containing the details of the activity. Said report will indicate the name of the school which participated, the number of trees planted, the types or species of trees planted, and photos of the activity.

The report shall be sent by the **School** to its **Schools Division Office (SDO)** designated email address/addresses on **December 12, 2023**.

The **SDO** shall compile the reports and submit them to the **RO** on **December 18, 2023**.

The **ROs** shall inform their regional counterparts at the **DENR** by submitting the compiled reports no later than **January 5, 2024**.

The DENR Regional Offices shall be requested to issue certifications containing the total number of trees planted by the DepEd in each region. DepEd Regional Directors shall be responsible for following up on the release of certifications for each of their regions.

The certifications and consolidated reports from each region shall be forwarded to the Office of the Secretary (OSEC), DepEd Central Office, for recording by **January 15, 2024**. The OSEC will forward the same to the Office of the Vice President as DepEd's contribution and participation in the *Pagbabago: A Million Trees Campaign*.

7. **Post-Care for the Trees Planted.** The Principals of each school will be responsible for ensuring the proper care of the trees planted within their premises.

For trees planted outside the premises of the school, the school heads may coordinate with the barangay officials where the trees were planted so that regular monitoring of the trees' growth is done.

Regular inspections by the school officials shall be done in order to assess the condition of the trees, identifying any potential risks or diseases, and promptly addressing them. The growth of the seedlings should likewise be monitored to ensure the health, growth, and sustainability of the trees under the school's care.

ANNEX A

**“DEPED’S 236,000 TREES – A CHRISTMAS GIFT FOR
THE CHILDREN”**

OFFICIAL ACTIVITY REPORT

1) NAME OF SCHOOL, DISTRICT, REGION

2) TYPES / SPECIES OF TREES PLANTED:

3) NUMBER OF TREES PLANTED:

4) PHOTOS OF THE ACTIVITY:



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

Annex A-1

CONSOLIDATED ACCOMPLISHMENT REPORT ON "DEPED'S 236,000 TREES - A CHRISTMAS GIFT FOR THE CHILDREN"

No.	Name of School	District	Types/Species of Trees Planted	Number of Trees Planted
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
15				
16				
Total Number of Trees Planted				

Prepared by:

Approved by:

(Name, Designation/Position, and Signature)

(Schools Division Superintendent)



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Annex A-1

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Prepared by:

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Approved by:

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