



Department of Education  
Region X- Northern Mindanao



**DIVISION OF MALAYBALAY CITY**

Cor. Don Carlos and Guingona Sts., Malaybalay City

**Division Memorandum**

No. 173, s. 2013

138  
DepEd-MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: 7/12/13 Time: 9:49 AM  
By: Anabelle

To: Public Schools District Supervisors  
Public /Private Elementary School Heads  
Public/Private Secondary School Heads

From: ~~KA~~ EDILBERTO L. OPLENARIA  
Schools Division Superintendent  
This Division

Date : July 9, 2013

Re : **ORGANIZATION AND SUBMISSION OF YES O OFFICERS AND MEMBERS AND SCHOOL YES O CALENDAR OF ANNUAL PROPOSED ACTIVITIES (CAPA) FOR SY 2013 – 2014.**

In view of DepED Order No. 52, series 2011 re : Guidelines in the Establishment and Organization of Youth for Environment in Schools Organization (YES O) all schools is reminded to revisit and observe important compliance dates of the different YES O activities as follows:

Compliance Period	Activity
June to July	<ul style="list-style-type: none"> <li>• Designation of YES O Adviser</li> <li>• Organization/Constitution and annual elections of set of YES O Officers.</li> <li>• Preparation of YES O Calendar of Annual Proposed Activities (CAPA).</li> <li>• Submission of the CAPA to the School Head for approval and submission to the Division Office.</li> </ul>
July 30	<ul style="list-style-type: none"> <li>• Schools shall submit the following data to the Division Office:               <ol style="list-style-type: none"> <li>a. Total number of members for SY 2012 – 2013</li> <li>b. Name and Grade/Year levels of the set of officers</li> <li>c. Name and Position of Adviser ( with designation from School Head)</li> <li>d. Proposed Calendar of Annual Proposed Activities approved by the School Head</li> <li>e. The CAPA shall include activities relating to the following:                   <ol style="list-style-type: none"> <li>1. Greening Program ( e.g. Tree Planting &amp; Clean Up Drive).</li> <li>2. Fire Prevention &amp; other Disaster risks management,</li> <li>3. Anti – Pollution</li> <li>4. Water Conservation</li> <li>5. Power &amp; Energy Conservation</li> <li>6. Waste Disposal Management , etc.</li> </ol> </li> </ol> </li> </ul>
February 1	<ul style="list-style-type: none"> <li>• Submission of the Annual Accomplishment Report ( AAR) to the Division Office to include a list of top three (3) performing YES O members with their corresponding AAR and name of Adviser and his/her AAR.</li> </ul>

Submit the above mentioned data to the Division Office Attn.: Analy L. Ocier -- EPS Designate in Science on or before July 30, 2013.

For immediate dissemination and compliance.

Enclosure:

attachment A - Membership Form  
attachment B - Registration Form  
attachment C - CAPA Template  
attachment D - AAR Template

alo/ELO

Attachment B

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
Division of Malaybalay City  
\_\_\_\_\_ School

YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES O)

**REGISTRATION FORM**

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

Level : Elementary  Secondary

Name of School : \_\_\_\_\_

District : \_\_\_\_\_

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

email Address \_\_\_\_\_

Contact Person/Position	Name	Mobile No.	Email Address
School Head			
YES O Adviser			
Assistant YESO Adviser			
President			
Vice President			
Secretary			
Treasurer			
Auditor			
PIO			
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)

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
Division of Malaybalay City  
\_\_\_\_\_ School

YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES O)

MEMBERSHIP FORM

I. GENERAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Nickname \_\_\_\_\_

Home Address : \_\_\_\_\_

Contact Number ; \_\_\_\_\_ email address : \_\_\_\_\_

Sex : \_\_\_\_\_ Citizenship \_\_\_\_\_ Age : \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth : \_\_\_\_\_

Father's Name \_\_\_\_\_ Contact Number : \_\_\_\_\_

Mother's Name \_\_\_\_\_ Contact Number : \_\_\_\_\_

II. EDUCATIONAL LEVEL

Grade/ Year Level \_\_\_\_\_ section \_\_\_\_\_ Class Adviser \_\_\_\_\_

Membership in Other School Organization \_\_\_\_\_ Position \_\_\_\_\_ Year \_\_\_\_\_

- 1.
- 2.
- 3.

Other Co Curricular Activities

- 1. Available time for YES O : \_\_\_\_\_
- 2. Special Skills/Talent: \_\_\_\_\_

PARENT'S/GUARDIAN'S PERMIT

I/we hereby permit my/our son/daughter to join the Youth for Environment in Schools Organization (YES O). We also promise to support him/her financially or otherwise in all undertakings related to the organization's mandated programs, projects and activities.

\_\_\_\_\_  
Parent/Guardian  
(Signature over printed name)

Recommending Approval :

Approved:

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

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

Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region X  
 Division of Malaybalay City  
 \_\_\_\_\_ School

YOUTH FOR ENVIRONMENT IN SCHOOLS (YES) PROGRAM

YES O CALENDAR OF ANNUAL PROPOSED ACTIVITIES (CAPA) School Year 2012 – 2013  
 ( Please refer to the Mandated Program, Projects and Activities of the YES O as stated in  
 DepED Order # 93, s. 2011)

SCHOOL ; \_\_\_\_\_ DIVISION \_\_\_\_\_

JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY

Prepared by :

Recommending Approval

Approved:

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

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

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

Attachment D

Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region X  
 Division of Malaybalay City  
 \_\_\_\_\_ School

YOUTH FOR ENVIRONMENT IN SCHOOLS (YES) PROGRAM

ANNUAL ACCOMPLISHMENT REPORT (AAR) of \_\_\_\_\_ (School/Division/Region)  
 School Year 2013 – 2014

Programs, Projects and Activities	Key Performance Indicators	Involved Individuals or groups	Time Frame	Accomplishments		Status (Completed, On – going, or Deferred)
				TARGET	ACTUAL	

School/ Office Address : \_\_\_\_\_  
 Contact Number/s \_\_\_\_\_  
 E – mail Address \_\_\_\_\_

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