



**DEPARTMENT OF EDUCATION**  
**Region X-Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang., Malaybalay City

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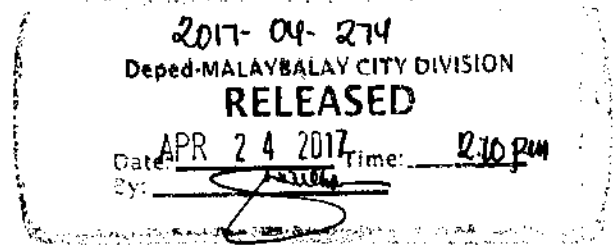


**DIVISION MEMORANDUM**

No. 217 s. 2017

**TO :** Chief Education Supervisors and Staff (SGOD & CID)  
School Heads (Elementary and Secondary)  
Section/Unit Heads  
All Others Concerned

**FROM :**   
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent



**DATE :** April 26, 2017

**RE :** **DISSEMINATION OF DEPED MEMORANDUM NO. 77 S. 2017 RE:  
CLEAN, GREEN, HEALTHY, ORGANIZED, AND ECO-FRIENDLY 2017  
PALARONG PAMBANSA**

For the information and guidance of all concerned, this Office hereby disseminates the herein DepEd Memorandum No. 77 S. 2017 re: *Clean, Green, Healthy, Organized, And Eco-Friendly 2017 Palarong Pambansa*.

Attached in this memorandum is the Palarong Pambansa Memorandum No. 2, s. 2017 from the Palarong Pambansa Board signed by the Palarong Pambansa Board Secretary-General, Assistant Secretary Tonisito M.C. Umali, Esq.

For widest dissemination.

Copy furnished:  
Records Unit  
SGOD/lmc

TO BE POSTED IN THE WEBSITE



Republic of the Philippines  
**Department of Education**

20 APR 2017

DepEd MEMORANDUM  
No. **77** s. 2017

**CLEAN, GREEN, HEALTHY, ORGANIZED, AND ECO-FRIENDLY  
2017 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. In line with the staging of the **2017 Palarong Pambansa** which will be held in the Municipality of San Jose de Buenavista, Antique **from April 23 to 29, 2017**, enclosed is a copy of the *Palarong Pambansa* Board Memorandum No. 2, s. 2017 entitled *Clean, Green, Healthy, Organized, and Eco-Friendly 2017 Palarong Pambansa* signed by the *Palarong Pambansa* Board Secretary-General, Assistant Secretary Tonisito M.C. Umali, Esq.
2. For more information, all concerned may contact the **Bureau of Learner Support Services-School Sports Division (BLSS-SSD)**, Department of Education (DepEd) Central Office, 3<sup>rd</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 632-0260.
3. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl:  
As stated

References:  
DepEd Order Nos.: 5, s. 2014 and 20, s. 2016

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

ATHLETICS	ENVIRONMENTAL EDUCATION
AWARDS	OFFICIALS
CAMPAIGN	RULES AND REGULATIONS
COMMITTEES	SPORTS

(Enclosure to DepEd Memorandum No. 77, s. 2017)



Republic of the Philippines  
Department of Education  
**PALARONG PAMBANSA BOARD**



School Sports Division  
3/F Mabini Bldg. DepEd Complex, Meralco Avenue, Pasig City

*Office of the Secretary-General*

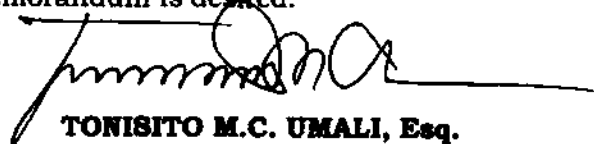
**PALARONG PAMBANSA MEMORANDUM**

No. 2, s. 2017

**CLEAN, GREEN, HEALTHY, ORGANIZED, AND ECO-FRIENDLY  
2017 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. The Department of Education (DepEd) issues the enclosed guidelines for the implementation of the **Clean, Green, Healthy, Organized, and Eco-Friendly 2017 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 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 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 the following forms for rating:
  - a. CG Form No. 1 - Rating Form for the 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 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, CG Form No. 4A 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 – School Health Division, Department of Education (DepEd) Central Office, 3<sup>rd</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 632-9935 or through email address: [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph).
10. Immediate dissemination of this Memorandum is desired.



**TONISITO M.C. UMALI, Esq.**  
Assistant Secretary  
Secretary-General

## **IMPLEMENTING GUIDELINES FOR THE CLEAN, GREEN, HEALTHY, ORGANIZED, AND ECO-FRIENDLY 2017 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, and DepEd Order No. 10, s. 2016 or the "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 Antique as host of the Palarong Pambansa 2017. 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 pening of the Palaro and shall be submitted on or before the 31<sup>st</sup> 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:

<b>Opening Ceremony</b>	<b>%</b>	<b>Duration of the Palaro</b>	<b>%</b>
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%
<b>Total</b>	<b>50%</b>		<b>50%</b>
<b>GRAND TOTAL</b>		<b>100%</b>	

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%
<b>Total</b>	<b>100%</b>

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	30%
a. Courtesy/hospitality	15%
b. Prompt action on the needs	15%
2. Support of Local Government	20%

