



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



January 25, 2016

Division Memorandum  
No. 048 s. 2016

**ONE-DAY MUNICIPAL SERIES OF CONFERENCE OF ALL SCHOOL/DISTRICT EPP  
COORDINATORS, SCHOOL/MUNICIPAL TLE TREE GROWING  
COORDINATORS AND SCHOOL ADMINISTRATORS**

To : **Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. This Office announces the conduct of a One-Day Series of Conference of all school/district EPP coordinators, school/municipal TLE tree growing coordinators and school administrators in every municipality sponsored by RAFI and LGUs. Please refer to the schedule attached to this Memorandum.
2. The conference aims to:
  - a. discuss tagging and verification of growing trees; and
  - b. learn field practicum on data gathering of growing trees.
3. Participants to this activity are the School/District EPP Coordinators, School/Municipal Tree Planting Coordinators, & School Administrators in every district and the Division NGP Coordinator.
4. Transportation and travelling expenses are chargeable against school/division/SEF/PTA and other local funds, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as your Authority to Travel.
6. Immediate dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

**Tree Growing Validation Training Schedule (February to April 2016)**

Date	LGU/ DepEd Districts		
Feb. 2		Alcantara	
Feb. 3		Ronda	
Feb. 4			Compostela
Feb. 5	Naga City		
Feb. 9	Moalboal	Madridejos	Danao
Feb. 10	Badian	Bantayan	Carmen
Feb. 11	San Fernando	Sta. Fe	Catmon
Feb. 12			Sogod
Feb. 16	Malabuyoc	San Remegio	Borbon
Feb. 17	Ginatilan	Tabuelan	Tabogon
Feb. 18	Samboan	Tuburan 1	Bogo
Feb. 19		Tuburan 2	Medellin
Feb. 23	Santander	Asturias	San Francisco
Feb. 24	Oslob	Balamban	Poro
Mar. 1	Carcar		Daanbantayan 1
Mar. 2	Talisay		Daanbantayan 2
Mar. 9			Consolacion
Mar. 10			Cordova
Mar. 11	Boljoon	Dumanjug	Liloan
Mar. 15	Alcoy	Pinamungahan	
Mar. 16	Dalaguete	Aloguinsan	Tudela
Mar. 17	Argao II	Barili 1	
Mar. 18	Argao I	Barili 2	Pilar
April 7	Sibonga	Toledo City	
April 8	Alegria		
April 13	Minglanilla		

**Venue for lecture:**

**Venue for field plantation exercise:**

**Date of Training:**

**Target participants: Cluster MMENRO/CENROS/MANRO/Brgy Captains/ALL DEPED EPP & TLE Coordinators**

Time	Activity	Methodology	Materials needed	Resource Person(s)
7:00-8:00 AM	Arrival & Registration		Registration form / ballpen / Name tags	Workshop Secretariat (RAFI & DEPED Rep)
8:00-8:05	Opening Prayer			DEPED Representative
8:10- 8:20	Welcome/Introduction of participants			DEPED Representative
8:20-8:25	Objective/Rationale of the meeting			Cluster Heads of LGU
8:25-8:30	Cluster data presentation & review		Pre-printed reports	Cluster Heads of DILG
8:30-8:35	Introduction of the Resource speaker			Cluster Heads of LGU
8:35-10:45	Tree Growing site validation, its importance, practices and detailed steps or procedure	Lecture	Projector, Power point presentaion	Forester Nena Okay
	Detailed procedue or steps in site data sampling	Lecture, workshop	Powerpoint presentation	Forester Max palen
	Tree growing goal versus data on hand	Lecture	Power point presentation	Frester Noel Fornolles
	Working snacks			
10:45-11:30	Field data gathering orientation, procedure, groupings and report and field practicum data gathering and reporting	Discussion, at least 3 groups formed. Group tasks: Leader, brusher, counters, documentor, and presenter of output)		Max palen
	PRACTICUM: Individual site data gathering, time frame and validation data reporting (using the prescribed tool)			Max Palen
11:30-12:00	Break/Quick lunch			All pax
12:00-1:00 PM	Travel to field or planting site		Vehicle (DEPED to tap LGU or brgy vehicles)	Training team plus pax
1:00-1:20	Traverse the planting site/take picture or GPS	Field work	Tablet, camera, steel tape, rope, straw, bolo, boots	GP Team
1:20-1:45	Establishment of quadrant per group	Field work	Stick, bolo, steel tape, rope	GP Team
1:45-2:00	Conduct sticking to establish desired distance based on type of species being planted	Field work		GP Team
2:00-2:20	Actual counting and recording of growth data (dia & height) present status of species planted within the quadrant		Paper, validation tool, steel tape, ballpens, paper clip holder	GP Team
2:20-2:30	Computation of survival and stocking rate		Calculator, ballpen, papers, validation tool	Group members
2:30-3:30	Presentation and reporting of data to the whole group	Group Discussion	Tarp visuals	Max
3:30-4:00	Group output discussion			Noel
4:00	Wrap up /Announcement : Retrieval of validation reports			Nena
4:15	Go home			