



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

30 September 2025

DIVISION MEMORANDUM  
No. 684 s. 2025

**REQUIRED FORMS OF YOUTH FOR ENVIRONMENT IN SCHOOLS  
ORGANIZATION (YES-O)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In reference to **DepEd Order No. 93, s. 2011, RE: Mandated Programs, Projects and Activities, Various Forms, and Target Pertinent to the Youth for Environment in Schools (YES) Program**, all schools are requested to upload the required forms on YES-O at <https://tinyurl.com/RequiredFormsYES-O> until **October 15, 2025**.
2. Attached are Enclosure 1 – Registration Form, Enclosure 2 – YES-O Calendar of Annual Proposed Activities (CAPA), Enclosure 3 – Annual Accomplishment Report (AAR) *(to be accomplished by the end of the SY)* for reference.
3. Immediate dissemination and compliance of this Memorandum is desired.

For: **CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:   
**IMELDA C. RAYMUNDO**  
SGOD Chief  
Officer-in-Charge

Encl.: As stated

Reference: DO 93, s. 2011

To be indicated in the Perpetual Index  
under the following subjects:

YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION  
REQUIRED FORMS

SGOD- required forms of youth for environment in schools organization (yes-o)  
QRQG0-000042/September 30, 2025



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Website: <https://www.sdotayabascity.ph>

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division of \_\_\_\_\_

**YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O)**

**REGISTRATION FORM**

School Year \_\_\_\_\_

Level **ELEMENTARY** ☐ **SECONDARY** ☐

Name of School \_\_\_\_\_ District \_\_\_\_\_

School Address \_\_\_\_\_

Tel/Fax No. \_\_\_\_\_ Email Address \_\_\_\_\_

| Contact Persons            | Name  | Mobile No. | Email Address |
|----------------------------|-------|------------|---------------|
| School Head                | _____ | _____      | _____         |
| YES-O Adviser              | _____ | _____      | _____         |
| Assistant YES-O Adviser    | _____ | _____      | _____         |
| President                  | _____ | _____      | _____         |
| Vice-President             | _____ | _____      | _____         |
| Secretary                  | _____ | _____      | _____         |
| Treasurer                  | _____ | _____      | _____         |
| Auditor                    | _____ | _____      | _____         |
| Public Information Officer | _____ | _____      | _____         |
| Peace Officer              | _____ | _____      | _____         |

Number of Members **Male** \_\_\_\_\_ **Female** \_\_\_\_\_ **TOTAL** \_\_\_\_\_

Date Organized \_\_\_\_\_

Prepared by - \_\_\_\_\_

Noted - \_\_\_\_\_

\_\_\_\_\_  
**YES-O Adviser**  
(Signature Over Printed Name)

\_\_\_\_\_  
**School Head**  
(Signature Over Printed Name)

(To be accomplished by the YES-O Adviser and submitted to the Division YES-O Program Coordinator not later than 30<sup>th</sup> of June of every year. For School Year 2011-2012, submission is on the 30<sup>th</sup> of October 2011.)

Department of Education  
Region \_\_\_\_\_  
Youth for Environment in Schools (YES) Program

YES-O CALENDAR OF ANNUAL PROPOSED ACTIVITIES (CAPA) SY 20\_\_\_\_-20\_\_\_\_  
(Please refer to the Mandated Programs, Projects and Activities of the YES-O.)

SCHOOL \_\_\_\_\_

DIVISION \_\_\_\_\_

| JUNE     | JULY    | AUGUST   | SEPTEMBER | OCTOBER | NOVEMBER |
|----------|---------|----------|-----------|---------|----------|
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|          |         |          |           |         |          |
| DECEMBER | JANUARY | FEBRUARY | MARCH     | APRIL   | MAY      |
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Prepared by:

Recommending Approval:

Approved by:

\_\_\_\_\_  
YES-O President

\_\_\_\_\_  
YES-O Adviser

\_\_\_\_\_  
School Head

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region \_\_\_\_\_  
YOUTH FOR ENVIRONMENT IN SCHOOLS (YES) PROGRAM

Annual Accomplishment Report (AAR) of \_\_\_\_\_ (School/Division/Region)  
School Year \_\_\_\_\_

| Programs, Projects and Activities | Key Performance Indicators | Involved Individuals or Groups | Time Frame | Accomplishments |        | Status<br>(Completed,<br>On-Going or<br>Deferred) |
|-----------------------------------|----------------------------|--------------------------------|------------|-----------------|--------|---|
|                                   |                            |                                |            | TARGET          | ACTUAL |   |
|                                   |                            |                                |            |                 |        |   |

School/Office Address \_\_\_\_\_

Contact Number/s \_\_\_\_\_

E-Mail Address \_\_\_\_\_

YES Program Adviser/Coordinator  
(Print Name and Sign) \_\_\_\_\_