2509 - 2072

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

DIVISION MEMORANDUM
No. 710 , s. 2025

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 Presidential Proclamation No. 242 titled "Declaring the Period from September 5 – October 5 of Every Year as National Teachers' Month", the Schools Division of Vigan City, will conduct a Tree Caring Activity on September 26, 2025, 6:30 A.M. to 9:30 A.M as a component for the monthlong celebration of the National Teachers' Month.

2. The aim of this activity is to advocate for tree caring initiatives while honoring our teachers. By taking part in environmental action, they embody the values they teach like civic responsibility, environmental awareness, and community leadership while reinforcing their vital role as catalysts for societal change.

3. The official participants are selected division office personnel (38), school DRRM Coordinators and school heads or alternate coordinators (42), and Barangay IX officials and members (20).

4. By joining in the activity, the participants confirm that they are adopting and supporting the trees as they grow. Monthly caring activity will be observed every last Friday of each month. Progress of the tree caring shall be reflected in the accomplishment report of schools.

5. The participants shall bring a plant tag or label which shall bear the name chosen for the tree, the adoptive school and office, and a tribute message dedicated to teachers, as well as tree guards (bamboo/wood sticks, mesh, etc.) for protection.

6. The Tree Caring Activity shall include cleaning up of the surrounding areas. Participants shall bring cleaning materials. For inclement weather please bring umbrellas, raincoats and boots.

7. The snacks of the participants shall be charged to the DRRM Program Support Fund (Sub-ARO No. ROI-25-0783), subject to the usual accounting and auditing rules and regulations. Representatives from other schools may participate in lieu of unavailable attendees.

8. Further, the members of the Program Management Team shall convene on September 25, 2025, 02:00 p.m. onwards, to prepare the venue and the materials and to conduct a dry run of the program.

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

10. Attached is the program of activities, program management team, number of participants per office/school, adoption certificate and commitment form.

11. For information and compliance of all concerned.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl.: None
Reference: Presidential Proclamation No. 242

DRRM OBSERVANCE PROGRAM

SGOD-DRRM/ahem/DM- CONDUCT OF THE 2025 WORLD TEACHERS' MONTH TREE CARING ACTIVITY

2025-026/September 24, 2025

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
24 SEP 2025
RELEASED
BY:

Program of Activities

2025 WORLD TEACHERS' MONTH TREE CARING ACTIVITY
Barangay IX Covered Court
Mestizo Riverside, Vigan City

Time	Activity	In charge
6:15 – 6:30 a.m.	Registration	Secretariat
6:31 – 7:15 a.m.	Preliminaries	DRRM Coordinators
	Opening Prayer	Ms. Janne Armie Adriatico
	Acknowledgement of Participants	Ms. Aphrodite Hope Martinez
	Welcome Message	Barangay Captain Antonio Arcellana
	Message	Dr. Annie D. Pagdilao, CESO V Asst. Schools Division Superintendent
7:16 – 7:25 a.m.	"Move for the Mentors: A Zumba Salute to Teachers"	Ms. Katrine Anne Arce and DRRM Coordinators
7:26 – 7:45 a.m.	CCAM Pledge	Mr. Rodrigo Q. Reyes, Jr. Chief Education Supervisor
	Signing of Commitment Board & Adoption Certificate	All participants
	Photo Opportunity	All participants
7:46 – 9:15 a.m.	Tree Caring Activity	All participants
	Photo Opportunity	
9:16 – 9:30 a.m.	Light Snacks	
	END	

****Please bring your raincoats and boots in case of rainy weather.*

Program Management Team

Name	Role
Vilma D. Eda, CESO V	Consultant
Dr. Annie D. Pagdilao, CESO VI	Consultant
Rodrigo Q. Reyes, Jr.	Manager/Program Owner
Aphrodite Hope E. Martinez	Manager/Program Owner
Maria Korynne Taborda	Welfare Officer
Laurie Angela Agati	Welfare Officer
Alma Inamorata Nebab	Documenter
Jessa Mae Piano	Documenter
Mark Linn Ricotoso	Facilitator
Katrine Anne Arce	Facilitator/Dance Leader
Gloaida Reclusado	Logistics
Janne Armie Adriatico	Logistics
Lailanie Rabbon	Logistics
Analyn Rose Azada	Secretariat
Kristel Elaine Marie Catura	Secretariat
Ma. Cristina Emely Ramos	Secretariat

Number of Participants per Office/School

Office/School	Number of Pax	Number of Adoptive Trees/Plants (65)
Office of the SDS/ASDS	4	**2**
Office of the Admin Officer V	1	**2**
HR	1	
Records	1	
Cash	1	
Supply	1	
Accounting	4	**3**
Budget	1	
Payroll	1	
ICT	2	**2**
Driver	2	
CID	8	**3**
SGOD	10	**3**
COA	1	*with accounting*
	38	
All Elementary Schools (18) 2 each	36	*(2 per school)* **36**
All Secondary Schools (3)	6	*(4 per school, +2 ISNHS)* **14**
	42	
Barangay Officials and Members	**20**	
	100 pax	**65 trees**

CERTIFICATE
OF TREE ADOPTION

THIS CERTIFIES THAT THE TREE NAMED

_____

NAME OF TREE

PLANTED ON SEPTEMBER 19, 2024
HAS BEEN OFFICIALLY ADOPTED BY

_____

NAME OF SCHOOL/OFFICE

ON SEPTEMBER 26, 2025

As adoptive stewards, we promise to provide this tree with tender loving care, protection, and attention it needs. We shall nurture it as a living tribute to our beloved teachers—symbols of wisdom, growth, and lasting legacy.

ADOPTING PARENTS:

_____ _____ _____

_____ _____

TREE CARING COMMITMENT FORM

In celebration of National Teachers' Month and in line with the Tree Caring Activity of the Schools Division of Vigan City, I hereby commit myself, together with my school/office, to the continued care and protection of the adopted tree as part of our responsibility to the environment and as a living tribute to our beloved teachers.

Adopted Tree Information

Tree Name	
Date Planted	
Date of Adoption	
Location	

Commitment of the Adopting School/Office

By affixing my signature below, I commit to:

1. Provide tender loving care and regular maintenance to the adopted tree.
2. Participate in the monthly tree caring activity every last Friday of the month.
3. Submit progress updates as part of our school/office accomplishment reports.
4. Protect the tree from harm by ensuring proper safeguards (tree guards, cleaning, watering, etc.).
5. Honor the tree as a symbol of our teachers' guidance, growth, and legacy.

Signatories

Name of Adoptive Representative	Position/ Designation	School/ Office	Signature	Date

Witnesses

Name	Designation	Signature	Date
	SDO Rep		
	Barangay IX Representative		