



Republic of the Philippines
Department of Education

16 MAR 2016

DepEd MEMORANDUM
No. **46**, s. 2016

**CLEAN, GREEN, ORGANIZED AND ECO-FRIENDLY
2016 PALARONG PAMBANSA**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. Pursuant to the Executive Order (EO) No. 26 dated February 24, 2011 entitled *Declaring the Implementation of the National Greening Program as a Government Priority* and DepEd Order No. 5, s. 2014 entitled *Implementing Guidelines on the Integration of Gulayan Sa Paaralan, Solid Waste Management and Tree Planting under the National Greening Program*, the Department of Education (DepEd) hereby issues this Memorandum with the enclosed **Guidelines for the Implementation of the Clean, Green, Organized and Eco-friendly 2016 Palarong Pambansa**.

2. All participants, athletes, members of the executive, working, technical and other related committees are enjoined to adhere to the clean, green and eco-friendly measures such as:

- a. efficient water and light usage;
- b. bringing reusable eco-friendly feeding and kitchen utensils instead of using styrofoam or plastic materials;
- c. practicing the proper waste segregation, collection, transport, storage and disposal of solid wastes for the whole duration of the *Palaro*; and
- d. proper water, sanitation and food safety measures.

3. As an incentive to the delegations for adhering to this directive, the *Palaro* Executive Committee is giving four recognition awards to wit:

- a. Most Disciplined Delegation;
- b. Most Organized Delegation;
- c. Best Billeting Center; and
- d. Cleanest, Greenest and Eco-Friendliest Delegation.

4. An evaluation team composed of members from the Central Office shall inspect the different billeting areas at random during the week-long *Palaro*. All designated clean and green coordinators are requested to be present during the inspection of the billeting areas. The implementing guidelines are found in Enclosure No. 1.

5. Enclosure No. 2 consists of the following forms for rating:

- CG Form No. 1 - Rating Form for the Most Disciplined Delegation;
- CG Form No. 2 - Rating Form for the Most Organized Delegation;
- CG Form No. 3 - Rating Form for the Best Billeting Center;
- CG Form No. 4A - Rating Form for the Cleanest, Greenest and Eco-Friendliest Delegation;
- CG Form No. 4B - Rating Form for Tree Planting Report; and
- CG Form No. 5 - School Baseline Report.

6. As a highlight of the clean and green activities, each region shall be required to plant native trees (minimum of 30 trees) within their billeting school premises or in the community (if there is no available space in the school) to be led by the regional director together with the sports and school officials.

7. Tree planting may be done upon arrival in the billeting school until the *Palaro* proper. Planting materials shall be provided by the Provincial Environment and Natural Resources Office (PENRO).

8. A report on the tree planting activity using the template in Enclosure No. 2, Clean and Green (CG) Form No. 4-B shall be submitted to the Clean, Green and Eco-Friendly Committee.

9. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

References:

- DepEd Order (No. 5, s. 2014)
- DepEd Memorandum No. 40, s. 2015

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

ATHLETICS
CONTESTS
FORMS
PROGRAMS
RULES AND REGULATIONS
STRAND: Governance and Operations

**IMPLEMENTING GUIDELINES FOR THE CLEAN, GREEN, ORGANIZED
AND ECO-FRIENDLY 2016 PALARONG PAMBANSA**

1. Background/Rationale:

In line with the commitment of the Department of Education (DepEd) to implement the National Greening Program (NGP) in all schools and offices pursuant to the EO No. 26, "Declaring the Implementation of the National Greening Program as a government priority," and as a manifestation of DepEd's continued support to EO 26, the department hereby issues Order No. 5, s. 2016, *"Implementing Guidelines on the Integration of Gulayan Sa Paaralan, Solid Waste Management and Tree Planting under the National Greening Program."*

Due to the positive results in terms of maintaining cleanliness and orderliness in billeting areas, the clean, green and eco-friendly policy has been integrated yearly in the Palaro and enhanced by the provision of due recognition to delegations who have shown exemplary performance in promoting proper hygiene, sanitation and food safety as well as preserving the environment during the national sports event.

This year's activity will be implemented in coordination with the Provincial Government of Albay as host of the Palarong Pambansa 2016. It may be mentioned that all LGUs are mandated to comply with the provisions stipulated in R.A. 9003, Solid Waste Management Act 2000.

It is in this context that the DepEd and the Local Government Unit (LGU) are joining hands to make the Palarong Pambansa a fertile avenue for promoting physical fitness and wellness and inculcating values on discipline, teamwork and care for the environment.

