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

**DIVISION MEMORANDUM**

No. 146, s. 2026

**ADVISORY ON THE CONDUCT OF 2026 TREE CARING ACTIVITY**

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

1. In relation to the Division Memorandum No. 710, s. 2025 titled "Conduct of the 2025 World Teachers' Month Tree Caring Activity", the Schools Division of Vigan City will conduct the Monthly Tree Caring Activity on February 27, 2026, 8:00 A.M. to 9:00 A.M. at Brgy. IX, Vigan City, Ilocos Sur.
2. The aim of this activity is to advocate tree caring initiatives, environmental awareness, and community leadership while reinforcing vital role as catalyst for societal change. This step establishes sustainability for this project.
3. The participants are the division, and school DRRM coordinators, and alternates.
4. The participants shall bring cleaning and caring materials.
5. This memorandum shall serve as locator slip for the participants.
6. For information and compliance of all concerned.

**VILMA D. BDA, CESO V**  
Schools Division Superintendent

Encl.: None  
Reference: Division Memorandum 710, s.2025

DRRM OBSERVANCE PROGRAM

SGOD/DRRM/rqg/DM\_ADVISORY ON THE CONDUCT OF TREE CARING ACTIVITY  
February 24, 2026



Address: Mena Crisolago St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
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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.





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11. For information and compliance of all concerned.

*Vilma D. Eba*  
**VILMA D. EBA, 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





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**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	All participants
9:16 – 9:30 a.m.	Light Snacks	

**END**

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





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**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	<i>with accounting</i>
	<b>38</b>	
All Elementary Schools (18) 2 each	36	(2 per school) 36
All Secondary Schools (3)	6	(4 per school, +2 ISNHS) 14
	<b>42</b>	
Barangay Officials and Members	<b>20</b>	
	<b>100 pax</b>	<b>65 trees</b>





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## 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:

\_\_\_\_\_  
 \_\_\_\_\_





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### 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		

