



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City, Kalinga



DIVISION MEMORANDUM

No. 136 s. 2019

FOR: **Public Schools District Supervisors
All Elementary and Secondary Schools (Public & Private)
YES-O Advisers
All Others Concerned**

FROM: 
**IRENE S. ANGWAY
OIC-Schools Division Superintendent**

SUBJECT: **SEARCH FOR THE CLEANEST AND GREENEST SCHOOL FOR THE
SCHOOL YEAR 2019-2020**

DATE: **October 23, 2019**

1. In partnership with the City Local Government Unit (CLGU), the City Environment and Natural Resources Office (CENRO) will conduct the **Search for the Cleanest & Greenest Schools for the School Year 2019-2020**, and submission of entry is now open until November 30, 2019.
2. All public and private elementary and secondary schools are encouraged to join the said search. Attached are the entry form to be accomplished, guidelines, and Eco-assessment guide/criteria for evaluation and monitoring.
3. In connection with this, a meeting is scheduled on October 29, 2019, 8:00 am at Davidson Hotel & Restaurant to further discuss the guidelines and at the same time to answer all the queries regarding the search. Bring with you your memo and the attachment during the meeting.
4. Attendance is a must. In the absence of school head, the YES-O adviser can represent the school.
5. Widest dissemination of this memorandum is enjoined.



City Environment and Natural Resources Office
School Eco Assessment Guide

School: _____

- I. **Good Governance**
 - A. **School Policy on Environment Protection**
 - Environment protection measures being adopted by the school.
 - Integration of environment protection measures in school subjects.
 - B. **Transparency**
 - Inclusion of environment measures in the School Development Plan.
 - Documentation of school activities relative to environment protection measures.
- II. **Administration**
 - A. **Creation/Composition of Committee on Environment or Core Group responsible for environment protection measures implementation within the school**
 - Committee or Core Group constituted.
 - Environment management plan/program relative to solid waste and greening.
 - B. **School Organization Participation**
 - School organization/clubs in-active participation.
 - Community linkages including PTA activities.
- III. **Community Concern**
 - A. **Health and Sanitation**
 - Protection of water source, surface water from waste contamination.
 - Disease and epidemic prevention and control.
 - Prevention and control of offensive odor from open dumps/waste heaps.
 - B. **Information, Education and Communication campaign**
 - Adopted technique/method which may include lectures, symposium, public consultation and Signage.
 - Conducted trainings.
- IV. **Environment Management Approaches**
 - A. **Implementation of Proper Solid Waste Management**
 - Source reduction/minimization of waste generation/sorting.
 - Materials Recovery Facility (Resource recovery, recycling activity in school).
 - Composting undertaking.
 - Residual and special waste management.
 - B. **Greening Program**
 - Establishment of School Nursery.
 - No. of seedlings produced.
 - Rate of survival.
 - Identification of sites/locations for tree planting/greening site preparation.
 - No. of seedlings distributed.
 - School beautification activities.

V. **Remarks/Recommendations**



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Province of Kalinga
City of Tabuk



GUIDELINES IN THE SEARCH FOR SY 2019-2020 CLEANEST AND GREENEST SCHOOLS OF TABUK CITY

A. ON ENTRY FORM

1. Entry forms shall be available at the DepEd Division Office.
2. DepEd shall be responsible for preparing the necessary communications to all schools within the City of Tabuk.
3. There shall be two (2) categories for the contest
 - a. Category 1 – Elementary Division
 - b. Category 2 – Secondary Division
4. All interested participating schools shall accomplish the entry form completely and honestly.
5. All accomplished entry forms and documentations shall be submitted to the DepEd City Division Office for initial screening on or before but not later than November 29, 2019.
6. Entry form and documentations submitted at a later date shall be automatically disqualified.

B. ON SCREENING OF ENTRY FORM

1. The DepEd division office shall be responsible for initially evaluating the veracity of the accomplished entry form submitted to it by the interested participating school.
2. After careful evaluation by the DepEd, it shall then select at least FIVE (5) nominees from each district for the Elementary Division and FIVE (5) nominees from each district for the Secondary Divisions as the final list of contestants.
3. For districts which have 3 or less elementary schools or secondary schools, the participating schools from said districts shall be automatically qualified for the final list of nominees to be monitored by the LGU.
4. Dep-Ed shall finish its own evaluation not later than December 13, 2019.
5. The final list of nominees shall be submitted to the Local Government of the City of Tabuk through the City Environment and Natural Resources Office on any day but not later than December 20, 2019.
6. In case of failure to meet the no. of final list by either the primary or secondary schools on the date of submission of the entry form for screening by the DepEd, the DepEd shall then be required to submit at least FIVE (5) nominees for each category to the LGU of the City of Tabuk for its subsequent monitoring and evaluation.
7. Entries/documentations submitted for the last school year's search shall be disregarded. ALL entries and documentations shall be from the start of the Brigada Skwela of the current year.