2. Objectives:

- 2.1. To promote environmental preservation and conservation through the 3R principles (reduce, re-use and recycle) among the athletes, coaches, trainers and other officials by the respective delegations;
- 2.2. To encourage cooperation and self-regulation and instill among the pupils and students the values of discipline, responsibility and environmental consciousness; and
- 2.3. To recognize delegations who have shown outstanding performance in implementing a clean, green and eco-friendly palaro.

3. Mechanics of Implementation

- 3.1. **Coverage** – the clean, green and eco-friendly measures shall be observed primarily in the systems and practices of all delegation in the billeting quarters and all event venues of the Palaro.

- 3.2. **Areas to be visited**

- 3.2.1. Sleeping quarters
- 3.2.2. Kitchen
- 3.2.3. Dining hall
- 3.2.4. Storage room
- 3.2.5. Comfort room/shower room
- 3.2.6. Waste disposal/Material Recovery Facility (MRF)
- 3.2.7. Drainage system
- 3.2.8. Over-all surroundings

3.3. Billeting Centers inspection

- 3.3.1. Billeting areas shall be inspected at random
- 3.3.2. Inspection may start at the moment the contingent arrives in their respective billeting areas until a few days before the closing caremonies to give time for the committee to consolidate and deliberate on the results.
- 3.3.3. Inspection by the evaluation team shall be done only once. No re-visits shall be conducted.
- 3.3.4. Designated clean and green (CG) coordinators are requested to accompany the evaluation team during the rounds of the facilities together with the school head.
- 3.3.5. A post inspection conference with the CG coordinator and principal shall be conducted by the team before leaving the school.

3.4. Categories

- 3.4.1. Most Disciplined Delegation – this category shall be given to the delegation who exhibits exemplary behavior, orderliness and punctuality during the conduct of the palarong pambansa. (See Enclosure No. 2, CG Form 1)

3.4.1.1. Criteria:

Opening Ceremony	%	Duration of the Palaro	%
1. Code of Conduct:		1. Code of Conduct:	
a. Attitude/Behavior of athletes and officials	10%	a. Attitude/Behavior of athletes and officials	10%
b. Punctuality	10%	b. Punctuality	10%
c. Attendance	10%	c. Attendance	10%
2. Guidelines on Discipline and procedures	20%	2. Guidelines on Discipline and procedures	20%
Total	50%	Total	50%
GRAND TOTAL		100%	

- 3.4.2. Most Organized Delegation – this award shall look into the systems for organization and the organization/cleanliness/orderliness of sleeping quarters, kitchen, storage rooms, dining area, and the over-all surroundings. (See Enclosure No. 2, CG Form 2)

3.4.2.2. Criteria:

1. Systems for Organization	40%
a. Systems for updating event results updates and other instructions for the delegation	10%
b. System for reporting of ailments injuries and for handling emergency situations	10%
c. System for documentation of attendance/ delegate location	10%

d. Measures to encourage eco-friendly behavior among delegates	10%
2. Facilities	60%
a. Sleeping quarters	10%
b. Kitchen	10%
c. Dining Hall	10%
d. Storage room	10%
e. Comfort rooms	10%
f. Clinic	10%
Total	100%

3.4.3. Best Billeting Center – The best billeting school shall be chosen based on the following:

- 3.4.3.1. Maximized facilities for Clean, Green, Eco-friendly schools. A baseline report on the original condition of the school facilities prior to the Palaro shall be submitted by the school head to the CG Committee prior to the visit for validation purposes.
- 3.4.3.2. Summary report of support provided by Local Government to the school/delegation in line with the Palarong Pambansa.
- 3.4.3.3. Summary report of support provided by the school officials and host division, if any, in line with the Palarong Pambansa. (Details of the criteria is found in Enclosure No. 2, CG Form 3)

4.3.3.1. Criteria:

1. Coordinative Support of Host Division/School	30%
a. Courtesy/hospitality	15%
b. Prompt action on the needs	15%
2. Support of Local Government to the School/Delegation	20%
3. Security Support Services	20%
a. Emergency response/plan	5%
b. Control system for vendors and other visitors	5%
a. Visibility of school/provincial/PNP officials	5%
d. Measures for a child-friendly school	5%
4. Facility Development Support	30%
a. Sleeping quarters	5%
b. Kitchen	5%
c. Dining Hall	5%
d. Storage room	5%
e. Comfort rooms	5%
f. Clinic	5%
Total	100%

3.4.4. Cleanest, Greenest and Eco-friendliest Delegation – this is the major award to be given to the delegation who has shown exemplary performance in implementing the clean, green and eco-friendly policies and has instituted innovative strategies to make the surroundings of the billeting area clean, safe, secure and ecologically friendly for the delegates. (See Enclosure No. 2, CG Form 4)

