



Republic of the Philippines  
**Department of Education**  
CARAGA Administrative Region  
**SCHOOLS DIVISION OF SURIGAO CITY**  
M. Ortiz, Brgy. Washington, Surigao City



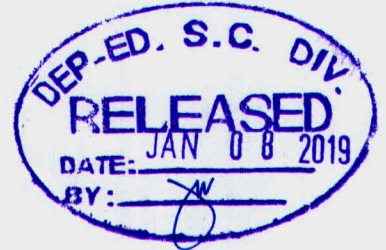
January 7, 2019

**Division Memorandum**

No. 03 s, 2019

**PILOT IMPLEMENTATION OF THE SCHOOL INSIDE A GARDEN PROGRAM**

TO: Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
CID Supervisors  
Public Elementary and Secondary School Heads  
This Division



1. Pursuant to DepEd Memorandum No. 187 s. 2018 re: Pilot Implementation of the School Inside a Garden Program. The Department of Education (DepEd) under its core value *Makakalisakasan*, supports the national government's efforts in protecting and conserving the environment through the National Greening Program. The DepEd has two programs that work side-by-side to be implemented this January in Schools: the Gulayan sa Paaralan Program (GPP) established through DepEd Memorandum No. 293, s. 2007, and the School Inside a Garden (SIGA) launched through DECS Memo. No. 77, 1995.
2. The Division through this Memorandum is **reviving the SIGA Program through a pilot implementation this January 2019.**
3. The SIGA Program focuses primarily on establishing schools inside the gardens featuring mostly indigenous and endemic trees and flowering plants – making campuses nationwide green and colorful. The program also aims to:
  - a. promote the creation of nurseries for indigenous and endemic trees in specific campuses that will serve as a laboratory for learners;
  - b. strengthen the integration of environmental education in the elementary high school curriculum;
  - c. sustain environmental consciousness and action among learners and the community, and instill in them the values of unity, teamwork, volunteerism, nationalism, and community service for environmental protection and conservation, and
  - d. highlight the importance of schools and their role in the efforts to rehabilitate a heavily- challenged natural environment and their initiatives toward a sustainable National Greening Program.
4. The Youth Environment in Schools Organization (YES-O), Supreme Pupil Government (SPG) and Supreme Student Government (SSG), shall include planting of native and endemic flowering tree and plant species in their campuses.
5. The said organizations shall also make an inventory of plants and trees in their campus using the Tree and Plant Inventory (Enclosure No. 1). These species shall be properly labeled as part of environmental education efforts of the school.
6. Advisers of YES-O, SPG and SSG shall set in place a nurturing and monitoring plan to ensure the survival of the planted seedlings. They shall submit an Accomplishment Report (Enclosure no. 2) with photo documentation of their tree planting activities to the District for consolidation and submit to the Division Office for consolidation and to be submitted to the Regional Office and Office Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD).
7. The detailed implementing Guidelines for the SIGA Program are included in Enclosure No. 3. All other DepEd issuances, rules and regulations and provisions, which are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.
8. All school heads are enjoined to extend full administrative support to the management of the SIGA Program.
9. Immediate dissemination of this Memorandum is desired.

Enclosure: As stated

Reference:

DepEd Memorandum No. (293, s. 2007)  
DECS Memorandum No. (177, s. 1995)  
DepEd Memo No. (187, s. 2018)

To be indicated in the Perpetual index under the following subjects:  
ENVIRONMENTAL EDUCATION PROGRAM SCHOOLS

*[Signature]*  
GILDA G. BERTE, PhD, CESO VI  
Schools Division Superintendent

vlg - 1/7/2019



Republic of the Philippines  
DEPARTMENT OF EDUCATION

**TREE AND PLANT INVENTORY**

As of \_\_\_\_\_  
(Date)

<b>Name of School:</b>		
<b>Division:</b>		<b>Region:</b>
<b>Tree and Plant Species in Campus</b> (indicate numbers; include shrubs)	<b>Approx. Height</b>	<b>Labelled</b> (pls. ✓ if labelled)

Labels should include local name, English name, scientific name (italicized, first word capitalized), and distribution (endemic, native, exotic.)

