



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Cor. Don Carlos and Guingona Sts., Malaybalay City



DIVISION MEMORANDUM
NO. 209 S. 2014

2014
DepED-MALAYBALAY CITY DIVISION
RELEASED

To: Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
Public Elementary School Heads

Date: 7/17/14 Time: 1:05 PM
By: [Signature]

For: 
From: **EDILBERTO L. OPLENARIA**
Schools Division Superintendent
This Division

Date : July 17, 2014

Re : **ORGANIZATION AND SUBMISSION OF YES O OFFICERS AND MEMBERS AND SCHOOL YES O CALENDAR OF ANNUAL PROPOSED ACTIVITIES (CAPA) FOR SY 2014 – 2015.**

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 are therefore reminded to revisit and be reminded of the important compliance dates of the different YES O activities as follows:

Compliance Period	Activity
June to July	<ul style="list-style-type: none"> • Designation of YES O Adviser • Organization/Constitution and annual elections of set of YES O Officers. • Preparation of YES O Calendar of Annual Proposed Activities (CAPA). • Submission of the CAPA to the School Head for approval and submission to the Division Office.
July 30	<ul style="list-style-type: none"> • Schools shall submit the following data to the Division Office: <ol style="list-style-type: none"> a. Total number of members for SY 2014 – 2015 b. Name and Grade/Year levels of the set of officers c. Name and Position of Adviser (with designation from School Head) d. Proposed Calendar of Annual Proposed Activities approved by the School Head e. The CAPA shall include activities relating to the following: <ol style="list-style-type: none"> 1. Greening Program (e.g. Tree Planting & Clean Up Drive). 2. Fire Prevention & other Disaster risks management, 3. Anti – Pollution 4. Water Conservation 5. Power & Energy Conservation 6. Waste Disposal Management , etc.

February 1	<ul style="list-style-type: none"> 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.
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Submit the above mentioned data to the Division Office Attn.: Analy L. Ocier – EPS in Science on or before July 31, 2014.

For immediate dissemination and compliance.

Enclosure:
Attachment A - CAPA Template
Attachment B – AAR Template

Attachment A

Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Region X
 YOUTH FO ENVIRONMENT IN SCHOOLS (YES) PROGRAM

YES O CALENDAR OF ANNUAL PROPOSED ACTIVITIES (CAPA) School Year _____
 (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 : _____
YES O President

Recommending Approval _____
YES O Adviser

Approved: _____
School Head

Attachment B

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
YOUTH FO 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 (Completed, On – going, or Deferred)
				TARGET	ACTUAL	

School/ Office Address : _____

Contact Number/s _____

YES Program Adviser/Coordinator _____
(Print Name and Signature)

E – mail Address _____