



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO
NAZARENE VILLE ELEMENTARY SCHOOL
SAN ROQUE, ANTIPOLO CITY

March 20, 2024

SCHOOL OFFICE MEMORANDUM

To : EPP-TLE Coordinators
Grades 4- 6 EPP/TLE Teachers
Administrative Aide
School/Homeroom PTA Officers
Others Concerned

CARING FOR TREES PLANTED AT LORES ECO PARK

1. In line with the DepEd's 236, 000 trees as Christmas gifts to children which was simultaneously conducted last December 6, 2023, this office reminds everyone about one's advocacy as well as duties and responsibilities in taking care of the five (5) tree seedlings planted at Lores Eco Park.
2. The EPP-TLE Coordinator/s must submit a weekly schedule, weekly logs and photo documentation of weeding, cleaning, and watering, and attendance sheet/s.
3. If those plants are withered already, replace them with the same kind or variety of trees planted.
4. Ensure that tree guards are properly placed. If stolen, replace them with available and simple ones.
5. EPP-TLE teachers, together with the administrative aide (Mr. Cornelio Mede) and School/Homeroom PTA Officers of Grades 4-6 will be scheduled by the EPP-TLE Coordinator/s to regularly visit the Lores Eco Park where NVES tree seedlings have been planted.
6. EPP-TLE teachers will only be permitted to spare their time during their 2-hour ancillary period.
7. For information, dissemination, and compliance.


GEOFFREY T. UNIDA
School Principal I