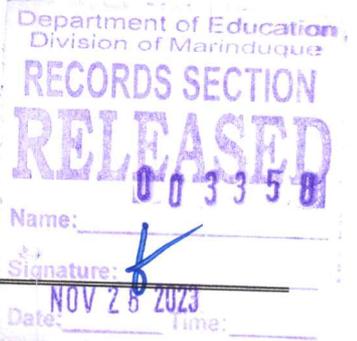




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE



**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM:   
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

SUBJECT: **CORRIGENDUM AND ADDENDUM TO THE DIVISION MEMORANDUM DATED NOVEMBER 22, 2023 re: GUIDELINES ON THE IMPLEMENTATION OF THE PROJECT-“DEPED’S 236,000 TREES-A CHRISTMAS GIFT FOR THE CHILDREN”**

DATE: November 28, 2023

1. In connection with the conduct of the “DEPED’S 236,000 TREES-A CHRISTMAS GIFT FOR THE CHILDREN”, all elementary and secondary schools in the Division of Marinduque are requested to fill up and submit the needed 2023 data for the following templates **on or before November 29, 2023**:

- a. Template No. 1 School Team of the Tree Planting Activity
- b. Template No. 2 Participants of the Tree Planting Activity
- c. Template No. 3 Venue of the Tree Planting Activity
- d. Template No. 4 Platform Used for Information Dissemination by School
- e. Template No.5 Platform Used for Information Dissemination by SDO
- f. Annex A-Official Activity Report.

2. Kindly access the templates and school’s control number through this link <https://tinyurl.com/TreePlantingTemplate>

3. To properly monitor the seedlings planted per school, the seedlings or tree guard must be labeled with: DEPEDXMASTREES2023 Control #001 and so on.

4. All other provisions stated in the Division Memorandum dated November 22, 2023 are still in effect.

5. Attached is the DepEd Xmas Tree Control number.

6. Immediate dissemination of this Memorandum is desired.

SGOD-LFS/JPB

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque

Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Tayo Marinduque

DEPARTMENT OF EDUCATION  
 FY 2023 TEACHER REQUIREMENTS IN PUBLIC ELEMENTARY SCHOOLS (KINDER-GRADE 6)  
 Based on SY 2023-2024 Enrolment Data ( as of Nov. 13, 2023)  
 Enhanced Planning Parameters

