



November 22, 2023

DIVISION MEMORANDUM
No. **605**, s. 2023

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
School DRRM Coordinators
All Others Concerned

1. For the information of all concerned, enclosed is 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"**, which is self-explanatory.
2. A virtual meeting of school heads will be conducted on November 30, 2023 at 9:00 a.m. to discuss the details of the activity. The link to the meeting shall be disseminated through the school heads' group chat once available.
3. For queries and other concerns on this matter, please contact Dimple Cabasis, the Division DRRM Coordinator through the DRRM Hotline 0946-075-8698 or email at drdm.depdlanaodelnorte@gmail.com.
4. Immediate and wide dissemination of this Memorandum is desired.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent 

Encl.: As stated
Reference: As stated

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

CAMPAIGN ENVIRONMENTAL EDUCATION PROJECT

DDL/DM- Dissemination of the Guidelines on the Implementation of the Project: "DepEd's 236,000
Trees - A Christmas Gift for the Children"
November 22, 2023



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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 five trees, contributing to the goal of planting over 236,000 trees nationwide.

Classes in all DepEd public schools will be on **asynchronous mode** on this day for teachers and learners joining the activity.

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**.

For Lanao del Norte, the distribution of at least five seedlings to each school shall start on **November 28, 2023** and end on **December 5, 2023** at the DENR Nursery beside the Provincial Capitol Building, Pigcarangan, Tubod, Lanao del Norte.

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. Schools opting to plant mangroves are advised to coordinate with **Nasmia S. Nacaunda** at **09167353822** for the seedlings.

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. Those who are not part of tree-planting team shall have in-person classes.

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.



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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 Social Mobilization and Networking Section of the Division is enjoined to coordinate with local media entities for possible coverage of the activity.

6. Post-Activity Reporting

After the tree planting activity, schools shall prepare a **one-page report** using the attached template (Please see 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 submitted by the schools to the Division Office through <https://bit.ly/MillionTreesLDN> not later than **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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“DEPED’S 236,000 TREES – A CHRISTMAS GIFT FOR THE CHILDREN”

OFFICIAL ACTIVITY REPORT

1) NAME OF SCHOOL, DISTRICT, DIVISION, REGION

2) TYPES/SPECIES OF TREES PLANTED:

3) NUMBER OF TREES PLANTED:

4) PHOTOS OF THE ACTIVITY:



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