Example: **NARRA** **BANABA (Pride of India)**  
*Pterocarpus indicus* *Lagerstroemia speciosa*  
 Native Native

Prepared by:

Noted by:

\_\_\_\_\_  
 Designation  
 (Signature over Printed Name)

\_\_\_\_\_  
 School Head  
 (Signature over Printed Name)

**SCHOOL INSIDE A GARDEN (SIGA)  
ACCOMPLISHMENT REPORT FORM**

Name of School:			
Division:		Region:	
Student Organizations involved in SIGA Program: <input type="checkbox"/> YES-O <input type="checkbox"/> SPG <input type="checkbox"/> SSG <input type="checkbox"/> Other: _____			
No. of Students Who Planted:		No. of Plants/ Trees Planted	
Starting Date of SIGA Program Implementation:			
Specific Planting Site/s:		Plant Species Planted:	
Monitoring and Nurturing Systems in Place:			
Partner Agencies/Organizations (if any):			

*\*School planting maps may be attached to this form and should be based on the existing school improvement plan. Photo documentation is also highly encouraged to be submitted with this form.*

Prepared by:

Noted by:

\_\_\_\_\_  
*Designation*  
*(Signature over Printed Name)*

\_\_\_\_\_  
*School Head*  
*(Signature over Printed Name)*



**SCHOOL INSIDE A GARDEN (SIGA)**

**I. RATIONALE**

The School Inside a Garden (SIGA) program of the Department of Education (DepEd) was initially launched in 1995 through DECS Memorandum No.77, s. 1995 in support of the national goal for a “clean and green” society. It stated the responsibility of the DepEd to provide every learner with every opportunity to care for plants, flowers, and trees. The SIGA program initially focused on growing flowers, medicinal herbs and plants as well as fruit trees including exotic species such as mahogany and gmelina, which these implementing guidelines will revise. The same memorandum also stated that every school shall plant trees in every available space. This will also be specified in these implementing guidelines with reference to the school development plan. The program of establishing every school within a garden was clearly stated as a continuing program of the DepEd.

In 2008, the *Gulayan sa Paaralan* was launched as a partnership between the Department of Agriculture (DA) and DepEd through Memorandum No. 293 which specialized in the planting of vegetables in school campuses and aimed to not only green the campuses but to also support and reinforce the feeding programs and income-generating projects of the schools. The *Gulayan sa Paaralan* Program (GPP) is being implemented by the School Health Division (SHD) under the Bureau of Learner Support Services (BLSS.)

Both the SIGA and GPP of the DepEd lend support and complement the overarching Executive Order No. 193 Expanding the Coverage of the National Greening Program which extended the National Greening Program from 2016-2028.

The revised SIGA program aims to focus primarily on making school campuses throughout the Philippines green and colorful by planting trees and flowering plants, prioritizing but not limited to indigenous and endemic species to the Philippines. These identified species will not only provide shade and color to the campus but will also serve as a laboratory for student learning and will further reinforce the DepEd’s advocacy for the environment (MAKAKALIKASAN.)

**II. SCOPE**

The pilot implementation of the revised SIGA Program shall be implemented in 442 public elementary and secondary schools nationwide (2 selected schools per division) through the Youth for Environment in Schools Organization (YES-O), Advanced Citizen’s Training Program (ACTP), Supreme Pupil Government (SPG), and Supreme Student Government (SSG). A list of pilot schools shall be identified during the capacity building activity for the pilot implementation of the SIGA Program.



### III. DEFINITION OF TERMS

For clarity and consistency, the following frequently used terms and phrases in this document shall be construed as follows:

- a. **Endemic plant species** - species of plants that are native only in the Philippines. Sixty-seven percent (67%) of the 3,600 native tree species in the Philippines are considered endemic.
- b. **Indigenous plant species** - species of plants that are native to the Philippines and also in other countries within its climatic zone
- c. **Exotic plant species** - species of plants that are non-native to the Philippines
- d. **School improvement plan** - a roadmap that lays down specific interventions that a school, with the help of the community and other stakeholders, will undertake within a period of three consecutive school years.
- e. **School planting map** - a map of the proposed sites for planting trees, vegetables, and other plants in coordination with the school improvement plan.

### IV. OBJECTIVES

The general objective of the revised SIGA program is to implement the clean and green campaign (DepEd Memorandum 77, s. 1995) and establish a school inside a garden featuring mostly indigenous and endemic trees and flowering plants.

The specific objectives are:

1. to establish and maintain a mostly indigenous and endemic plant garden in public elementary and secondary schools;
2. to promote the creation of nurseries for indigenous and endemic trees in specific campuses;
3. to inculcate among learners the importance of planting and conserving indigenous and endemic tree and plant species and their role in the ecosystem;
4. to empower school campuses to become centers of biodiversity and conservation;
5. to serve as a laboratory for learners;
6. to further strengthen and reinforce the integration of environmental education in the elementary and high school curriculum.
7. to sustain environmental consciousness and action among learners in particular and the community in general; thereby instilling in them the values of unity, teamwork, sense of volunteerism, nationalism, and community service for environment protection and conservation;
8. to highlight the importance of the schools and their significant role in the efforts to rehabilitate a heavily challenged natural environment and to



highlight the importance of the schools and their significant role as well as their initiatives toward a sustainable Expanded National Greening Program.

## **V. ROLES AND RESPONSIBILITIES**

### **A. Central Office – Bureau of Learner Support Services (BLSS) - Youth Formation Division (YFD)**

1. Formulate, evaluate, and review policies and guidelines for the effective implementation of SIGA program.
2. Analyze issues and concerns affecting the implementation of the program and recommend solutions.
3. Collect documentation and promote best practices that can be adopted by other schools
4. Conduct capacity-building trainings and workshops for the implementation of the program.
5. Perform other functions that may be assigned.

### **B. DepEd Regional Offices - Education Support Services Division (ESSD)**

1. Select two schools per division in their respective regions to participate in the pilot implementation of the SIGA Program.
2. Collate monitoring reports and documentation of the program.
3. Evaluate the implementation of the program based on site inspections, accomplishment reports, and photo documentation as submitted by the SGODs.
4. Submit a report based on the evaluation to the CO through prescribed and agreed-upon means.

### **C. DepEd Division Offices - School Governance and Operations Division (SGOD) - Youth Formation Coordinator (YFC)**

1. Attend capacity building activities and ensure the dissemination of information to appropriate personnel.
2. Ensure the dissemination of the implementing guidelines to the schools in their division and answer questions that may arise regarding these.
3. Monitor the progress of the pilot implementation of the SIGA Program using the prescribed forms and procedures.
4. Collate and submit program accomplishment reports to the ESSD through prescribed and agreed-upon means.

### **D. School Level Teams – YES-O Advisers, SPG and SSG Advisers**

1. Coordinate with the School Head with regards to the implementation of the program and prepare a school planting map at the beginning of the project based on the school improvement plan.
2. Mobilize the learners involved in the program.
3. Create a long-term nurturing schedule to ensure the survival of species planted as part of the program.



4. Monitor progress of the program and submit accomplishment reports and photo documentation to the SGOD through prescribed and agreed-upon means.

#### **E. YES-O, SPG, and SSG**

1. Make an inventory of the trees and other plants in their schools.
2. Properly label the trees and other plants in their schools.
3. Collect seeds and seedlings for the school seed bank and tree nursery, whenever applicable.
4. The YES-O specifically is authorized to sell excess seedlings to interested public and private entities as part of its entrepreneurial activities, proceeds of which shall be used in the nursery maintenance and operations. (Enclosure No. 1 to DepEd Order No. 93, s. 2011)

### **VI. ACTIVITIES**

#### **A. Planting Activities**

1. For the pilot implementation of the SIGA Program, all planting activities shall be conducted during the month of November 2018 as part of their school's activities for Environmental Awareness Month.
2. Each school shall identify specific areas of the campus for the SIGA program based on the school improvement plan. These areas may include the following:
  - a. Campus borders – periphery of the school property
  - b. Campus frontage – front façade of the school property
  - c. Corridors – walkways, spaces between buildings
  - d. Vacant Spaces – any space in school that is not occupied by infrastructure
3. For schools without available planting space, container gardening, vertical gardening, and other alternative methods are recommended whenever appropriate and possible.
4. The youth organizations aforementioned in the Memorandum shall be responsible for the preparations necessary prior to planting such as clearing and cleaning of identified planting areas and planning of which plant species will be planted in specific areas.

#### **B. Advocacy Campaign and Environmental Education**

1. The concept of the role and value of trees and other natural resources in maintaining the ecosystem shall be taught to students through integration in appropriate subject areas and during the actual planting activities.



2. Training and workshops on tree-planting and nurturing of trees and plants may be given to members of the YES-O, SSG, and SPG.
3. Schools may partner with other organizations and government agencies such as the Department of Environment and Natural Resources (DENR) and the Department of Agriculture (DA) to assist DepEd in the implementation of the SIGA program.

## VII. MONITORING AND EVALUATION

1. The aforementioned groups shall also make an inventory of trees and plants already in their campus. These species shall be properly labelled as part of the environmental education efforts of the school. A Tree Inventory is attached as **Enclosure 3**. Labels should include local name, English name, scientific name (italicized, first word capitalized), and distribution (endemic, native, exotic.)

Example:

**NARRA**

*Pterocarpus indicus*

Native

**BANABA (Pride of India)**

*Lagerstroemia speciosa*

Native

2. YES-O Advisers, SPG and SSG Advisers shall set in place a nurturing and monitoring plan to ensure the survival of the planted seedlings. They shall submit a completed Accomplishment Report Form together with photo documentation of their planting activities to the Youth Formation Division - Bureau of Learner Support Services (YFD-BLSS), DepEd Central Office (CO) through email [blss.yfd@deped.com.ph](mailto:blss.yfd@deped.com.ph).
3. For the pilot implementation of the SIGA Program, the Division Representatives who have attended the capacity building activity shall conduct monitoring activities in the selected schools in their divisions. They shall accomplish all pertinent reports and submit photo documentation of the planting activities and their outputs.

## VIII. PREFERRED PLANT SPECIES

The preferred plant species for the revised SIGA program shall be indigenous and endemic species of trees and flowering plants. However this is not limited to such and some identified introduced species are included in the list attached as Annex to Enclosure 3.

## IX. FUNDING AND UTILIZATION

For the pilot implementation of the SIGA Program, each selected school shall receive P50,000.00 to fund their planting activities. This amount shall be downloaded to the respective regions and forwarded to the pilot schools. Funds may be utilized for the nursery materials and supplies, landscaping and beautification, construction materials and planting tools, program support funds



and office supplies as well as for logistical arrangements such as site preparation and other necessary activities directly related to the SIGA Program implementation.

These expenses shall be subject to appropriate accounting and liquidation procedures which will be part of the monitoring activities for the program.

<b>AREAS FOR UTILIZATION OF THE FUNDS</b>	<b>AMOUNT ALLOTTED</b>
Nursery Materials and Supplies	P 15,000
Landscaping and Beautification Materials and Supplies	P 15,000
Construction Materials and Supplies	P 10,000
Planting Materials and Supplies	P 7,500
Program Support Funds and Office Supplies	P 2,500
<b>TOTAL AMOUNT</b>	<b>P 50,000</b>

The cost of labor shall NOT BE COVERED by the budget allotted.

Funds provided for this SIGA Program – shall be submitted for accounting on the second week of February.

#### **X. REFERENCES**

- *DepEd Order No. 93, s. 2011, Mandated Programs, Projects, and Activities, Various Forms, and Targets Pertinent to the Youth for Environment in Schools (YES) Program*
- *DepEd Order No. 52, s. 2011, Strengthening Environmental Education in Public and Private Schools*
- *DepEd Order No. 82, s. 2010, Reiteration of Related Implementing Guidelines on Climate Change Adaptation and Disaster Risk Reduction (CCADRR) at the School Levels*
- *DepEd Order No. 33, s. 2008 Responding to the Threats of Climate Change and Global Warming through Massive, Intensive, and Sustained Tree-Planting, Tree-Growing, and Tree-Caring Program*
- *DepEd Order No. 72, s. 2003, Establishment of the Youth for Environment in Schools (YES) Organization*
- *DECS Memorandum No. 412, s. 1997, SIGA National Awards*
- *DECS DO 57, s. 1996, The Revitalized Treeplanting and Greening Program Implementing Guidelines*
- *DECS Memorandum No.77, s. 1995, The School Inside a Garden (SIGA)*