Count	School ID	School Name	Region	Division	District	Control # per school
50	109865	Agot ES	MIMAROPA	Marinduque	Boac North	246-250
51	109866	Agumaymayan ES	MIMAROPA	Marinduque	Boac North	251-255
52	109867	Balimbing Elementary School	MIMAROPA	Marinduque	Boac North	256-260
53	109868	Bantayan PS	MIMAROPA	Marinduque	Boac North	261-265
54	109869	Buliasnin Elementary School	MIMAROPA	Marinduque	Boac North	266-270
55	109870	Don Luis Hidalgo MS	MIMAROPA	Marinduque	Boac North	271-275
56	109871	Hinapulan ES	MIMAROPA	Marinduque	Boac North	276-280
57	109872	Lupac-Tabigue ES	MIMAROPA	Marinduque	Boac North	281-285
58	109873	Mahinhin ES	MIMAROPA	Marinduque	Boac North	286-290
59	109874	Maligaya ES	MIMAROPA	Marinduque	Boac North	291-295
60	109875	Pawa ES	MIMAROPA	Marinduque	Boac North	296-300
61	109876	Pili-Balogo ES	MIMAROPA	Marinduque	Boac North	301-305
62	109877	Poctoy Elementary School	MIMAROPA	Marinduque	Boac North	306-310
63	109878	Poras ES	MIMAROPA	Marinduque	Boac North	311-315
64	109879	Putting Buhangin ES	MIMAROPA	Marinduque	Boac North	316-320
65	109880	Puyog ES	MIMAROPA	Marinduque	Boac North	321-325
66	109881	Sawi ES	MIMAROPA	Marinduque	Boac North	326-330
67	109882	Tanza ES	MIMAROPA	Marinduque	Boac North	331-335
68	109883	Tumagabok ES	MIMAROPA	Marinduque	Boac North	336-340
69	109884	Amoingon ES	MIMAROPA	Marinduque	Boac South	341-345
70	109885	Balagasan ES	MIMAROPA	Marinduque	Boac South	346-350
71	109886	Balaring-Caganhao ES	MIMAROPA	Marinduque	Boac South	351-355
72	109887	Bamban Elementary School	MIMAROPA	Marinduque	Boac South	356-360
73	109888	Bangbangalon ES	MIMAROPA	Marinduque	Boac South	361-365
74	109889	Bantay ES	MIMAROPA	Marinduque	Boac South	366-370
75	109890	Binunga ES	MIMAROPA	Marinduque	Boac South	371-375
76	109891	Boac South CS	MIMAROPA	Marinduque	Boac South	376-380
77	109892	Boi ES	MIMAROPA	Marinduque	Boac South	381-386
78	109893	Canat ES	MIMAROPA	Marinduque	Boac South	386-390
79	109894	Catubugan ES	MIMAROPA	Marinduque	Boac South	391-395
80	109895	Cawit ES	MIMAROPA	Marinduque	Boac South	396-400
81	109896	Don Severino Lardizabal MS	MIMAROPA	Marinduque	Boac South	401-405
82	109897	Duyay ES	MIMAROPA	Marinduque	Boac South	406-410
83	109898	Mainit Elementary School	MIMAROPA	Marinduque	Boac South	411-415
84	109899	Mansiwat Primary School	MIMAROPA	Marinduque	Boac South	416-420
85	109900	Maybo ES	MIMAROPA	Marinduque	Boac South	421-425
86	109901	Tambunan ES	MIMAROPA	Marinduque	Boac South	426-430
87	109902	Tugos ES	MIMAROPA	Marinduque	Boac South	431-435
88	109903	Bagacay ES	MIMAROPA	Marinduque	Buenavista	436-440
89	109904	Bagtingon ES	MIMAROPA	Marinduque	Buenavista	441-445
90	109905	Bancoro ES	MIMAROPA	Marinduque	Buenavista	446-450
91	109906	Bicas-Bicas ES	MIMAROPA	Marinduque	Buenavista	451-455
92	109907	Binunga ES	MIMAROPA	Marinduque	Buenavista	456-460
93	109908	Buenavista CS	MIMAROPA	Marinduque	Buenavista	461-465
94	109909	Caigangan ES	MIMAROPA	Marinduque	Buenavista	466-470
95	109910	Daat PS	MIMAROPA	Marinduque	Buenavista	471-475

