Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

21 NOVEMBER 2022

DIVISION MEMORANDUM
No. 693 **s. 2022**

REITERATION OF THE YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O) PROGRAM IMPLEMENTATION GUIDELINES

To: **Public Schools District Supervisors/DICs**
Elementary and Secondary School Heads
YES-O Teacher-Advisers
All Concerned

1. Pursuant to DepEd Order No. 52, s. 2011 entitled Strengthening Environmental Education in Public and Private Schools and DepEd Order No. 93, s. 2011 entitled Mandated Programs, Projects, and Activities, Various Forms and Targets Pertinent to the Youth for Environment in Schools Organization (YES-O) Program, this Office hereby reiterates the Guidelines in the Establishment and the Organization of the Youth for Environment in Schools Organization (YES-O).

2. In this connection, all School Heads are advised to facilitate the organization of YES-O in their respective schools for S.Y. 2022-2023. School Heads shall appoint and designate a School YES-O Coordinator.

3. Moreover, schools are advised to submit a soft copy of the Registration Form duly accomplished by the Coordinator and noted by the School Head/Principal together with the Calendar of Annual Proposed Activities (CAPA) to christine.cabiasa@deped.gov.ph on or before November 30, 2022.

4. The following forms as enclosed in DepEd Order No. 93, s. 2011 shall be prepared by the School YES-O Coordinator and kept for reference by the Division Monitoring Team.

   a. Enclosure No. 2: YES-O Membership Form
   b. Enclosure No. 3: YES-O Registration Form
   c. Enclosure No. 4: YES-O Certificate of Registration

Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph

d. Enclosure No. 5: Calendar of Annual Proposed Activities (CAPA)
e. Enclosure No. 7: YES-O Monitoring and Evaluation Form

5. Attached is DepEd Order No. 93, s. 2011 Re Mandated Programs, Projects and Activities, Various Forms, And Targets Pertinent to the Youth for Environment in Schools (YES-O) Program.

6. Wide dissemination of this Memorandum is enjoined.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

JSD/CID/SGOD/egd/mma/chc

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Republic of the Philippines
Department of Education

NOV 16 2011

DepEd ORDER
No. 93 , s. 2011

MANDATED PROGRAMS, PROJECTS AND ACTIVITIES, VARIOUS FORMS, AND TARGETS PERTINENT TO THE YOUTH FOR ENVIRONMENT IN SCHOOLS (YES) PROGRAM

To: Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. DepEd Order No. 52, s. 2011 entitled "Strengthening Environmental Education in Public and Private Schools" contains a mandate for the Department of Education-Center for Students and Co-Curricular Affairs (DepEd-CSCA) to lead pupils and students' environmental programs, projects, activities and advocacies in schools, and to formulate, design and develop various forms in connection with the application, registration, establishment, assessment, monitoring and evaluation of the Youth for Environment in Schools Organization (YES-O) in public and private schools. Hence, the DepEd issues the **Mandated Programs, Projects and Activities (PPAs), Various Forms and Targets Pertinent to the Youth for Environment in Schools (YES) Program.**

2. The following documents are enclosed for reference:

a. Enclosure No. 1 – *Mandated Programs, Projects and Activities of the YES-O;*
b. Enclosure No. 2 – *Membership Form* to be accomplished by the pupils/students applying for membership to the YES-O and to be submitted to the YES-O Adviser for appropriate action;
c. Enclosure No. 3 – *Registration Form* to be accomplished by the YES-O Adviser for submission to the Division YES Program Coordinator on or before the 30th of June of every year;
d. Enclosure No. 4 – *Certificate of Registration* to be issued by the Division/Regional Offices upon approval of the application filed to the said office;
e. Enclosure No. 5 – *Calendar of Annual Proposed Activities (CAPA)* to be accomplished by the School YES-O Adviser, duly approved by the School Head and to be submitted to the Division Office (DO) for consolidation; (The DO shall submit a consolidated CAPA of the schools and its own CAPA to the Regional Office (RO). The RO shall submit a consolidated CAPA of its divisions and its own CAPA to the DepEd-CSCA);
f. Enclosure No. 6 – *Annual Accomplishment Report (AAR)* to be accomplished by the YES-O Adviser and to be submitted to the DO for consolidation; (The DO shall submit the consolidated AAR of schools and its own AAR to the RO. The RO shall submit a consolidated AAR of its divisions and its own AAR to the DepEd-CSCA);

g. Enclosure No. 7 – *Monitoring and Evaluation Form* to be accomplished by the Division/Regional YES Program Coordinator during the field monitoring; and
h. Enclosure No. 8 – *Five-Year Targets*.