3.4.4.1. Criteria:

1. Clean, Green & Eco-friendly Practices in the following:	70%
a. Hygiene <ul style="list-style-type: none"> • Food Safety measures • Facilities for bathing and handwashing • Toilets • Mess hall • Kitchens • Storage areas 	30%
b. Energy & water conservation measures (water & electricity use)	20%
c. Natural Resource Conservation Measures e.g. (cooking system)	20%
2. Environmental Sanitation and Promotion	20%
a. Waste segregation and disposal	10%
b. Drainage system	5%
c. Vector and pest control	5%
3. Tree Planting Activity	10%
Total	100%

3.5. Tree Planting

- 3.5.1. Tree planting is one of the criteria for cleanest, greenest and eco-friendliest delegation.
- 3.5.2. Each region shall be required to plant native trees. The CG coordinator together with the principal shall coordinate with the Municipal Environment and Natural Resources Office (MENRO) for the identification of a planting site in the community.
- 3.5.3. The CG committee shall coordinate with the Regional and Provincial Environment and Natural Resources Officers (PENRO) for the provision of planting materials.
- 3.5.4. Each delegation may conduct their tree planting activity at any time upon arrival until the day before the opening ceremonies of the Palaro.
- 3.5.5. The CG coordinator of each delegation shall submit a report to the CG committee using the prescribed template (Enclosure No. 2, CG Form 4). Pictorials may be included in the report.

3.5.5.1. Tree Planting Report:

Region: _____

Date conducted: _____

Number & Type of Trees Planted	Location	Name of Officials Involved	NGOs & GOs Involved

3.6. Submission of Reports:

All reports necessary for evaluation under the guidelines and criteria for judging should be submitted to the Clean and Green Evaluation Committee on or before April 6, 2016.

3.7 Involvement of the LGUs

The clean and green palaro shall be undertaken in partnership with the Provincial Government of Albay through their Provincial Environment and Natural Resources Office (PENRO).

The local government of Albay shall designate 2-3 officials as members of the Clean and Green Committee.

3.8. Composition of the Clean and Green Evaluation Committee

DepEd	LGU
1. Dr. ELLA CECILIA NALIPONGUIT	1. } To be identified by the 2. } Local Government of 3. } Albay
2. Dr. ANN P. QUIZON	
3. Mr. REGINALD ELIZONDRA	
4. Mr. FERDINAND M. NUÑEZ	
5. Ms. ALMA D. APANAY	
6. Ms. ELIZABETH G. BERMOY	
7. Ms. SHIRLEY T. LAUREL	
8. Mr. FRANCISCO COMPETENTE	

3.9. Awarding of Winners

Winners shall be awarded during the Closing Ceremony of the 2016 Palarong Pambansa.

Prepared by:

Clean and Green Evaluation Committee

**2016 PALARONG PAMBANSA
ALBAY**

MOST DISCIPLINED DELEGATION

KRA	Points	I	II	III	IV-A	IV-B	V	VI	VII	VIII	IX	X	XI	XII	XIII	ARMM	NCR	CAR	NIR
I. OPENING CEREMONY	30%																		
1. Code of Conduct																			
• Attitude/Behavior of athletes and officials	10.0																		
• Punctuality	10.0																		
• Attendance	10.0																		
2. Guidelines on Discipline and procedures	20%																		
II. DURATION OF THE PALARO	30%																		
3. Code of Conduct																			
• Attitude/Behavior of athletes and officials	10.0																		
• Punctuality	10.0																		
• Attendance	10.0																		
2. Guidelines on Discipline and procedures	20%																		
TOTAL	100%																		

Signature over printed name
Judge

2016 PALARONG PAMBANSA
ALBAY

MOST ORGANIZED DELEGATION

KRA	POINTS	REGIONS																		
		I	II	III	IV-A	IV-B	V	VI	VII	VIII	IX	X	XI	XII	XIII	ARMM	NCR	CAR	NIR	
3. Dining Hall	Points 10%																			
> Well arranged tables and chairs	2.5																			
> Free from flies	2.5																			
> Dining tables with table cloth	2.5																			
> Clean and pleasant	2.5																			
4. Storage Room	10%																			
> Well kept food supplies, free from spoilage	5.0																			
> Presence of ice box/ Refrigerator	5.0																			
5. Comfort Rooms	10%																			
> Clean	2.5																			
> No foul odor	2.5																			
> Sufficient supply of water	2.5																			
> Provision of additional facilities (delegation initiative)	2.5																			
6. Clinic	4%																			
> With health personnel on duty	2.5																			
> Availability of first aid kit	2.5																			
> Set-up bed for patient	2.5																			
> Clean and pleasant space	2.5																			
GRAND TOTAL	100%																			