96	109911	Daykitin ES	MIMAROPA	Marinduque	Buenavista	476-480
97	109912	Libas ES	MIMAROPA	Marinduque	Buenavista	481-485
98	109913	Lipata ES	MIMAROPA	Marinduque	Buenavista	486-490
99	109914	Malbog ES	MIMAROPA	Marinduque	Buenavista	491-495
100	109915	Pag-Asa Elementary School	MIMAROPA	Marinduque	Buenavista	496-500
101	109916	Sihi Elementary School	MIMAROPA	Marinduque	Buenavista	501-505
102	109917	Timbo ES	MIMAROPA	Marinduque	Buenavista	506-510
103	109918	Tungib ES	MIMAROPA	Marinduque	Buenavista	511-515
104	109919	Yook ES	MIMAROPA	Marinduque	Buenavista	515-120
105	109920	Antipolo ES	MIMAROPA	Marinduque	Gasan	520-525
106	169011	Aurora Sevilla Sotto Libtangin Eler	MIMAROPA	Marinduque	Gasan	526-530
107	109921	Bachao Elementary School	MIMAROPA	Marinduque	Gasan	531-535
108	109922	Bacongbacong ES	MIMAROPA	Marinduque	Gasan	536-540
109	109923	Bahi ES	MIMAROPA	Marinduque	Gasan	541-545
110	109924	Bangbang ES	MIMAROPA	Marinduque	Gasan	546-550
111	109925	Banot-Mahunig ES	MIMAROPA	Marinduque	Gasan	551-555
112	169006	Banuyo ES	MIMAROPA	Marinduque	Gasan	556-560
113	109926	Bognuyan ES	MIMAROPA	Marinduque	Gasan	561-565
114	109927	Cabugao ES	MIMAROPA	Marinduque	Gasan	566-570
115	109928	Dawis ES	MIMAROPA	Marinduque	Gasan	571-575
116	109929	Gasan CS	MIMAROPA	Marinduque	Gasan	576-580
117	109930	Gaspar ES	MIMAROPA	Marinduque	Gasan	581-585
118	109931	Masiga ES	MIMAROPA	Marinduque	Gasan	586-590
119	109932	Matandang Gasan ES	MIMAROPA	Marinduque	Gasan	591-595
120	109933	Pangi ES	MIMAROPA	Marinduque	Gasan	596-600
121	109934	Pinggana ES	MIMAROPA	Marinduque	Gasan	601-605
122	169010	Quatis Elementary School	MIMAROPA	Marinduque	Gasan	606-610
123	109935	Tabionan Elementary School	MIMAROPA	Marinduque	Gasan	611-615
124	109936	Tapuyan ES	MIMAROPA	Marinduque	Gasan	616-620
125	109937	Tiguion ES	MIMAROPA	Marinduque	Gasan	621-625
126	169007	Tiguion I ES	MIMAROPA	Marinduque	Gasan	626-630
127	109938	Argao ES	MIMAROPA	Marinduque	Gasan	631-635
128	109939	Balanacan ES	MIMAROPA	Marinduque	Mogpog	636-640
129	109940	Bintakay ES	MIMAROPA	Marinduque	Mogpog	641-646
130	109941	Bocboc ES	MIMAROPA	Marinduque	Mogpog	646-650
131	109942	Butansapa ES	MIMAROPA	Marinduque	Mogpog	651-655
132	109943	Capayang ES	MIMAROPA	Marinduque	Mogpog	656-660
133	169004	Danao ES	MIMAROPA	Marinduque	Mogpog	661-665
134	109944	Guisian Elementary School	MIMAROPA	Marinduque	Mogpog	666-670
135	109945	Hinadharan Elementary School	MIMAROPA	Marinduque	Mogpog	671-675
136	109946	Hinanggayon ES	MIMAROPA	Marinduque	Mogpog	676-680
137	169001	Ino ES	MIMAROPA	Marinduque	Mogpog	681-685
138	169008	Janagdong ES	MIMAROPA	Marinduque	Mogpog	686-690
139	109947	Lamesa ES	MIMAROPA	Marinduque	Mogpog	691-695
140	109948	Laon ES	MIMAROPA	Marinduque	Mogpog	696-700
141	109949	Magapua Elementary School	MIMAROPA	Marinduque	Mogpog	701-705
142	169009	Malayak Elementary School	MIMAROPA	Marinduque	Mogpog	706-710
143	109950	Mampaitan PS	MIMAROPA	Marinduque	Mogpog	711-715
144	109951	Mendez ES	MIMAROPA	Marinduque	Mogpog	716-720
145	109952	Mogpog Central School	MIMAROPA	Marinduque	Mogpog	721-725
146	109953	Nangka ES	MIMAROPA	Marinduque	Mogpog	726-730
147	109954	Paye ES	MIMAROPA	Marinduque	Mogpog	731-735
148	109955	Pili ES	MIMAROPA	Marinduque	Mogpog	736-740
149	109956	Puting Buhangin ES	MIMAROPA	Marinduque	Mogpog	741-745
150	109957	Sayao ES	MIMAROPA	Marinduque	Mogpog	746-750
151	109958	Silangan ES	MIMAROPA	Marinduque	Mogpog	751-755
152	169002	Sumangga ES	MIMAROPA	Marinduque	Mogpog	756-760