3. To keep up with the policies of this Department, the DepEd-CSCA may supply, adjust, amend or revise an item on the foregoing PPAs, forms and targets.

4. To ensure effective implementation of the PPAs, the DepEd-CSCA and other concerned DepEd offices shall provide organizational support to the YES Program and the YES-O on the following:

a. establishment of an association of YES-O Presidents and an association of YES-O Advisers only in the Division Level as focused groups for project implementation covering the city or province, feedback and policy recommendations on various environmental issues and concerns;
b. adoption of the YES-O Constitution and By-Laws by all public and private schools;
c. conduct of awards programs for outstanding YES-O, officers, advisers, coordinators, schools, divisions and regions which DepEd will finance in all levels;
d. subject to existing DepEd policies, conduct of fund-raising and entrepreneurial activities to finance YES-O programs, projects and activities;
e. conduct of the synchronized YES-O elections and requisite turn-over of responsibilities, financial statements and other records and properties;
f. giving of equivalent service credits to YES-O advisers for working during Saturdays, Sundays and Holidays as stipulated in pertinent DepEd issuances;
g. conduct of environmental camps at the division and regional levels provided coordination with, and submission of the program of activities to, the CSCA shall have been done prior to the actual conduct of the camp for purposes of review and approval; and,
h. submission of reports and close monitoring and evaluation of the establishment of the YES-Os and their conduct of the PPAs.

5. The annual conduct of the PPAs shall be documented by the YES-O Adviser utilizing the various forms and submitted with all the supporting data by the School Head (SH) to the Schools Division/City Superintendent (SDS) through the YES Program Division Coordinator. The SDS through the YES Program Division Coordinator shall consolidate all reports in a matrix, submit the same to the CSCA, and copy-furnish the Regional Director through the YES Program Regional Coordinator following the Calendar of Activities as stipulated in the Enclosure to DepEd Order No. 52, s. 2011.

6. The Regional Directors (RDs), SDSs and SHs shall lead and ensure the implementation of the YES Program and provide technical support and assistance to the YES-O.

7. For coordination and concerns regarding the YES Program, kindly contact **Executive Director Joey G. Pelaez**, DepEd-CSCA, with office address at 119 Mabini Building, DepEd Complex, Meralco Avenue, Pasig City; telefax nos.: (02) 631-8495 or (02) 636-3603; or email: cscaportal@gmail.com.

8. Immediate dissemination of and compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:
As stated

Reference:
DepEd Order: (No. 52, s. 2011)
To be indicated in the Perpetual Index
under the following subjects:

ENVIRONMENTAL EDUCATION
POLICY
PROJECTS
PROGRAMS
PUPILS
SCHOOLS
STUDENTS

Rhea/MCR-DO-YES Program
October 25, 2011/11-14 11

Enclosure No. 1 to DepEd Order No. 93, s. 2011

MANDATED PROGRAMS, PROJECTS AND ACTIVITIES OF THE YOUTH FOR ENVIRONMENT IN SCHOOLS-ORGANIZATION

A. Seed Bank and Nursery Establishment

Only seeds and seedlings coming from native, endemic or indigenous species of trees, including fruit trees, shall be collected and used for the nursery.

The YES-O is authorized to sell their excess seedlings to interested public and private entities as part of its entrepreneurial activities. The proceeds shall be used in the nursery maintenance and operation such as purchase of planting supplies and materials, including repairs, maintenance and expansion.

B. Planting, Growing and Caring for Trees

Consistent with the seed bank and nursery establishment of the YES-O, only native, endemic or indigenous species of trees, including fruit trees, shall be planted, grown and cared for. This policy hopes to restore our endangered biodiversity and to provide carbon sinks to mitigate the effects of global warming and climate change.

