



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

November 23, 2023

DIVISION MEMORANDUM
No. 266, s. 2023

DIVISION PARTICIPATION TO THE DEPED'S 236,000 TREES – A CHRISTMAS GIFT FOR THE CHILDREN RELATIVE TO DEPED MEMORANDUM NO. 069, S. 2023

To: Asst. Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
All Public and Private Elementary and Secondary School Heads
District and School SSLG, SELG and YES-O Coordinators, Advisers and Officers
All Others Concerned

1. Pursuant to the DepEd Memorandum No. 069, s. 2023, this Office will actively participate in the TREE PLANTING ACTIVITY for the target 236,000 Trees – A Christmas Gift for the Children. For Sorsogon Province, the target number of trees to be planted is 2,655 for 531 schools divisionwide.
2. To be able to attain the target number of trees, every school is requested to plant a minimum of 5 trees and above which can be fruit bearing trees, Philippine native species trees, and mangroves. Due to the huge number of seedlings, schools may use their own seedlings from their nurseries or can request directly from their Municipal Environment and Natural Resources Office (MENRO).
3. The venue of the tree planting activity may be done within the school grounds, however, if space is limited, the activity may be done within barangay parks, LGU parks, marine protected areas and other open space. The school head shall coordinate with their barangay officials in the determination of alternative area for the tree planting



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

4. The date for the simultaneous tree planting activity will be on December 6, 2023. **Classes will be in asynchronous mode.** Each school must organize their Technical Working Group with maximum of 30 individuals to successfully implement the activity. The team should include the advisers and officers of YES-O and SSLG/SELG. For the reporting of the activity, schools are requested to submit report at the District Office for consolidation on December 8, 2023; district consolidated report must be submitted by District Office to SDO on December 12, 2023 c/o ABRAHAM H. GREGORY, EPS II; while SDO consolidated report will be submitted to the Regional Office on December 15, 2023. All Public Schools District Supervisors (PSDSs) and School Heads are requested to spearhead, supervise and ensure the implementation of the Activity and on time submission of report. Attached are the templates for school and district consolidated reports.
5. Travel and other incidental expenses relative to the conduct of the activity shall be charged to local funds/School MOOE subject to the existing accounting and auditing rules and regulations
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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TEMPLATE FOR SCHOOL LEVEL REPORT

Name of School	School ID	Number of Seedlings Planted	Name of Tree Planted	Representative from MENRO	Site of the Tree Planting (inside school grounds, barangay park, etc.)
-	-	-	-	-	-

Prepared by:

Noted by:

(Position/Designation)

(School Head)



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TEMPLATE FOR DISTRICT LEVEL REPORT

Name of District	No. of Participating Schools	Number of Seedlings Planted	Number of Trees Planted	Representative from MENRO	Site of the Tree Planting (inside school grounds, barangay park, etc.)
-	-	-	-	-	-

Prepared by:

Approved by:

(Position/Designation)

(PSDS)



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