153	109959	Tarug Elementary School	MIMAROPA	Marinduque	Mogpog	761-765
154	109960	Alobo ES	MIMAROPA	Marinduque	Santa Cruz East	766-770
155	109961	Angas ES	MIMAROPA	Marinduque	Santa Cruz East	771-775
156	109962	Banogbog ES	MIMAROPA	Marinduque	Santa Cruz East	776-780
157	109963	Biga Elementary School	MIMAROPA	Marinduque	Santa Cruz East	781-785
158	109964	Devilla ES	MIMAROPA	Marinduque	Santa Cruz East	786-790
159	109965	Haguimit ES	MIMAROPA	Marinduque	Santa Cruz East	791-795
160	109966	Makapuyat ES	MIMAROPA	Marinduque	Santa Cruz East	796-800
161	109967	Masaguisi ES	MIMAROPA	Marinduque	Santa Cruz East	801-805
162	109968	Masalukot ES	MIMAROPA	Marinduque	Santa Cruz East	806-810
163	109969	Morales ES	MIMAROPA	Marinduque	Santa Cruz East	811-815
164	109971	Pansoy Elementary School	MIMAROPA	Marinduque	Santa Cruz East	816-820
165	109972	Pantayin Elementary School	MIMAROPA	Marinduque	Santa Cruz East	821-825
166	109970	Pulong Parang ES	MIMAROPA	Marinduque	Santa Cruz East	826-830
167	109973	Santa Cruz East Central School	MIMAROPA	Marinduque	Santa Cruz East	831-835
168	109974	Tagum ES	MIMAROPA	Marinduque	Santa Cruz East	836-840
169	109975	Tamayo ES	MIMAROPA	Marinduque	Santa Cruz East	841-845
170	109976	Tambangan ES	MIMAROPA	Marinduque	Santa Cruz East	846-850
171	109977	Tawiran ES	MIMAROPA	Marinduque	Santa Cruz East	851-855
172	109978	Taytay ES	MIMAROPA	Marinduque	Santa Cruz East	856-860
173	109979	Aturan ES	MIMAROPA	Marinduque	Santa Cruz North	861-865
174	109980	Baliis ES	MIMAROPA	Marinduque	Santa Cruz North	866-870
175	109981	Balogo ES	MIMAROPA	Marinduque	Santa Cruz North	871-875
176	109982	Banguangan PS	MIMAROPA	Marinduque	Santa Cruz North	876-880
177	109983	Botilao ES	MIMAROPA	Marinduque	Santa Cruz North	881-885
178	109984	Dating Bayan ES	MIMAROPA	Marinduque	Santa Cruz North	886-890
179	109985	Dolores ES	MIMAROPA	Marinduque	Santa Cruz North	891-895
180	109986	Hupi ES	MIMAROPA	Marinduque	Santa Cruz North	895-900
181	109987	Ipil ES	MIMAROPA	Marinduque	Santa Cruz North	901-905
182	109988	Kalangkang ES	MIMAROPA	Marinduque	Santa Cruz North	906-910
183	109989	Kamandugan ES	MIMAROPA	Marinduque	Santa Cruz North	911-915
184	109990	Kasily ES	MIMAROPA	Marinduque	Santa Cruz North	916-920
185	109991	Lamesa ES	MIMAROPA	Marinduque	Santa Cruz North	921-925
186	109992	Lusok ES	MIMAROPA	Marinduque	Santa Cruz North	926-930
187	109993	Punong ES	MIMAROPA	Marinduque	Santa Cruz North	931-935
188	109994	San Isidro ES	MIMAROPA	Marinduque	Santa Cruz North	936-940
189	109995	Santa Cruz North CS (Landy ES)	MIMAROPA	Marinduque	Santa Cruz North	941-945
190	109996	Buyabod ES	MIMAROPA	Marinduque	Santa Cruz South	946-950
191	109997	Gabaldon ES	MIMAROPA	Marinduque	Santa Cruz South	951-955
192	109998	Kaganhao ES	MIMAROPA	Marinduque	Santa Cruz South	956-960
193	109999	Kinyaman ES	MIMAROPA	Marinduque	Santa Cruz South	961-965
194	110000	Labo ES	MIMAROPA	Marinduque	Santa Cruz South	966-970
195	169003	Libjo Elementary School	MIMAROPA	Marinduque	Santa Cruz South	971-975
196	110001	LIPA ELEMENTARY	MIMAROPA	Marinduque	Santa Cruz South	976-980
197	110002	Makulapnit ES	MIMAROPA	Marinduque	Santa Cruz South	981-985
198	110003	Maniwaya Elementary School	MIMAROPA	Marinduque	Santa Cruz South	986-990
199	110004	Manlibunan ES	MIMAROPA	Marinduque	Santa Cruz South	991-995
200	110005	Matalaba ES	MIMAROPA	Marinduque	Santa Cruz South	996-1000
201	110006	Mongpong Elementary School	MIMAROPA	Marinduque	Santa Cruz South	1001-1005
202	110007	Polo ES	MIMAROPA	Marinduque	Santa Cruz South	1006-1010
203	110008	San Antonio ES	MIMAROPA	Marinduque	Santa Cruz South	1011-1015
204	110009	Santa Cruz South CS	MIMAROPA	Marinduque	Santa Cruz South	1016-1020
205	110010	Tapian ES	MIMAROPA	Marinduque	Santa Cruz South	1021-1025
206	110011	Bangwayin ES	MIMAROPA	Marinduque	Torrijos	1026-1030
207	110012	Banukbok PS	MIMAROPA	Marinduque	Torrijos	1031-1035
208	110013	Bayakbakin Elementary School	MIMAROPA	Marinduque	Torrijos	1036-1040
209	110014	Bolo PS	MIMAROPA	Marinduque	Torrijos	1041-1045