Signature over printed name
Judge

**2016 PALARONG PAMBANSA
ALBAY**

BEST BILLETING CENTER

KRA	POINTS	REGIONS																		
		I	II	III	IV-A	IV-B	V	VI	VII	VIII	IX	X	XI	XII	XIII	ARMM	NCR	CAR	NIR	
I. PARTNERSHIP																				
1. Coordinative Support of Host Division/School	30%																			
> Courtesy/hospitality	15.0																			
> Prompt action on the needs	15.0																			
II. SUPPORT OF LOCAL GOVERNMENT TO THE SCHOOL/DELEGATION	20%																			
III. SECURITY SUPPORT SERVICES	20%																			
> Emergency response/plan	5.0																			
> Control system for vendors and other visitors	5.0																			
> Visibility of school/ provincial/ PNP officials	5.0																			
> Measures for a child-friendly school	5.0																			
IV. FACILITY DEVELOPMENT SUPPORT	60%																			
1. Support for Sleeping Quarters	10%																			
2. Support for Kitchen	10%																			
3. Support for Dining Hall	10%																			
4. Support for Storage Room	10%																			
5. Support for Comfort Rooms	10%																			
6. Support for Clinic	10%																			
GRAND TOTAL	100%																			

Signature over printed name
Judge

**2016 PALARONG PAMBANSA
ALBAY**

CLEANEST, GREENEST AND ECO-FRIENDLIEST DELEGATION

KRA	POINTS	REGIONS																		
		I	II	III	IV-A	IV-B	V	VI	VII	VIII	IX	X	XI	XII	XIII	ARMM	NCR	CAR	NIR	
I. CLEAN, GREEN & ECO-FRIENDLY PRACTICES	70%																			
1. Hygiene	30%																			
➤ Food safety measures	5.0																			
➤ Facilities for bathing and handwashing	5.0																			
➤ Toilets	5.0																			
➤ Mess hall	5.0																			
➤ Kitchen	5.0																			
➤ Storage areas	5.0																			
2. Energy and water conservation measures (water & electricity use)	20%																			
3. Natural Resource Conservation Measures e.g. (cooking system) use of biodegradable materials	20%																			
II. ENVIRONMENTAL SANITATION AND PROMOTION	20%																			
1. Waste segregation and disposal	10.0																			
2. Drainage system	5.0																			
3. Vector and pest control	5.0																			
III. TREE PLANTING	10%																			
➤ Tree Planting Activity	10.0																			
GRAND TOTAL	100%																			

Signature over printed name
Judge

2016 PALARONG PAMBANSA

TREE PLANTING REPORT

Region: _____

Date conducted: _____

NO. & TYPE OF TREES PLANTED	LOCATION	NAME OF OFFICIALS INVOLVED	NGOs/GOs INVOLVED

Prepared by:

CG Coordinator

Noted:

Regional Director

2016 PALARONG PAMBANSA

SCHOOL BASELINE REPORT

Note:

This form shall be filled out by the school principal as requested by the delegation clean and green coordinator upon arrival at the designated billeting school. Duly accomplished forms shall be submitted to the clean and green committee before the opening of the Palaro.

Name of School: _____ Category Urban Rural

Address: _____

Name of principal: _____

Total no. of teaching & non-teaching personnel: _____

Total no. of students: _____

I. FACILITIES:

1. Sleeping quarters
 - a) No. of rooms _____
 - b) No. of folding beds _____ mattresses _____ mats _____
 - c) No. of rooms with door and window screen _____

2. Comfort room
 - a) Number : _____ Male _____ Female

3. Shower room
 - a) Number : _____ Male _____ Female

4. Handwashing facilities

Total number : _____

5. Clinic

Available equipment:

 - Medicine cabinet
 - Stool
 - Examination bed
 - Water supply
 - Toilet
 - Reception table & chairs
 - Filing cabinet
 - Weighing scale

- 6. Stockroom for foods and vegetables
 - a) Properly labelled
 - Cans
 - Vegetables
 - Meat & fish

II. ENVIRONMENTAL PROMOTION

1. Waste Disposal

- a) With Material Recovery Facility (MRF) Yes No
- b) With trashbins - Number _____

2. Drainage System

- a) Stagnant water Yes No
- b) Problem areas

Please specify:

- c) Water Storage System
 - _____ of their own initiative
 - _____ provided by the schools

Submitted by:

Principal

Noted by:

CG Coordinator