



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

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

CAMPAIGN
ENVIRONMENTAL EDUCATION
OFFICIALS
PROGRAMS
PROJECTS
SCHOOLS
TEACHERS



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:

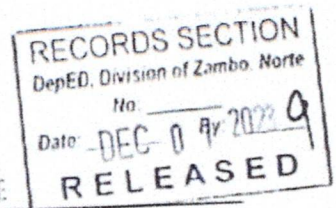
4) PHOTOS OF THE ACTIVITY:



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

December 1, 2023

Office Memorandum

No. 534, s. 2023

**ADMINISTRATION OF THE QUARTERLY DIVISION ACHIEVEMENT AND
DIAGNOSTIC TEST FOR SCHOOL YEAR 2023-2024**

To: **Public Schools District Supervisors
Elementary & Secondary School Heads
Division/District/School IT Coordinators
Division/District/School Testing Coordinators
All Others Concerned**

1. To determine whether the goals of education are met and to ensure mastery of what had been learned and taught; and to assess the readiness the learners per quarter, the Schools Division of Zamboanga del Norte through the Curriculum Implementation Division (CID) will conduct the **Division Achievement and Diagnostic Test for School Year 2023-2024**
2. The objectives of this activity are the following:
 - a. to provide feedback about the learning and teaching process;
 - b. to gather relevant information about learner's performance or progress; and
 - c. to determine learners' interests to make judgments about the learning approaches and pedagogies.
3. The test shall be conducted simultaneously to all districts as scheduled which includes the following details:

Test	Date of Assessment
Division Achievement Test	December 6-7, 2023
Division Diagnostic Test	December 12-13, 2023

4. For the elementary, all Central Schools, one (1) Non-central School, and one (1) Multigrade school per district shall be tested. Only Grades 3 and 6 learners shall be tested from the combination (multigrade) classes. For the secondary, all main schools and one (1) small school per district shall be tested. **See attached annex 1 for the list of schools involved.**
5. Schools involved in the achievement and diagnostic tests shall prepare SF1 generated from the LIS. Furthermore, administration of the said tests will be conducted using the **offline paperless Division A/D Test Module of the SilverTek Learning Management System.**
6. The designated school testing coordinators of the participating schools shall act as room examiners. The District Testing Coordinator, with the concurrence of the,



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn_division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



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District	MULTIGRADE	CENTRAL	NON-CENTRAL	MAIN HIGH SCHOOL	SMALL HIGH SCHOOL	INTEGRATED SCHOOL
Sibutad	Sinipay ES	Sibutad Central Elementary School	Minlasag ES	Sibutad NHS	Sawang NHS	none
Sindangan Central	Gopek ES	Sindangan Pilot Demonstration School	Enrique Nueva Elementary School	Sindangan National High School and Sindangan Agricultural School	N/A	Apolonio Molina Integrated School
Sindangan North	Doña Natividad L. Macias IS	Juan Bugarin Central School	Disud ES	Siari John H. Roemer NHS	Lapero NHS	Doña Natividad L. Macias IS
Sindangan South	Caluan Elementary School	Mandih Central School	Maras East Elementary School	Bartolome Lira Sr. National High School	Dumalogdo National High School	Tinaplan Integrated School
Siocon	Achievement Test - Kono Mais ES; Diagnostic Test - Malambuhatin ES	Achievement/Diagnostic Test - Siocon Central School	Achievement - Tibangao Elem. School; Diagnostic - Candiz ESI	Achievement/Diagnostic - Siocon Nat'l. Science High School	Achievement - Julian Soriano Memorial Comprehensive HS; Diagnostic - Canatuan NHS	Achievement - Siay Integrated School; Diagnostic - Pedro Torio ISI
Sirawai	Tapanayan Elementary School	Sirawai Central School	IMAM JAMAHALI ODE ELEMENTARY SCHOOL	Sirawai National High School	Dacon National High School	Mauricio V. Landing Integrated School
Tampilisan	NA	Tampilisan CS	Situbo ES	Tampilisan NHS	Tininggaan NHS	Molos IS



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Manukan II	N/A	Linay Central School	Villaramos Elementary School	Jesus A. Ramos National High School	Saluyong National High School	N/A
Mutia	San Miguel ES	Mutia Central School	Tinglan ES	Mutia NHS	Alvenda NHS Extension	Headtipan ES
Pinan	Silano ES	Piñan CS	Jose Hamoy ES	Piñan NHS	Dilawa NHS	Teresita IS
Polanco I	Pian E/S	Polanco C/S	Isis E/S	Polanco NHS	Polanco NHS Ext.-Isis	N/A
Polanco II	Maligaya ES	Silawe Central School	Dansullan ES	San Pedro NHS	Sianib NHS	Bethlehem IS
Ponot	Lopero Elementary school	Ponot Central School	Tamil Elementary School	Ponot National High School	Ilihan National High School	Bitoon IS
Rizal	Birayan ES	Rizal Central School	Mapang 2 ES	Rizal NHS	Sebaka NHS	N/A
Roxas I	Mateo Denoyo Elementary School	Roxas Central School and SPED Center	Nabilid Elementary School	PMAR NHS	Lipakan NHS	Pinalan Integrated School
Roxas II	Balubo ES	Dohinob CS	Ma. Adaza ES	Dohinob NHS	Moliton NHS	None
Salug I	N/A	SALUG CENTRAL SCHOOL AND SPED CENTER	LIGUAC ELEMENTARY SCHOOL	SALUG NATIONAL HIGH SCHOOL	BALAKAN NATIONAL HIGH SCHOOL	N/A
Salug II	Dipolod Elementary School	Bacong Central School	Caracol Elementary School	Bacong National High School	Ramon Magsaysay National High School	N/A
Sergio Osmeña I	LIWANAG ES	SERGIO OSMENA NATIONAL HIGH SCHOOL	BAGONG BAGUIO ES	SERGIO OSMENA NATIONAL HIGH SCHOOL	SAN JOSE NATIONAL HIGH SCHOOL	NONE
Sergio Osmeña II	Tinago Elem School	San Isidro Central School	Lebote Elem School	San Isidro National High School	Marapong National High School	N/A
Siayan	TAGUE ES	SIAYAN CENTRAL	POLAYO ES	SIAYAN NHS	FELICIANO CASTILLO NHS	PARANGLU MBA IS
Sibuco	Dinolan Elementary School	Sibuco Central School	Lunday Valley Elementary School	Sibuco National High School	Lunday National High School	Lintangan Integrated School



