



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

**DIVISION MEMORANDUM**

No. **669**, s. 2025

**COORDINATION MEETING FOR THE CONDUCT OF THE 2025 WORLD  
 TEACHERS' MONTH TREE CARING ACTIVITY**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 All Public Elementary and Secondary School Heads  
 All Others Concerned

1. In reference to the conduct of the 2025 World Teachers' Month Tree Caring Activity, the Schools Division Office of Vigan City will hold the Coordination Meeting and Site Visit on September 16, 2025, 08:00 a.m. – 05:00 p.m. at the SGOD Office and Mestizo River, Barangay IX, Vigan City respectively.

2. The objectives of the activity are:

- to plan for the actions to be taken and materials to be prepared for the tree caring activity
- to revisit the planted tree seedlings last year; and
- to establish a caring mechanism between the barangay and the division for the trees.

3. The following DRRM Coordinators are the official participants to the coordination meeting and will serve as Program Management Team on the day of the Tree Caring Activity:

No.	Name	Station/School
1	Aphrodite Hope E. Martinez	SGOD - DRRM
2	Alma Inamorata A. Nebab	Tamag Elementary School
3	Mark Linn T. Ricotoso	Capangpangan Elementary School
4	Katrine Anne R. Arce	San Julian Elementary School
5	Janne Armie D. Adriatico	Burgos Memorial School West
6	Jessa Mae A. Piano	Cabaroan-Cabalangangan Elementary School
7	Gloaida D. Reclusado	Jose Singson Elementary School

4. The snacks of the participants shall be charged to and reimbursed from the Savings of the DRRM Program Support Fund (Sub-ARO No. ROI-25-0783), subject to the usual accounting and auditing rules and regulations.

5. This memorandum shall serve as locator slip for the participants.

6. For information and compliance of all concerned.



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

Encl.: None

Reference: Presidential Proclamation No. 242

SGOD-DRRM/ahem/DM- COORDINATION MEETING FOR THE CONDUCT  
 OF THE 2025 WORLD TEACHERS' MONTH TREE CARING ACTIVITY  
 2025-027/September 10, 2025



**Address:** Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
**Telephone No:** (077) 722-20-23 / (077) 632-05-33  
**Email Address:** vigan.city@deped.gov.ph  
**Website:** [www.depedvigancity.com](http://www.depedvigancity.com)  
*Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](https://bit.ly/SDOViganCityCSM)*