210	110015	Bonliw ES	MIMAROPA	Marinduque	Torrijos	1046-1050
211	110016	Buangan ES	MIMAROPA	Marinduque	Torrijos	1051-1055
212	110017	Cabuyo ES	MIMAROPA	Marinduque	Torrijos	1056-1060
213	110018	Cagpo ES	MIMAROPA	Marinduque	Torrijos	1061-1065
214	110019	Dampulan ES	MIMAROPA	Marinduque	Torrijos	1066-1070
215	110020	Kay Duke PS	MIMAROPA	Marinduque	Torrijos	1071-1075
216	110021	Mabuhay PS	MIMAROPA	Marinduque	Torrijos	1076-1080
217	110022	Makawayan ES	MIMAROPA	Marinduque	Torrijos	1081-1085
218	110023	Malibago ES	MIMAROPA	Marinduque	Torrijos	1086-1090
219	110024	Malinao ES	MIMAROPA	Marinduque	Torrijos	1091-1095
220	110025	Maranlig ES	MIMAROPA	Marinduque	Torrijos	1096-1100
221	110026	Marlangga ES	MIMAROPA	Marinduque	Torrijos	1101-1105
222	110027	Matuyatuya ES	MIMAROPA	Marinduque	Torrijos	1106-1110
223	110028	Nangka Elementary School	MIMAROPA	Marinduque	Torrijos	1111-1115
224	110029	Pakaskasan ES	MIMAROPA	Marinduque	Torrijos	1116-1120
225	110030	Payanas ES	MIMAROPA	Marinduque	Torrijos	1121-1125
226	110031	Poctoy ES	MIMAROPA	Marinduque	Torrijos	1126-1130
227	110032	Sibuyao ES	MIMAROPA	Marinduque	Torrijos	1131-1135
228	169005	Sinambahan PS	MIMAROPA	Marinduque	Torrijos	1136-1140
229	110033	Suha ES	MIMAROPA	Marinduque	Torrijos	1141-1145
230	110034	Talawan ES	MIMAROPA	Marinduque	Torrijos	1146-1150
231	110035	Tigwi ES	MIMAROPA	Marinduque	Torrijos	1151-1155
232	110036	Torrijos CS	MIMAROPA	Marinduque	Torrijos	1156-1160
		<b>TOTAL</b>				

301528	Alobo NHS	MIMAROPA	Marinduque	Santa Cruz East	12676-12680
301529	Argao National High School	MIMAROPA	Marinduque	Mogpog	12681-12685
308805	Bagtingon National High School	MIMAROPA	Marinduque	Buenavista	12686-12690
301530	Balanacan NHS	MIMAROPA	Marinduque	Mogpog	12691-12695
301531	Bangbang National High School	MIMAROPA	Marinduque	Gasan	12696-12700
301532	Bognuyan NHS	MIMAROPA	Marinduque	Gasan	12701-12705
301533	Bonliw National High School	MIMAROPA	Marinduque	Torrijos	12706-12710
301534	Botilao NHS	MIMAROPA	Marinduque	Santa Cruz North	12711-12715
301535	Buenavista NHS	MIMAROPA	Marinduque	Buenavista	12716-12720
301536	Buenavista NHS - Bagacay Annex	MIMAROPA	Marinduque	Buenavista	12721-12725
301537	Buenavista NHS - Daykitin Annex	MIMAROPA	Marinduque	Buenavista	12726-12730
301538	Buenavista NHS - Lipata-Tungib Annex	MIMAROPA	Marinduque	Buenavista	12731-12735
301539	Buenavista NHS - Sihi Annex	MIMAROPA	Marinduque	Buenavista	12736-12740
301540	Butansapa NHS	MIMAROPA	Marinduque	Mogpog	12741-12745
301541	Cawit National Comprehensive High School	MIMAROPA	Marinduque	Boac South	12746-12750
301542	Dolores NHS	MIMAROPA	Marinduque	Santa Cruz North	12751-12755
301543	Hupi National High School	MIMAROPA	Marinduque	Santa Cruz North	12756-12760
301544	Ilaya NHS	MIMAROPA	Marinduque	Boac North	12761-12765
301545	Ipil National High School	MIMAROPA	Marinduque	Santa Cruz North	12766-12770
301546	Kasily NHS	MIMAROPA	Marinduque	Santa Cruz North	12771-12775
301547	Kilo-Kilo National High School	MIMAROPA	Marinduque	Santa Cruz South	12776-12780
301548	Landy National High School	MIMAROPA	Marinduque	Santa Cruz North	12781-12785
301549	Makapuyat NHS	MIMAROPA	Marinduque	Santa Cruz East	12786-12790
301551	Malibago National High School	MIMAROPA	Marinduque	Torrijos	12791-12795
301552	Maniwaya National High School	MIMAROPA	Marinduque	Santa Cruz South	12796-12800
301553	Maranlig National High School	MIMAROPA	Marinduque	Torrijos	12801-12805
301554	Marinduque NHS	MIMAROPA	Marinduque	Boac North	12806-12810
301550	Masaguisi National High School	MIMAROPA	Marinduque	Santa Cruz East	12811-12815
301555	Matalaba NHS	MIMAROPA	Marinduque	Santa Cruz South	12816-12820
301556	Matuyatuya National High School	MIMAROPA	Marinduque	Torrijos	12821-12825
301557	Mogpog National Comprehensive High School	MIMAROPA	Marinduque	Mogpog	12826-12830
301558	Mongpong NHS	MIMAROPA	Marinduque	Santa Cruz South	12831-12835

