



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

JNM - 2021-07-063  
 DEPED MALAYBALAY CITY  
 RELEASED  
 DATE: \_\_\_\_\_ TIME: 11:26 am  
 BY: JOL 21 2021

**MEMORANDUM**

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisor, SGOD and CID  
 Unit Heads  
 All Others Concerned

**FROM:** **VICTORIA V. GAZO**  
 Schools Division Superintendent

**DATE:** July 21, 2021

**SUBJECT: TREE PARENTING ACTIVITY ON JULY 23, 2021**

1. Pursuance to Division Memorandum No. 357, s. 2020 re: Institutional Conservation of Forest, which declares the third week of July of every year as Division Arbor Week, this Office enjoins every employee to dedicate an hour to participate in the conduct of tree parenting activity to their assigned trees on July 23, 2021.

2. To comply with the minimum health standards against COVID-19, the schedule must be followed:

TIME	GROUP
8:00 a.m. – 9:00 a.m.	Group A in the WFH schedule or the first group in those offices that have other WFH arrangements
10:00 a.m. – 11:00 a.m.	Group B in the WFH schedule or the second group in those offices that have other WFH arrangements
Afternoon	For the third group in those offices that have other WFH arrangements

Wearing face masks and face shields and observance of social distancing must be practiced by all employees.

3. Those employees who are scheduled for the WFH arrangement may continue with their work at home once done with the tree parenting activity.

4. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.

5. For compliance.

Encl: None

Copy Furnished: Records Unit | DRRM



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