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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 JUNE 2021

DIVISION MEMORANDUM

No. 279 s. 2021

**CAPACITY BUILDING FOR THE YOUTH FOR ENVIRONMENT IN SCHOOLS  
ORGANIZATION (YES-O) COORDINATORS CUM WORKSHOP ON THE  
PREPARATION OF CAPA (CALENDAR OF ANNUAL PROPOSED ACTIVITIES)  
FOR SY 2021-2022**

To: Chief Education Supervisors  
Education Program Supervisors  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Relative to **DO No. 52, s. 2011** re: Strengthening Environmental Education in Public and Private Schools, **DO No. 72, s. 2003** re: Establishment of the Youth for Environment in Schools (YES) Organization, and **DO No. 93, s. 2011** re: Mandated Programs, Projects, and Activities, Various Forms and Target Pertinent to the Youth For Environment in Schools (YES) Program, the SDO Tayabas shall capacitate the School YES-O Coordinators in conducting various Programs, Projects and Activities in the schools and shall revive the establishment of YES Organization within the Division. This is to ensure the effective implementation of PPAs with regards to the environmental actions. It will be conducted on **July 14, 2021** from 8:30am to 12nn via google meet.
2. The objectives of this activity are the following:
  - a. Discuss the Mandated PPAs, various forms and target pertinent of the YES Program to all Coordinators;
  - b. Craft Calendar of Annual Proposed Activities (CAPA);
  - c. Revive the Youth for Environment in Schools Organization in SDO Tayabas City.
3. Participants are required to pre-register at <https://tinyurl.com/YES-OCapB> on or before July 8, 2021. Google Meet link will be sent to participant's DepEd email address.
4. Attached are list Enclosure 1 – list of participants, Enclosure 2 – program matrix and Enclosure 3 – Technical Working Committee.
5. Immediate dissemination of this Memorandum is desired.

**GERLIE M. ILAGAN, CESO VI**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Brgy. Poto, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>





*Enclosure 1 - List of Participants*

<b>SCHOOL</b>	<b>NAME OF COORDINATORS</b>
ALSAM ES	Ligaya E. Nanez
BUSAL ES	Arlyn V. Sumilang
DAPDAP IS	Jean Rose Gonzaga, Arlene Q. Polintan
DOMOIT ES	Jaymark C. Pabelonia
EAST PALALE ES	Shirley G. Villa
EUGENIO FRANCIA ES	Jo Ann N. Luna
FROILAN E. LOPEZ ES	Ma. Rhodora P. Araja
GIBANGA ES	Juliet L. Villoria
ILASAN ES	Maria Rosele S. Javin
IPILAN-ALITAO ES	Maida T. Yanela
KALUMPANG ELEMENTARY SCHOOL	Venus G. Quijano
KATIGAN-ALUPAY ES	Honey Leyden R. Pilar
LAKAWAN ES	Glenda Y. Castillo
LALO ES	Marinelle D. Abella
LAWIGUE ES	Marissa R. Capistrano
MALAO-A/ CALANTAS ES	Jundee C. Rivadinera
MASIN ELEMENTARY SCHOOL	Jecel C. Degran
MATE ES	Jeewel L. Cabriga
NORTH PALALE ELEMENTARY SCHOOL	Sarah Jane C. Romero
PANDAKAKE ES	Rhona S. Reyes
POTOL ES	Marie Grace R. Tiosan, Mariedine B. Ypanto
SOUTH PALALE ES	Angelica L. Cabiles
TAYABAS EAST CENTRAL SCHOOL	Mariell E. Cesario, Maria Lyra H. Tabernilla
TAYABAS WEST CENTRAL SCHOOL 1	Melde E. Jalbuena
TAYABAS WEST CENTRAL SCHOOL II	Wenifreda C. Manzano
TAYABAS WEST CENTRAL SCHOOL III	Arcedel R. Pagana
TAYABAS WEST CENTRAL SCHOOL IV	Reniel C. Ranillo
VALENCIA ES	Karmela A. Veluz
WAKAS ES	Erlinda C. Calabano
WEST PALALE ES	Raquel H. Reyes
BUENAVENTURA ALANDY NHS	Michael Leonard D. Lubiano, Kathrin P. Fidelino
LUIS PALAD INTEGRATED HIGH SCHOOL	Wendel R. Mayor
ROSARIO QUESADA MEM. NHS	Mildred P. Añoño
WEST PALALE NATIONAL HIGH SCHOOL	Reymart P. Villapeña



