



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

23 Nov 2023

DIVISION MEMORANDUM
SGOD No. **145** s. 2023

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

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Section and Unit Heads
Public Schools District Supervisors/ Principals In-Charge
Public Elementary and Secondary School Heads
Division Communication and Information Officer and SCRIBE News Team
School Information Coordinators
All School YES-O Officers and Advisers
All Others Concerned

1. In reference to DepEd Memorandum No. 069, s. 2023 titled **Guidelines on the Implementation of the Project “DepEd’s 236,000 Trees – A Christmas Gift for the Children”**, there shall be a simultaneous tree-planting activity to be participated in by all DepEd public schools in the country. This shall be done at the school grounds on **December 6, 2023**. However, if the space is limited, the Schoolhead should find an alternative area, such as barangay parks, local government unit parks, or any other open space near the school that may be used for tree planting. In this case, the Schoolhead shall coordinate with the barangay unit to determine an alternative area. Schools within close proximity to each other may share a venue for the tree planting activity. **Classes in all DepEd public schools will be on asynchronous mode for this day.**

2. The tree-planting project aims to:

- a. provide an opportunity for students’ to actively participate in planting trees and fostering deeper understanding of the environmental issues and promoting conservation efforts;
- b. develop the students’ sense of responsibility towards the environment;
and

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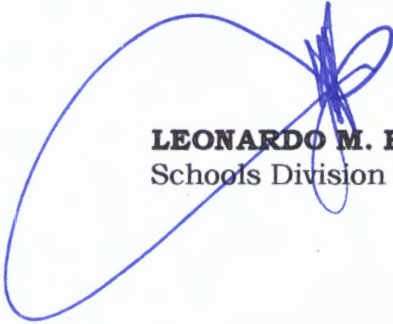
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- c. help beautify the school grounds or the community, and promote a healthier environment.
3. All division and school personnel, are advised to refer to the enclosure for guidelines to ensure successful implementation of this initiative, and the preparation and submission of reports using the given template for the Official Activity Report (See Annex A).
4. The division personnel headed by the undersigned and the Assistant Schools Division Superintendent with the partner agency (DENR) shall be at the venue of Tree Planting at San Vicente National High School on December 6, 2023. The Public Affairs and Information Office with the Dreamweavers Division SCRIBE News Team shall do the coverage and broadcast of this Division Activity.
5. The School Information Coordinators and DepEd Tayo School FB Page Administrators shall take charge of the information dissemination as stipulated in item No. 5 of the Enclosure to DepEd Memorandum No. 069, s. 2023.
6. The conduct of this activity, and the preparation and submission of the reports shall be spearheaded by the School YES-O Adviser and the Division YES-O In-charge.
7. For further information and clarification, kindly contact Engr. Sigreed Ferolyn A. Moscosa (Division Youth Formation Coordinator) or Rogelio P. De Juan, Jr. through telephone no. 228-5763 or mobile no.+639175638962 / +639097695122; and the Division Communication and Information Officer Ma. Teresa S. Hallegado through her messenger account.
8. Wide and immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

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Encl: As stated

Reference: DM 069, S. 2023

To be indicated in the Perpetual Index
Under the following subjects

CAMPAIGN ENVIRONMENTAL EDUCATION
OFFICIALS PROGRAMS
PROJECTS SCHOOLS
TEACHERS

RJRDJ/MTSH/DM- guidelines on the implementation of the project – “deped’s
236,000 trees – a christmas gift for the children”
0000/November 23, 2023

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(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.

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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.

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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:

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