



2023-68025

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

DM - 2023-02-047
DEPED MALAYBALAY CITY DIVISION
RELEASED
FEB 13 2023
By: [Signature]

Division MEMORANDUM
No. 047, s. 2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
School Heads of Public Elementary and Secondary Schools
School DRRM Coordinators

FROM: VICTORIA V. GAZO
Schools Division Superintendent

DATE: February 13, 2023

SUBJECT: STUDENT-LED TREE MAPPING ACTIVITY

1. This Office issues the enclosed Guidelines on Student-led Tree Mapping Activity which aims to instruct all public elementary and secondary schools in the specific engagement of learners in identifying planted and naturally grown trees inside the school premises.
2. These guidelines provide minimum instruction on how to begin with the conduct of this activity, which specifically highlights maximum representation of all pupils and students at all grade levels, sections, groups and organizations. This will be part of the schools' annual activity to engage learners in the implementation this Division's initiative for Climate Change Adaptation and Mitigation (CCAM) and Education for Sustainable Development (ESD).
3. The said Guidelines support DepEd Order No. 37, s. 2015 entitled The Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework and DepEd Order No. 33, s. 2008 entitled Responding to the Threats of Climate Change and Global Warming through Massive, Intensive and Sustained Tree-planting, Tree-growing, and Tree-caring Program which aims to mainstream the implementation of DRRM and CCAM in the systems and processes of the DepEd at all levels.
4. Should there be queries, contact Jimdandy S. Lucine, Project Development Officer II (DRRM), at 0917 115 6864.

Encl: Guidelines on Student-led Tree Mapping Activity
Copy Furnished: Records Section | DRRM



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



GUIDELINES ON STUDENT-LED TREE MAPPING ACTIVITY

I. Rationale

One of the most important strategies for addressing children's vulnerabilities both inside and outside of school is to strengthen disaster prevention, mitigation, and preparedness. With the increasing effects of climate change, it is important to raise the awareness of children to care for the environment and to act in order to mitigate the effects of the said phenomenon. This also intends to influence the community in tree planting and caring as the learners share and apply their lessons at home.

Student-led tree mapping activity is initial step in engaging learners in climate change adaptation and mitigation. This activity will raise awareness and equip learners with information and skills necessary for caring the environment.

II. Objectives

This activity aims to:

- Improve students' level of awareness on trees around schools;
- Increase participation of children in addressing climate change adaptation and mitigation; and
- Inculcate a culture of tree-loving and environment caring citizen in the day-to-day experience of children in school.

III. Scope

This activity shall be conducted by all public elementary and secondary schools.

IV. Policy Statement

This policy shall require all public elementary and secondary schools in this Division to organize student-led tree mapping activity every school year. The date of conduct shall be announced through separate memoranda.

V. Procedures

A. Organizing and Preparing the School Tree Mapping Team

- The school head shall designate a moderator to facilitate student-led tree mapping activity. The moderator is preferably ICON or Forest coordinator or any personnel who is familiar with the trees planted in the school. The moderator shall be assisted by a teacher who is I.T. literate and preferably has knowledge on Photoshop or any other software that can digitize the output of the students and the SSG/SPG coordinator.
- Tree Mapping Team (TMT) should comprise of at least 10 members. For medium and big schools, organizing various students' organizations and/or student leaders for a school tree mapping activity is preferred to maximize engagement. For very small schools (i.e. with less than five

classes), teachers could integrate tree mapping in their respective lessons as an outdoor activity. For very big schools, more than one team could be organized to ensure that all grade levels, sections, and groups are represented.

- Supreme Student/Pupil Government (SSG/SPG) shall aid in the identification of TMT members. The team members could be student leaders of youth clubs, academic and/or non-academic clubs such as boy/girl scouts, Red Cross, or representatives from various grade levels and/or sections.
- The moderator is encouraged to redesign the process, if necessary, to ensure appropriateness to the composition of the TMT. Preferably SSG/SPG shall also participate in this activity.
- It is important that the moderator presents the guidelines in the language that the TMT is most familiar and comfortable with.
- The moderator could prepare a timeline on the conduct of this activity to ensure that this will not disrupt regular schools activities and/or classes of TMT members.
- The moderator will prepare the route for the tree mapping and designate stops then let the TMT members identify the tree as to its name and its type (whether native, foreign, or fruit).
- In case the moderator is not familiar with the tree, he/she can always coordinate with the City ENRO representative present in the barangay.
- Designate a start and end point for the tree mapping activity.
- The moderator shall orient SSG/SPG on tree mapping before convening the TMT.
- The moderator must have a copy of the updated school map which shall be used as base map for the tree mapping activity.

