



Republic of the Philippines
Department of Education

15 MAR 2018

DepEd MEMORANDUM
No. **047** s. 2018

**CLEAN, GREEN, HEALTHY, ORGANIZED, AND ECO-FRIENDLY
2018 PALARONG PAMBANSA**

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

1. The Department of Education issues the enclosed *Palarong Pambansa* Memorandum No. 4, s. 2018 entitled Clean, Green, Healthy, Organized, and Eco-Friendly 2018 *Palarong Pambansa* signed by the *Palarong Pambansa* Secretary General, Undersecretary Tonisito M.C. Umali, Esq. This is in line with the staging of the 2018 *Palarong Pambansa* which will be held in Vigan City, Province of Ilocos Sur from April 15 to 21, 2018.
2. For more information, contact **Dr. Ann P. Quizon**, Assistant Chief, Bureau of Learner Support Services-School Health Division (BLSS-SHD), Department of Education (DepEd) Central Office, 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 632-9935 or email at blss.shd@deped.gov.ph.
3. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum No. 77, s. 2017

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

ATHLETICS
AWARDS
CAMPAIGN
COMMITTEE

ENVIRONMENTAL EDUCATION
OFFICIALS
RULES AND REGULATIONS
SPORTS



PALARONG PAMBANSA BOARD

*Department of Education
Philippine Sports Commission
Department of Interior and Local Government*



Office of the Secretary General

PALARONG PAMBANSA MEMORANDUM

No. 4, s. 2018

CLEAN, GREEN, HEALTHY, ORGANIZED, AND ECO-FRIENDLY 2018 PALARONG PAMBANSA

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

1. The Department of Education (DepEd) issues the enclosed guidelines for the implementation of the **Clean, Green, Healthy, Organized, and Eco-Friendly 2018 Palarong Pambansa**. This is pursuant to the **Executive Order (EO) No. 193** dated November 12, 2015, entitled *Expanding the Coverage of the National Greening Program*, **DepEd Order (DO) 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*, and **DO No. 10, s. 2016** entitled *Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools Program*.

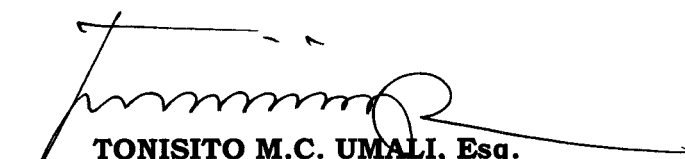
2. All participants, athletes, members of the executive, working, technical and other related committees are enjoined to adhere to the clean, green and eco-friendly measures such as:

- a. *efficient water and light use;*
- b. *bringing useable 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 (4) recognition awards as follows:

- a. Most Disciplined Delegation;
- b. Most Organized Delegation;
- c. Best Billeting School; 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 contains of the following forms for rating:
 - a. CG Form No. 1 – Rating Form for Most Disciplined Delegation;
 - b. CG Form No. 2 – Rating Form for the Most Organized Delegation;
 - c. CG Form No. 3 – Rating Form for the Best Billeting School;
 - d. CG Form No. 4 – Rating Form for the Cleanest, Greenest and Eco-Friendliest Delegation;
 - e. CG Form No. 4A – Rating Form for Tree Planting Report; and
 - f. 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 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-A shall be submitted to the Clean, Green and Eco-Friendly Committee.
9. For more information, all concerned may contact **Dr. Ann P. Quizon**, Assistant Chief, Bureau of Learner Support Services (BLSS) – School Health Division, Department of Education (DepEd) Central Office, 3rd Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City at telephone no. (02) 632-9935 or through email address: blss.shd@deped.gov.ph.
10. Immediate dissemination of this Memorandum is desired.


TONISITO M.C. UMALI, Esq.
Undersecretary
Secretary General, *Palarong Pambansa*

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**IMPLEMENTING GUIDELINES FOR THE CLEAN, GREEN, HEALTHY,
ORGANIZED AND ECO-FRIENDLY 2018 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 Executive Order (EO) No. 193, dated November 12, 2015 entitled *Expanding the Coverage of the National Greening Program*, DepEd Order (DO) 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*, and DO No. 10, s. 2016 entitled *Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools Program*, the Department hereby issues this memorandum with the enclosed guidelines for the implementation of the **Clean, Green, Healthy, Organized, and Eco-friendly Palarong Pambansa**.