308804	Paciano A. Sena Mem. HS (Tabion	MIMAROPA	Marinduque	Gasan	12836-12840
308801	Poctoy NHS	MIMAROPA	Marinduque	Torrijos	12841-12845
301559	Polo NHS	MIMAROPA	Marinduque	Santa Cruz South	12846-12850
301560	Punong NHS	MIMAROPA	Marinduque	Santa Cruz North	12851-12855
308803	Puting Buhangin NHS	MIMAROPA	Marinduque	Mogpog	12856-12860
301561	Sayao National High School	MIMAROPA	Marinduque	Mogpog	12861-12865
301562	Sibuyao NHS	MIMAROPA	Marinduque	Torrijos	12866-12870
301563	Tagum National High School	MIMAROPA	Marinduque	Santa Cruz East	12871-12875
301564	Tambangan NHS	MIMAROPA	Marinduque	Santa Cruz East	12876-12880
301565	Tapuyan NHS	MIMAROPA	Marinduque	Gasan	12881-12885
301567	Tiguion National High School	MIMAROPA	Marinduque	Gasan	12886-12890
301566	Tigwi NHS	MIMAROPA	Marinduque	Torrijos	12891-12895
301568	Yook NHS	MIMAROPA	Marinduque	Buenavista	12896-12900



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

---

**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM:   
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent 

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

DATE: November 22, 2023

---

1. Attached is DepEd Memorandum No. 069, s. 2023 from Secretary of the Department of Education, Vice President Sara Z. Duterte titled **"Guidelines on the Implementation of the Project-DepEd's 236,000 Trees-A Christmas Gift for the Children"** dated November 17, 2023, on the request for participants on the above mentioned subject through the conduct of simultaneous tree planting activity on **December 6, 2023 at 3:00pm** in all public elementary and secondary schools.
2. In line with this, all YES-O Teacher-Advisers and YES-O, SSLG, and SELG Officers in the Schools Division of Marinduque are advised to participate in the above-mentioned activity by planting eight (8) trees per school and provide tree guard with numbers.
3. Furthermore, all schools are required to disseminate the said activity by having simultaneous social media broadcast through their official Facebook accounts using the hashtag #depedxmastrees. Likewise, Deped personnel and students are encouraged to share photos and videos of the tree-planting activity through their personal social media platforms using the same hashtag.
4. All schools shall prepare a one-page report (attached as Annex A) to be submitted through <https://tinyurl.com/Marinduque236000Trees> on or before December 10, 2023.

SGOD-LFS/JPB

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*

---

**DepED**  
MATATAG



Malusak, Boac, Marinduque  
Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Tayo Marinduque

5. All participating learners are reminded to secure Parent Consent during the conduct of the said activity.
6. Attached is the parent consent form and assigned numbering of trees per district.
7. Immediate dissemination of the contents of this Memorandum is desired.

