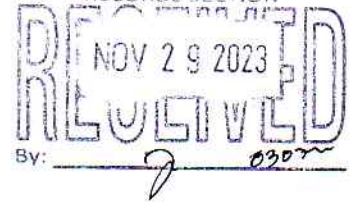




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION



29 Nov 2023

**DIVISION MEMORANDUM**

No. 488, s. 2023

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

To: OIC - Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Schoolheads  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 69, s. 2023 re: Guidelines on the Implementation of the Project - "DepEd's 236,000 Trees - A Christmas Gift for the Children", this Office, through the School Governance and Operations Division, announces the **participation of all public schools on the simultaneous conduct of DepEd's 236,000 Trees - A Christmas Gift for Children on December 6, 2023, 9:00 a.m.**
2. This project aims to promote environmental preservation and instill environmental responsibility among Filipino children.
3. Participants to this activity are:
  - a. Public Schools District Supervisors,
  - b. Schoolheads,
  - c. Maximum of 10 teachers, and
  - d. Maximum of 20 learners, preferably uniformed Boy Scout and Girl Scout, YES-O/RCYC/DRRM/SELG/BKD Officers.
4. Schools shall pick up the fruit bearing/native seedlings at the **City Agriculture Nursery Garden** until **November 30, 2023** from **8:00 a.m. to 10:00 a.m.**
5. Improvised tree guards may be utilized, provided that it is painted with **color green** and showing the word **CALABARZON**.
6. School grounds will serve as the venue for the tree planting activity. If space is limited, Schoolheads shall look for an alternative area such as barangay parks, local government unit parks, etc., and shall coordinate with them through a Memorandum of Understanding (MOU).
7. Live streaming of this activity shall be conducted by the schools using their official FB account with hashtag **#depedxmastrees**.



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna

Contact Nos.: (049) 547-0105 / (+63) 939-510-8779

Email Address: deped.binacity@deped.gov.ph

Website: depedbinan.com



Certificate No. PHP QMS  
22 93 0085

8. Schoolheads and Teacher Focal Persons shall accomplish and update the monitoring link: **bit.ly/DepEdBinanXmasTree**.
9. Schools shall download and accomplish the reporting template (**Annex A**) accessible through this link: **bit.ly/AnnexADepEdXmasTrees** and shall be sent via email at **sgod.sdobinacity@deped.gov.ph** on **December 6, 2023**.
10. Expenses relative to this activity shall be charged against School MOOE subject to usual accounting and auditing rules and regulations.
11. Enclosed herewith is the DepEd Memorandum No. 69, s. 2023 for other details.
12. For queries and clarifications, please contact Ms. Ernane S. Escuvania, Project Development Officer II – DRRM, at 049-547-0105 or via email at **ernane.escuvania002@deped.gov.ph**.
13. Immediate and widest dissemination of this Memorandum is desired.

  
**MANUELA S. TOLENTINO, CESO V**  
Schools Division Superintendent

Encl: As stated

Reference: DepEd Memorandum No. 69, s. 2023

SGOD/PROPER / ESE / MJQA / Reiteration on the Guidelines on the Implementation of the Project – “DepEd’s  
/ 11/29/2023 236,000 Trees – A Christmas Gift for The Children”