C. Awareness Campaigns and Symposia on Environmental Issues and Actions

Global warming, climate change, water conservation, power and energy conservation, waste disposal and management, watershed protection, deforestation, fire prevention, disaster risk management, greening programs, and health-related concerns (such as dengue, malaria, sanitation and pollution) among other environmental issues and actions shall be the theme/topics for discussion.

D. Outreach Programs

The YES-O shall conduct outreach programs in nearby communities such as coastal and road cleanups, mangrove tree planting and many others.

Environmental concepts, principles and best practices may also be shared and discussed with community members, opinion leaders and other concerned parties in furthering the efforts to better their environment.

1. Clean-Up Drives

Cleanup drives in coastal areas, lakes and rivers in coordination with the barangay, municipality or city where the school is situated shall be held regularly by the YES-O. Schools situated in upland and fishing areas should be specifically taught more about sustainable forest management and fishing practices respectively.

2. Adopt/Develop a Forest

The YES-O shall identify an area to be adopted/developed as forest and planted with native, endemic and indigenous species of trees, including fruit trees.

3. Adopt a River

The YES-O shall adopt a river in their locality which they can rehabilitate and/or protect from abuse and misuse.

4. Adopt a Community

The YES-O shall adopt the community where its school is located. It shall assist the community in developing the environmental awareness and action of its members.

E. Waste Management Program (Segregation, Recycling and Entrepreneurship)

All YES-Os shall ensure that school entrances, exits, and strategic corners must be placed with waste storage bins labeled appropriately for CANS, PAPERS, BOTTLES/CONTAINS, STYROFOAM, ETC. These waste storage bins must be kept dry for the materials to be useful. An arrangement must be made with organizations or institutions in the locality for the entrepreneurial part of this program. A Materials Recovery Facility (MRF), where usable and recyclable wastes are processed and stored, may be established in every school if possible.

F. Plastic Free Environment

To further reduce wastes and hasten the collection and segregation process in schools, the YES-O in cooperation with the canteen staff and concessionaires are directed to reduce, if not totally eliminate, the use of disposable plastic materials.

They shall also enjoin the school and their respective communities to make plastic-free commitments and utilize reusable containers instead of single-use plastics and disposable materials. The program should teach about the toxic impacts of plastic debris that flood our waterways and threaten marine life.

G. Watershed Protection and Conservation

Where applicable, YES-O environmental activities should include and prioritize identification of watershed areas, reinvigoration of the said areas through planting and growing of native, endemic and indigenous tree species, including fruit trees, and protection through awareness campaigns with nearby communities.

H. Energy, Water and Power Supply Conservation

The YES-Os must ensure that the school community uses energy, water and power supply efficiently. The use of alternative, cost-efficient and innovative approaches must be considered at all times.

1. Rainwater Harvesting

YES-Os shall establish rainwater harvesting facility in the school which will ensure the availability of water using innovative approaches. Collected water shall be used in the maintenance of the school nurseries and in the cleaning of school facilities.

I. Fire Prevention and Disaster Risk Reduction and Management

Periodic drills that serve to prepare the school community for fires and other disasters shall be initiated by the YES-O.

J. Promotion of Local Ecotourism Sites

In partnership with academic experts in environmental protection and nature-based tour operators, the YES-O shall discover, promote and safeguard potential tourist destinations in their locales as part of its entrepreneurial activities.

K. Environmental Camps

The YES-O shall organize school-based environmental camps to consolidate environmental efforts and actions. The topics and themes for their respective events shall be based on the recently held annual Youth for Environment Summer (YES) Camp.