Due to the positive results in terms of maintaining cleanliness and orderliness in billeting areas, the clean, green, healthy, and eco-friendly policy has been integrated 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 Ilocos Sur as host of the Palarong Pambansa 2018. 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 promote a clean and safe school environment through correct hygiene and sanitation practices that reduce related diseases, increase learning achievement, and contributes to dignity and gender equality

- 2.3 To encourage cooperation and self-regulation and instill among the pupils and students the values of discipline, responsibility and environmental consciousness; and
- 2.4 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 will start the day after the opening ceremonies and continue until a few days before the closing ceremonies to give time for the committee to consolidate and deliberate on the results.
- 3.3.3 The Palaro Wins Monitoring Form and system shall be distributed for pre-assessment prior to the opening of the Palaro and shall be submitted on or before the 31st of March. The post- assessment form shall be submitted during the conduct of the evaluation by the C&G committee.
- 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: a. Attitude/Behavior of athletes and officials b. Punctuality c. Attendance	10% 10% 10%	1. Code of Conduct: a. Attitude/Behavior of athletes and officials b. Punctuality c. Attendance	10% 10% 10%
2. Guidelines on Discipline and procedures	20%	2. Guidelines on Discipline and procedures	20%
Total	50%		50%
GRAND TOTAL	100%		

3.4.2 Most Organized Delegation – this award shall look into 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. Information board for event results updates and instruction for the delegation	10%
b. System for ailments injuries and for handling emergency situations	10%
c. System for documentation of attendance/ delegate location	10%
d. Written report on practices for delegation organization including 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%

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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)

3.4.3.3.1 Criteria:

1. Coordinative Support of Host Division/School a. Courtesy/hospitality b. Prompt action on the needs	30% 15% 15%
2. Support of Local Government to the School/Delegation	20%
3. Security Support Services a. Emergency response/plan b. Control system for vendors and other visitors a. Visibility of school/provincial/PNP officials d. Measures for a child-friendly school	20% 5% 5% 5% 5%
4. Facility Development Support 1. Wins Development Support a) Support for Kitchen b) Support for Dining Hall c) Support for Comfort Rooms/Baths 2. Other Facilities Development Support a) Support for Storage Room b) Support for Sleeping Quarters c) Support for Clinic	30% 5% 5% 5% 5% 5% 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. In the event that the school does not have enough space for planting 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 upon arrival until the Palaro proper.

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

Prepared by:

Noted:

CG Coordinator
Director

Regional
Director

3.6 Involvement of the LGUs

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

The local government of Ilocos Sur shall designate three (3) officials as members of the Clean and Green Committee.

3.7 Budgets for Clean and Green Initiatives

Expenses for the Clean, Green, Healthy, Organized, and Eco-friendly initiatives shall be charged to Palaro funds.

3.8 Composition of the Clean and Green Evaluation Committee

DepEd	LGU
1. Dr. Ella Cecilia G. Naliponguit	1. } To be identified 2. } by the Local 3. } Government of Ilocos Sur
2. Dr. Ann P. Quizon	
3. Mr. Ferdinand Nunez	
4. Ms. Shirley Laurel	
5. Mr. Warren Quesada	
6. Mr. Francisco Competente	
7. Ms. Avelina Gatdula - PSDS, Division of Ilocos Sur	
8. Mr. Rino Taoagen - Principal, Division of Ilocos Sur	
9. Mr. Matteo Bimbao, Jr.	

3.9 Awarding of Winners

Winners shall be awarded during the Closing Ceremony of the 2018 Palarong Pambansa.

Prepared by:

Clean and Green Evaluation Committee

(Enclosure No. 2 to Palarong Pambansa Memorandum No. 4, s. 2018)

CG Form No. 1

**2018 PALARONG PAMBANSA
PROVINCE OF ILOCOS SUR**

MOST DISCIPLINED DELEGATION

KRA	Points	I	II	III	IV-A	IV-B	V	VI	VII	VIII	IX	X	XI	XII	XIII	ARMM	NCR	CAR
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%																	
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%																	
TOTAL	100%																	

Signature over printed name

**2018 PALARONG PAMBANSA
PROVINCE OF ILOCOS SUR**

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
3. Dining Hall	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	10%																	
> 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

**2018 PALARONG PAMBANSA
PROVINCE OF ILOCOS SUR**

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
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 (child protection, gender sensitive, community involvement, environmentally friendly)	5.0																	
IV. FACILITY DEVELOPMENT SUPPORT	30%																	
1. WinS Dev't Support																		
a) Support for Kitchen	5.0																	
b) Support for Dining Hall	5.0																	
c) Support for Comfort Room	5.0																	
2. Other Facilities Dev't Support																		
a) Support for Storage Room	5.0																	
b) Support for Sleeping Quarters	5.0																	
c) Support for Clinic	5.0																	
GRAND TOTAL	100%																	

Signature over printed name

**2018 PALARONG PAMBANSA
PROVINCE OF ILOCOS SUR**

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
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

(Enclosure No. 2 to DepEd Memorandum No. _____ s. 2018)

CG Form No. 4-A

2018 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

**2018 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. Duty accomplished forms shall be submitted to the clean and green committee before the opening of the Palaro.

Name of School:	Category	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>
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