B. Tree Mapping Activity

- The moderator should ensure that all TMT members have a pen, notebook, and tree locator form (see attached tree locator form) for note taking and mobile phone for taking pictures.
- Mobile phones (whether android or iPhone) must have a Geopositioning System camera application installed. This app takes photos including its location. Examples are GPS Map Camera, Nav Camera, Timestamp Camera, and GPS Cam.
- The moderator shall orient the TMT on the background and purpose of this activity, and level-off with the team on the conduct of this activity.
- Walk through each tree in the school or adopted tree park if the tree planting area is outside the school campus because of lack of space as stated in the ICON of Forest guidelines.
- Take a photo of each tree and record its longitude and latitude in the tree locator form.
- Distinguish the naturally grown trees and planted trees. For this guideline, naturally grown trees shall be defined as those grown trees planted before the implementation of ICON of Forest project, on the other hand, planted trees are those that are planted after the implementation of ICON of Forest project.
- After walking around the tree park/instructional forest, the moderator will facilitate the processing of the information noted by the TMT.

- Then, materials such as cartolina, pens, crayons, coloured papers or any drawing material will be distributed to the TMT to map and plot the identified trees in the school or adopted tree park.
- Allow the TMT to discuss the plotted trees in the map to enhance the initially placed markings.
- In plotting the trees, TMT members can use various objects or shapes to represent each tree species. Just make sure that the following color code is followed:
 - Yellow – Fruit Trees
 - Green – Native Trees
 - Orange – Foreign Trees
- Shapes that represent naturally grown trees must be drawn using dotted lines, while shapes that represent planted trees must be drawn using solid lines.
- Finalized the tree map based on the TMT discussion and prepare for a presentation to the School Planning Team (SPT).
- A digital copy of the tree map must be prepared under the guidance/leadership of the assistant moderator who is skilled in photoshop or any other software for photo composition or editing.

C. Reporting, Submission, and Information Dissemination

- After preparing the tree map, the moderator shall coordinate the presentation and submission of this document to the SPT.
- The SSG/SPG shall present the tree map to the SPT.
- The tree map should be reproduced and posted in a conspicuous place in the school.
- Tree inventory forms shall be submitted to this office in every February and November of every year.

VI. Monitoring and Evaluation

Division Office shall conduct ocular visits to observe and document the conduct of the tree mapping activity. Specifically, the Division DRRM Coordinator, shall note the implementation issues and submit reports to the Schools Division Superintendent. This will serve as input to succeeding policy development initiatives.

VII. Effectivity

This policy shall take effect immediately upon publication in the Division's website.

VIII. References

DO 33, s. 2008 – *Responding to the Threats of Climate Change and Global Warming through Massive, Intensive and Sustained Tree-planting, Tree-growing, and Tree-caring Program*

DO 37, s. 2015 – *Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework*

RA No. 10176 – *the Arbor Day Act of 2012*

IX. Annex

A. Tree Locator Form

| TREE LOCATOR FORM | | | | | | |
|--|------|------|-----------------------------|--|-----------|----------|
| School: _____ | | | | | | |
| Location: <input type="checkbox"/> Inside School <input type="checkbox"/> Outside School, pls. specify _____ | | | | | | |
| Date: _____ | | | | | | |
| No. | Tree | Type | Status (Live or Dead) | Planted during the ICON of Forest? (Y/N) | Location | |
| | | | | | Longitude | Latitude |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

B. Tree Inventory Form

| TREE INVENTORY FORM | | | | |
|--|-------------------------------------|--------------------------------|----------------------|---------|
| School Name: _____ | | Alloted Land Area (sqm): _____ | | |
| Location: <input type="checkbox"/> Inside School <input type="checkbox"/> Outside School, pls. specify _____ | | | | |
| Trees | Type (Native, Fruit, Foreign) | No. of Trees Alive | No. of Trees Died | Remarks |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Submitted by:

School Head