SGOD-LFS/JPB

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*

**DepED**  
MATATAG



Malusak, Boac, Marinduque  
Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Tayo Marinduque



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

**ASSIGNED NUMBERING OF TREES PER DISTRICT FOR THE DEPED'S  
236,000 TREES- ACHRISTMAS GIFT FOR THE CHILDREN**

District	Number of Schools	Target Number of Trees to be Planted	Assigned Numbering of Trees
Boac North	21	168	1-168
Boac South	20	160	169-328
Buenavista	24	192	329-520
Gasán	27	216	521-736
Mogpog	33	264	737-1000
Santa Cruz East	24	192	1001-1192
Santa Cruz North	24	192	1193-1384
Santa Cruz South	21	168	1385-1552
Torrijos	35	280	1553-1832

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*

**DepED**  
MATATAG



Malusak, Boac, Marinduque

Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Tayo Marinduque



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

---

**PAHINTULOT**

Ako si \_\_\_\_\_, \_\_\_\_\_ taong gulang ng \_\_\_\_\_, magulang/legal na tagapatnubay ni \_\_\_\_\_ na isang mag-aaral sa \_\_\_\_\_ ay malugod at kusang pinahihintulutan ang aking anak/inaalagaan upang makilahok sa **DepEd's 236,000 Trees- A Christmas Gift for the Children** na gaganapin sa December 6, 2023 sa \_\_\_\_\_.

Kaugnay nito, pinahihintulutan ko rin ang Kagawaran ng Edukasyon na mangolekta, magproseso at magpost ng mga larawan at personal na impormasyon ng aking anak na naaayon sa *Data Privacy Act of 2012*.

Nilagdaan ngayong ika-\_\_\_\_\_ ng buwan ng \_\_\_\_\_ taong \_\_\_\_\_.

Nagbibigay ng pahintulot,

\_\_\_\_\_  
(Pangalan at Lagda)

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

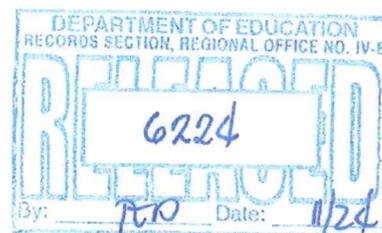
Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Tayo Marinduque



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION



Office of the Regional Director

November 23, 2023

**REGIONAL MEMORANDUM**

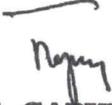
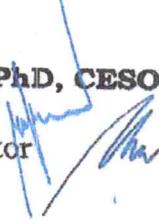
No. 166, s. 2023

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

To: **SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

1. In reference to DepEd Memorandum No. 069, s.2023, signed by Hon. Zara S. Duterte, Vice President of the Philippines, Secretary of the Department of Education, dated November 17, 2023, titled, "**Guidelines on the Implementation of Project "DepEd's 236,000 Trees-A Christmas Gift for the Children"**", all public schools nationwide are requested for the full implementation of the project.
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 view of this, the Schools Division Superintendents (SDS) through the School Governance Operations Division (SGOD) are advised to closely monitor the implementation of the said project. They are also requested to coordinate with the Provincial Environment and Natural Resources Office (PENRO) or City Environment and Natural Resources Office for the acquisition of the needed seedlings.
4. Also, all SDOs and schools are requested to fill up and submit the needed 2023 data for the following templates **on or before November 29, 2023**:
  - a. Template No.1 School Team of the Tree Planting Activity
  - b. Template No.2 Participants of the Tree Planting Activity
  - c. Template No.3 Venue of the Tree Planting Activity
  - d. Template No.4 Platform Used for Information Dissemination by School
  - e. Template No.5 Platform Used for Information Dissemination by SDO
  - f. Annex A- Official Activity Report
5. Furthermore, to properly monitor the seedlings planted per school, the seedlings or tree guard must be labeled with: **DEPEDXMASTREES2023 Control # 001**.so on.

6. Kindly access the templates and schools' control number through this link <https://tinyurl.com/DepEd236kTreePlanting>.
7. Attached is DepEd Memorandum No. 069, s.2023, for further information.
8. For any clarification you may contact Mr. Esmeraldo G. Lalo, EdD, Chief Education Supervisor, Education Support Services Division; and Lolaine B. Bagsic, Project Development Officer II at mobile number 0917-188-2704 and 09399298684, respectively.

  
**NICOLAS T. CAPULONG, PhD, CESO III**  
Director IV  
Regional Director 



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](mailto: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

JDMC/APA, DM DepEd 235K Christmas Trees for 2023 Project  
0694 - November 16, 2023



## **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: