



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 602, s.2025

COUNCIL SIMULTANEOUS TREE PLANTING ACTIVITY

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In reference to the BSP Ilocos Sur Council Memorandum No. 13, s. 2025 titled Council Simultaneous Tree Parenting Activity, this office encourages the participation of all Scouts, Scout Leaders from Troops, Outfits and Circles in this Division during the entire month of September 2025.
2. This activity aims to inspire others to take positive action in caring for and preserving the environments.
3. Parental consent of learners shall be secured prior to participation in the said activity.
4. Moreover, Community Service Report (Strategic Measure 1) must be submitted to Boys Scouts of the Philippines – Ilocos Sur Council or emailed at bspilocossurcouncil@gmail.com not later than October 2, 2025.
5. Teaching and non-teaching participants shall be entitled of service credit and compensatory overtime credits respectively, pursuant to DepEd Order 13, s. 2024 titled, Revised Guidelines on the Grant of Vacation Service Credits for Teachers & CSC-DBM Joint Circular No. 02 s. 2015 titled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.
6. Enclosed is the BSP Council Memorandum No. 13 s, 2025 and National Office Memorandum No. 67, s. 2025 for further details.
7. For inquiries, please contact Mr. Edwin T. Viernes, Officer-In-Charge Council Executive, at 0951-893-2096.
8. Widest dissemination of this memorandum is desired.

for: [Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent

Enclosure: as stated
Reference: None
To be indicated in the Perpetual Index under the following subject:

SCOUTING TREE PARENTING
SGOD/YFD/SDF



Address: Mena Crisolago St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@depd.gov.ph
Website: www.depedviganity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





Boy Scouts of the Philippines
Ilocos Sur Council
Cor. V. Salcedo-Delos Reyes St. Barangay V
Vigan City, Ilocos Sur, Philippines 2700



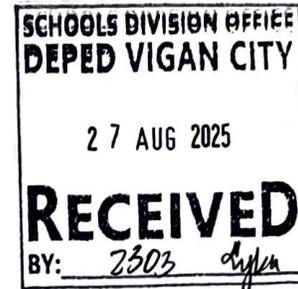
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SDS

August 27, 2025

COUNCIL OFFICE MEMORANDUM
NO. 13 S. 2025

To: Council Commissioners & Deputy Commissioner
Institutional Heads and Representatives
Division, District and High School Coordinators
Public and Private Schools
All Others Concerned



SUBJECT: Council Simultaneous Tree Parenting Activity

1. As part of the Governance Commission for GOCCs (GCG) validation process of the BSP 2025 **Performance Evaluation Scorecards (PES)** for the 3rd Quarter of the Fiscal Year, under the BSP Objective "*Scouting Helping Create a Better World*," the Boy Scouts of the Philippines – Ilocos Sur Council will be conducting a **Simultaneous Tree Parenting Activity** during the entire month of **September 2025**.
2. In line with the **Environmental Education and Sustainability Program** of the Boy Scouts of the Philippines, all Scouts and Scout Leaders from Troops, Outfits, and Circles within the Ilocos Sur Council are encouraged to take part in this meaningful endeavor.
3. To inspire others to take positive action in caring for and preserving the environment, participants are encouraged to share stories and pictures on social media using the following official hashtags:
 - a. **#ScoutsHelpingCreateBetterWorld**
 - b. **#CouncilSimultaneousTreeParenting**
 - c. **#BSP Ilocos Sur Council**
4. This significant undertaking will gather thousands of our registered Scouts across the province in a united effort to safeguard the environment, restore our natural resources, and build greener communities for generations to come.

All Coordinators are hereby enjoined to:

- a. Mobilize Scouts from your respective schools and districts to actively participate in the activity.
- b. Supervise and guide the Scouts in nurturing the seedlings as their personal commitment to climate action, ecological preservation, and community service.

5. Attached to this memorandum the **National Office Memorandum No. 67 series of 2025 for the Guidelines in Submission of Community Service Report (Strategic Measure 1)** and also must be submitted to the Boy Scouts of the Philippines – Ilocos Sur Council or emailed to **bspilocossurcouncil@gmail.com** on or before **October 3, 2025**.
6. Scouts and Scout Leaders must wear their **neckerchiefs** during the tree parenting and clean-up drive activities, especially for documentation purposes.
7. The Council Office also requests that all DepEd school teachers who will participate be granted corresponding **service credits**, while non-teaching personnel may be given **compensatory time-off (CTO)** in accordance with the provisions of **DepEd Order No. 76, s. 2012**.
8. For queries and concerns regarding this activity, you may contact **Mr. Edwin T. Viernes, Council Scout Executive** at 0951-893-2096 or visit the BSP Ilocos Sur Council Headquarters, cor. V. Salcedo-Delos Reyes St., Barangay V, Vigan City.
9. This initiative will not only contribute to the **greening program of the province** but will also instill in our young people the lifelong values of **responsibility, discipline, and love for Mother Earth**. By empowering the youth to take part in such an impactful movement, we are cultivating future leaders who will carry forward the vision of a **progressive, healthy, and sustainable Ilocos Sur**.
10. Your active support and cooperation are highly encouraged to make this activity a **resounding success**. Thank you, and let us continue **Creating a Better World through Scouting**.



EDWIN T. VIERNES
Council Scout Executive
Boy Scouts of the Philippines – Ilocos Sur Council

Noted by:



DR. DIOCESAR S. SUERO
Council Chairperson

Approved by:

VILMA D. EDA, CESO V
School Division Superintendent
Vigan City Division
Vigan City, Ilocos Sur

BOYS SCOUTS OF THE PHILIPPINES

181 Natividad Almeda Lopez St. Ermita, Manila

(632) 8527 8317 to 19

bsp@scouts.gov.ph

www.scouts.gov.ph

"Laging Handa"

AUG 12 2025

NATIONAL OFFICE MEMORANDUM

No. 67 series of 2025

**TO : NATIONAL OFFICE STAFF
REGIONAL YOUTH DEVELOPMENT OFFICERS
COUNCIL SCOUT EXECUTIVES AND OFFICERS-IN-CHARGE**

**SUBJECT : GUIDELINES IN SUBMISSION OF COMMUNITY SERVICE
REPORT (STRATEGIC MEASURE 1)**



- 1.0. In line with GCG Memorandum Circular No. 2023-01 on the Performance Evaluation System (PES) for the GOCC Sector, and as part of our continued efforts to enhance operational efficiency and uphold the highest standards of service delivery, we would like to remind all concerned personnel of the established guidelines for the online submission of community service reports. Strict adherence to these procedures is crucial for accurate monitoring, timely reporting, and effective evaluation of the impact of programs within the community.
- 2.0. Below is a detailed list of the guidelines for submitting accomplishment reports. Compliance with these procedures ensures proper documentation in accordance with CGC Compliance Standards and promotes accurate, consistent reporting across all units.

2.0.a. A complete accomplishment report shall contain the following:

Type of Report	Content
1. BSP Community Service Activity Report Template	Short narrative report detailing the community service activity, including project title, the date of implementation, participants, and key outcomes. You may download the template through: https://tinyurl.com/SM1-FORMS

2. Documentation	Photographic Evidence during various phases of the activity.
3. Attendance Sheet	Complete record of participants present in the activity.

2.0.b. Submission shall be made electronically through Google Form (<https://forms.gle/oENeTpeikaCmqTsx9>) to facilitate faster consolidation and better record keeping.

2.0.c. For quarterly submissions, the **deadline for each quarter will be every 15th day following the end of the quarter.** Submissions received after this cut-off will not be included in the consolidated report for that period.

3.0. For inquiries you may contact the CPSMO thru **Mrs. Norielyn M. Juala, Planning Officer I** or via email at nmjuala@scouts.gov.ph and cpsmo@scouts.gov.ph

4.0. For your information and strict compliance.


EMILIO B. AQUINO
 National President



BOY SCOUTS OF THE PHILIPPINES

📍 181 Natividad Almeda Lopez St. Ermita, Manila
☎ (632) 8527 8317 to 19
✉ bsp@scouts.gov.ph
🌐 www.scouts.gov.ph

“Laging Handa”

Title of Activity: _____

Date: _____

Venue: _____

ATTENDANCE SHEET

	Name	Age	Sex	Contact Number	Name of School	Signature
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

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"Laging Handa"

Community Service Activity Report

Division/Office: _____

Project Title :
Location :
Project Proponent :

Date Implemented : From: _____ To: _____

Number of Employees Participated:

(Male) _____ (Female) _____

Source of Funds/Budget:

Total Budget:

Expected Beneficiaries:

Number of Expected Beneficiaries:

Expected Outcome of the Project:



**Note: Please upload this form along with the Attendance sheet, Photo Documentation, etc. on the Google Form Link: <https://forms.gle/oENeTpeikaCmgTsx9> or scan the QR Code.*

Prepared and submitted by:

Approved by:

***DATA PRIVACY DISCLAIMER:** All information we collect shall be kept private and confidential by the BSP and shall be used solely for legal purposes as mandated by the Data Privacy Act and other relevant laws. Information that are matters of public interest, however, may be disclosed to the public subject to applicable laws, rules, and regulations.

BOY SCOUTS OF THE PHILIPPINES

National Office, Manila

"Scouts Go Green Project"

COUNCIL

TREE PLANTING ACTIVITY REPORT FORM



Date when the activity was conducted:

Venue:

Brief Description of the Venue:

Number of Scouts, Scout Leaders Participated:

Number of Trees Planted:

Types of trees planted:

- () Beach / Mangrove Trees
- () Forest Trees
- () Fruit Trees
- () Malunggay Trees

Brief Narrative Account of the Activity:

**Note: Please upload this form along with the Attendance sheet, Photo Documentation, etc. on the Google Form Link: <https://forms.gle/oENeTpeikaCmqTsx9> or scan the QR Code.*



Prepared and submitted by:

Approved by:

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