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*Enclosure 2 – Program Matrix*

**CAPACITY BUILDING FOR THE YOUTH FOR ENVIRONMENT IN SCHOOLS  
ORGANIZATION (YES-O) COORDINATORS CUM WORKSHOP ON THE  
PREPARATION OF CAPA (CALENDAR OF ANNUAL PROPOSED ACTIVITIES)  
SY 2021-2022**

July 14, 2021  
8:30am to 12:00nn

TIME	ACTIVITY/ TOPIC	FACILITATOR
<b>Opening Program</b>		
8:30 – 9:00 am	National Anthem	AVP
	Prayer	AVP
	CALABARZON March	AVP
	Tayabas Hymn	AVP
	Roll Call of Participants	Joan Kathleen Brizuela EPS II
	Welcome Remarks	Edwin R. Rodriguez, Ed.D. SGOD Chief
	Inspirational Message	Gerlie M. Ilagan, CESO VI OIC - SDS
9:00 – 10:00 am	Programs, Projects and Activities of YES-O	Reymart P. Villapena YES-O Adviser
10:00 – 10:10 am	Health Break	
10:10 – 10:45 am	Guidelines in the Establishment of the Youth for Environment in Schools Organization	Nicole May R. Lagar PDO I
10:45 – 11:00	Crafting of Calendar of Annual Proposed Activities (CAPA)	Nicole May R. Lagar PDO I
11:00 – 11:30 am	Workshop (CAPA)	
11:30 – 11:45 am	Presentation of CAPA	Select Participants
11:45 am – 12:00 nn	Closing Program	



Enclosure 3 – Technical Working Committee

**Technical Working Committee (TWC)**

July 14, 2021

**Over all Chairperson:** Gerlie M. Ilagan, CESO VI  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

**Co- chairpersons:** Assistant – Schools Division Superintendent  
Edwin R. Rodriguez, Chief - SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Nicole May R. Lagar	<ul style="list-style-type: none"> <li>• Prepares Activity Design and other Activity Package requirements.</li> <li>• Coordinates with SEPS-HRTD on other activity requirements.</li> <li>• Prepares and submits activity completion report (ACR) to SEPS-HRTD.</li> </ul>
Over-all L&D Management including (Logistics)	Luzviminda E. Saldares	<ul style="list-style-type: none"> <li>• Manages the conduct of L&amp;D.</li> <li>• Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors L&amp;D activities.</li> <li>• Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>• Leads the debriefing sessions.</li> </ul>
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs and L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Resource Speakers/Facilitators	Nicole May R. Lagar Reymart P. Villapena	<ul style="list-style-type: none"> <li>• Lead/s the discussion of topics</li> <li>• Facilitate/s workshop</li> <li>• Attend/s engages in the debriefing sessions</li> </ul>

Support Staff	Jayron J. Baer	<ul style="list-style-type: none"> <li>• Takes pictures from the opening until closing programs.</li> <li>• Ensures that attendance forms are properly and completely accomplished.</li> <li>• Assists the session facilitatorss</li> <li>• Ensures that visual presentations are properly set-up</li> <li>• Manages unexpected system glitches.</li> </ul>
Certificate	Jerome A. Javin	<ul style="list-style-type: none"> <li>• Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Moderator	Joan Kathleen Brizuela	<ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>• Host the Program</li> </ul>