<b>to the School/Delegation</b>	
<b>3. Security Support Services</b>	<b>20%</b>
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%
<b>4. Facility Development Support</b>	<b>30%</b>
<b>1. Wins Development Support</b>	
a) Support for Kitchen	5%
b) Support for Dining Hall	5%
c) Support for Comfort Rms/Baths	5%
<b>2. Other Facilities Devt. Support</b>	
a) Support for Storage Rm	5%
b) Support for Sleeping Quarters	5%
c) Support for Clinic	5%
<b>Total</b>	<b>100%</b>

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:

<b>1. Clean, Green &amp; Eco-friendly Practices in the following:</b>	<b>70%</b>
a. Hygiene	30%
• Food Safety measures	
• Facilities for bathing and handwashing	
• Toilets	
• Mess hall	
• Kitchens	
• Storage areas	
b. Energy & water conservation measures (water & electricity use)	20%
c. Natural Resource Conservation Measures e.g. (cooking system)	20%
<b>2. Environmental Sanitation and Promotion</b>	<b>20%</b>
a. Waste segregation and	10%



disposal	
b. Drainage system	5%
c. Vector and pest control	5%
3. Tree Planting Activity	10%
<b>Total</b>	<b>100%</b>

### 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

\_\_\_\_\_  
Regional Director

### 3.6. Involvement of the LGUs

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

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

**3.7 Budget 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**

<b>DepEd</b>		<b>LGU</b>	
1.	Dr. Ella Cecilia G. Naliponguit	1.	} To be identified by the Local Government of Antique
2.	Dr. Ann P. Quizon	2.	
3.	Mr. Ferdinand Nunez	3.	
4.	Ms. Shirley Laurel		
5.	Ms. Mishelle Somido		
6.	Mr. Trestan Rey Ebare		
7.	Mr. Matteo Bimbao		
8.	Mr. Rolando Lubo		
9.	Mr. Ronnie Amoyo		

**3.8. Awarding of Winners**

Winners shall be awarded during the Closing Ceremony of the 2017 Palarong Pambansa.

Prepared by:

**Clean and Green Evaluation Committee**

(Enclosure No. 2 to Palarong Pambansa Board Memorandum No. 2, s. 2017)

CG Form No. 1

**2017 PALARONG PAMBANSA  
Antique**

**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
<b>I. OPENING CEREMONY</b>	<b>30%</b>																		
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%																		
<b>II. DURATION OF THE PALARO</b>	<b>30%</b>																		
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%																		
<b>TOTAL</b>	<b>100%</b>																		

\_\_\_\_\_  
Signature over printed name  
Judge



2017 PALARONG PAMBANSA  
ANTIQUE

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
<b>3. Dining Hall</b>	<b>10%</b>																		
> Well arranged tables and chairs	2.5																		
> Free from flies	2.5																		
> Dining tables with table cloth	2.5																		
> Clean and pleasant	2.5																		
<b>4. Storage Room</b>	<b>10%</b>																		
> Well kept food supplies, free from spoilage	5.0																		
> Presence of ice box/ Refrigerator	5.0																		
<b>5. Comfort Rooms</b>	<b>10%</b>																		
> Clean	2.5																		
> No foul odor	2.5																		
> Sufficient supply of water	2.5																		
> Provision of additional facilities (delegation initiative)	2.5																		
<b>6. Clinic</b>	<b>4%</b>																		
> 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																		
<b>GRAND TOTAL</b>	<b>100%</b>																		

Signature over printed name  
Judge

**2017 PALARONG PAMBANSA  
ANTIQUE  
BEST BULLETING CENTER**

KRA	POINTS	REGIONS																	
		I	II	III	IV-A	IV-B	V	VI	VII	VIII	IX	X	XI	XII	XIII	ARMM	NCR	CAR	NTR
<b>I. PARTNERSHIP</b>																			
<b>I. Coordinative Support of Host Division/School</b>	<b>30%</b>																		
> Courtesy/hospitality	15.0																		
> Prompt action on the needs	15.0																		
<b>II. SUPPORT OF LOCAL GOVERNMENT TO THE SCHOOL/DELEGATION</b>	<b>30%</b>																		
<b>III. SECURITY SUPPORT SERVICES</b>	<b>20%</b>																		
> 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																		
<b>IV. FACILITY DEVELOPMENT SUPPORT</b>	<b>30%</b>																		
<b>1. WasS Devt. Support</b>																			
a) Support for Kitchen Sleeping Quarters	5.0																		
b) Support for Dining Hall	5.0																		
c) Support for Comfort	5.0																		
<b>2. Other Facilities Devt. Support</b>																			
a) Support for Storage Room	5.0																		
b) Support for Sleeping Quarters	5.0																		
c) Support for Clinic	5.0																		
<b>GRAND TOTAL</b>	<b>100%</b>																		

Signature over printed name  
Judge

2017 PALARONG PAMBANSA  
ANTIQUE

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
<b>I. CLEAN, GREEN &amp; ECO-FRIENDLY PRACTICES</b>	<b>70%</b>																		
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%																		
<b>II. ENVIRONMENTAL SANITATION AND PROMOTION</b>	<b>20%</b>																		
1. Waste segregation and disposal	10.0																		
2. Drainage system	5.0																		
3. Vector and pest control	5.0																		
<b>III. TREE PLANTING</b>	<b>10%</b>																		
> Tree Planting Activity	10.0																		
<b>GRAND TOTAL</b>	<b>100%</b>																		

Signature over printed name  
Judge

(Enclosure No. 2 to *Palarong Pambansa* Board Memorandum No. 2, s. 2017)

CG Form No. 4-A

**2017 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



**2017 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  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