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Annex 1

Distinct	MULTIGRADE	CENTRAL	NON-CENTRAL	MAIN HIGH SCHOOL	SMALL HIGH SCHOOL	INTEGRATED SCHOOL
Bacungan	N/A	Bacungan Central School	P.T. Martinez Elementary School	Bacungan National High School	Talinga National High School	N/A
Baliguian	Tan-Awan ES	Baliguian Central School	Lumay ES	Baliguian National High School	Alam Mudja Sai National High School	N/A
Godod	Rebe Elementary School	Godod Central School	Mauswagan Elementary School	Godod National High School	Raba National High School	Banuangan Integrated School
Gutalac I		Gutalac Central School	San Roque ES /Matunoy ES	Gutalac National High School	Canuto Enerio NHS /Panganuran NHS	None
Gutalac II	Malian Elementary School	Upper Gutalac Central School	Sas Elementary School	Gutalac National High School - Mamawan Annex	Gutalac National High School Extension Tipan	Pitawe Integrated School
Kalawit	Paraiso ES	Kalawit CS	Daniel Maing IS	KALAWIT NHS		
Katipunan I	Kitonok ES	Katipunan CS	New Tambo ES	KNHS	Gonzalo Reinante NHS	Bulawan IS
Katipunan II	Sto. Nino ES	FCIS	Luyoran ES	Seres NHS	Sinuyak NHS	Seroan IS
La Libertad	New Carcar Elementary School	La Libertad Central School	Mauswagan Elementary School	La Libertad National High School	N/A	N/A
Labason	San Isidro ES	Labason IS	Felix Quimbo Memorial ES	Ubay NHS	Matias Ranillo NHS	La Union IS
Liloy I	New Bethlehem ES	Liloy Central School	Comunal ES	Liloy National HS	Patawag National HS	N/A
Liloy II	LIBERTAD ELEM. SCHOOL	BAYBAY CENTRAL SCHOOL	LAMAO ELEM. SCHOOL	N/A	N/A	KAYOK INTEGRATED SCHOOL
Manukan I	Sitoy Elem. School	Manukan East CS	Disakan ES	Manukan NHS	Bartolome Aripal NHS	N/A



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Annex 1

District	MULTIGRADE	CENTRAL	NON-CENTRAL	MAIN HIGH SCHOOL	SMALL HIGH SCHOOL	INTEGRATED SCHOOL
Bacungan	N/A	Bacungan Central School	P.T. Martinez Elementary School	Bacungan National High School	Talinga National High School	N/A
Baliguian	Tan-Awan ES	Baliguian Central School	Lumay ES	Baliguian National High School	Alam Mudja Sai National High School	N/A
Godod	Rebe Elementary School	Godod Central School	Mauswagon Elementary School	Godod National High School	Raba National High School	Baruangan Integrated School
Gutalac I		Gutalac Central School	San Roque ES /Matunoy ES	Gutalac National High School	Canuto Enerio NHS /Panganuran NHS	None
Gutalac II	Malian Elementary School	Upper Gutalac Central School	Sas Elementary School	Gutalac National High School - Mamawan Annex	Gutalac National High School Extension Tipan	Pitawe Integrated School
Kalawit	Paraiso ES	Kalawit CS	Daniel Maing IS	KALAWIT NHS		
Katipunan I	Kitonok ES	Katipunan CS	New Tambo ES	KNHS	Gonzalo Reinante NHS	Bulawan IS
Katipunan II	Sto. Nino ES	FCIS	Luyoran ES	Seres NHS	Sinuyak NHS	Seroan IS
La Libertad	New Carcar Elementary School	La Libertad Central School	Mauswagon Elementary School	La Libertad National High School	N/A	N/A
Labason	San Isidro ES	Labason IS	Felix Quimbo Memorial ES	Ubay NHS	Matias Ranillo NHS	La Union IS
Liloy I	New Bethlehem ES	Liloy Central School	Comunal ES	Liloy National HS	Patawag National HS	N/A
Liloy II	LIBERTAD ELEM. SCHOOL	BAYBAY CENTRAL SCHOOL	LAMAO ELEM. SCHOOL	N/A	N/A	KAYOK INTEGRATED SCHOOL
Manukan I	Sitoy Elem. School	Manukan East CS	Disakan ES	Manukan NHS	Bartolome Aripal NHS	N/A



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PSDS/PICD, shall take charge of the swapping of proctor/room examiners in the participating schools, as well as monitor the conduct of the test.

7. To better prepare those who will be involved in the administration of this test, this Office shall hold a face to face meeting with the School Testing Coordinators of the concerned schools together with the Designated District Testing Coordinators on **December 4, 2023, @ 9:00 AM, 4th Floor of the New SDO Building.**

8. Travel expenses of the personnel involved in the assessment shall be chargeable against Division/School MOOE/Local Funds subject to the usual accounting and auditing rules and procedures.

9. Widest dissemination of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

SMME/JanWhi/ OO- Comm Activities- Administration of DAT2023- 12012023



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net