C. ON MONITORING AND EVALUATION

1. The LGU, City of Tabuk shall be responsible for closely monitoring the final list of nominees.
2. Monitoring shall start immediately from submission of the list to the LGU.
3. Exact day of monitoring shall not be made known to the participating schools.
4. Participating schools shall always be ready for documents or reports of activities on environment protection program vis-à-vis the accomplished entry form for inspection by the monitoring team.
5. Any misrepresentation in the entry form shall be a sufficient cause for disqualification in the contest.
6. Monitoring by the LGU shall have duration of four months from the date of submission of the final list to the LGU which shall not extend until the formal opening of the Brigada Skwela for the next school year.

D. ON FINAL EVALUATION

1. All nominees shall be finally evaluated for the selection of winners which shall be undertaken by the LGU, City of Tabuk.
2. Final evaluation shall be finished before proclamation of winners on the month of July 2020 during the Environment Month Celebration.



SY 2019-2020 TABUK CITY SEARCH FOR CLEANEST AND GREENEST SCHOOLS
(A recognition awards for sustainable and Eco-friendly schools)

ENTRY FORM

Name of School: _____
Address: _____
Contact Person: _____
Designation: _____
Contact Number: _____

- I. **Brief Description of the Environmental Projects or Programs of the School (not to exceed 200 words)**
- II. **Please check for the appropriateness. Please attach corresponding documents/evidence to items provided. These documents can be photos, text or videos.**
 1. **Sustainability Aspects of the Schools Policy.**
 - a. The vision/mission statement of the school incorporates sustainability thrust.
 - b. The policy of the school is communicated to constituents in the school (students, academic and non-academic staff, and parent-teachers' association).
 - c. A person or a committee is assigned to implement programs and projects for the school.
 2. **Environmental Dimensions of School Operations.**
 - a. Waste management program (e.g. waste segregation, recycling, composting, presence of Materials Recovery Facility/System, sale of crafts, compost and other items from waste recycling, etc.).
 - b. Energy efficiency and conservation program (e.g. replacement of incandescent lamp with compact fluorescent lamps, turning off of machine when not in use).
 - c. Paper conservation program (e.g. efficient consumption of paper; presence of paper conservation trays, etc.
 - d. Water conservation program (e.g. repair of leaking faucets, signages, etc.).
 - e. Pollution prevention program (e.g. air and water pollution prevention program, ban on entry of smoke belching vehicles on the campus, presence of signages.)
 - f. Greening program (presence of plants, trees, mini-gardens, etc.).
 - g. Environmental awards received (from 2014 – present.)
 - h. Seed Bank and Nursery Establishment
 - i. Presence of Eco-Brick Park
 - j. Outreach Programs (Clean-up Drives, Adopt/Develop a Forest/River/Community) and other environmental and natural resources management program/s not mentioned above (e.g. biodiversity conservation program, climate change adaptation and mitigation program, disaster risk reduction and management program, etc.).
 3. **Environment-related Features of the School Curriculum.**
 - a. Integration of environmental themes into the curriculum.
 - b. Presence of in-service environmental training for faculty members.
 - c. Presence of environmental support instructional materials for use by teachers and students.
 4. **Presence of Eco Organizations in Campus.**
 - a. Presence of functioning eco-club among the students with at least five eco-projects per school year over the past two years.
 - b. Presence of support eco-club or committee among the parents, teachers and other non-student sector in the campus.
 - c. Allocation of financial and logistical support by the schools to the student eco-club.
 5. **Presence of Environmental Partners and Linkages in Various Programs, Projects and Activities.**
 - a. Linkages with Local and National Agencies (e.g. DENR or other agencies, LGUs, etc.).
 - b. Linkages with International Agencies (e.g. United nations Environment Programme, United Nations Development Programme, UNESCO, etc.).