Enclosure No. 2 to DepEd Order No. 93, s. 2011

Republic of the Philippines
Department of Education
Region _____
Division of _____
_____ **School**

YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O)

School Year _____

MEMBERSHIP FORM

1 x 1 ID picture

I. GENERAL INFORMATION

Last Name _____ *First Name* _____ *M.I.* _____ *Nickname* _____

Home Address _____

Contact Number/s _____ *Email Address* _____

Sex _____ *Citizenship* _____ *Age* _____ *Date of Birth* _____ *Place of Birth* _____

Father's Name _____ *Contact Number/s* _____

Mother's Name _____ *Contact Number/s* _____

II. EDUCATIONAL LEVEL

Grade/Year Level _____ *Section* _____ *Class Adviser* _____

Membership in Other School Organization/s _____ *Position/s Held* _____ *Year* _____

Other Co-Curricular Activities _____ *Available Time Schedule for YES-O* _____

Special Skills/Talents _____

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)

(Do not fill-up below this line)
(To be filled-up by the YES–O Adviser ONLY)

Recommending Approval:

_____
YES–O Adviser
(Signature Over Printed Name)

Approved:

_____
School Head
(Signature Over Printed Name)

Enclosure No. 3 to DepEd Order No. _____, s. 2011

Republic of the Philippines
Department of Education
Region _____
Division of _____

YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O)

REGISTRATION FORM

School Year _____

Level **ELEMENTARY** ☐ **SECONDARY** ☐

Name of School _____ **District** _____
School Address _____
Tel/Fax No. _____ **Email Address** _____

Contact Persons	Name	Mobile No.	Email Address
School Head YES–O Adviser Assistant YES–O Adviser			
President			
Vice-President Secretary			
Treasurer			
Auditor			
Public Information Officer			
Peace Officer			

Number of Members **Male** _____ **Female** _____ **TOTAL** _____

Date Organized _____

Prepared by -

_____
YES–O Adviser
(Signature Over Printed Name)

Noted -

_____
School Head
(Signature Over Printed Name)

(To be accomplished by the YES-O Adviser and submitted to the Division YES-O Program Coordinator not later than 30th of June of every year. For School Year 2011-2012, submission is on the 30th of October 2011.)

Enclosure No. 4 to DepEd Order No. 93, s. 2011

Insert logo

Republic of the Philippines
Department of Education
Region _____
Division of _____

Insert logo

Youth for Environment in Schools (YES) Program

CERTIFICATE OF REGISTRATION

This is to certify that _____(Name of the School)_____ is a duly registered Youth for Environment in Schools Organization (YES-O) in the Division of _____ for School Year _____.

Issued this _____ day of _____, 20_____.

_____
Schools Division Superintendent

---------- **REMINDERS** ----------

IMPORTANT DATES	ACTIVITY	COMPLIANCE STATUS (Indicate if Accomplished or Not)
June to July	Preparation of the YES-O CAPA for approval of the School Head	
July 30 or Within 30 Days from Date of Registration	Submission of Calendar of Annual Proposed Activities (CAPA) to the Division Office	
February 1	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.	

Enclosure No. 5 to DepEd Order No. 93, s. 2011

Department of Education
Region _____
Youth for Environment in Schools (YES) Program

YES-O CALENDAR OF ANNUAL PROPOSED ACTIVITIES (CAPA) SY 20____ -20____
(Please refer to the Mandated Programs, Projects and Activities of the YES-O.)

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 by:

_____
School Head

Enclosure No. 6 to DepEd Order No. 93, s. 2011

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region _____
YOUTH FOR 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 _____
E-Mail Address _____

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

Enclosure No. 7 to DepEd Order No. 93, s. 2011

Republic of the Philippines
DEPARTMENT OF EDUCATION

YES-O MONITORING AND EVALUATION FORM

Division _____ Region _____
School _____ School Address _____
School Head _____ Contact Number _____

This instrument looks at and describes the proper implementation of the YES-O. Part I focuses on the YES-O profile; Part II describes the proper implementation of the YES-O mandated programs, projects and activities; and Part III identifies the gaps, concerns and issues encountered in the implementation of the programs.

Part I YES-O Profile

Directions: Kindly put a check mark on the option which you perceive is appropriate to the YES-O information for items with options; and fill in the blanks for those items that require the needed information. Do not leave any space unanswered.

1. Date of Registration of YES-O in the Division Office _____
2. Date of YES-O Election of Officers for the Current School Year _____
   (Attach a copy of the list of names and grade/year levels of the Set of YES-O Officers for the Current School Year.)
3. Total Number of YES-O Members for the Current School Year _____
4. Number of YES-O Organization(s) in the School for the Current School Year _____
5. YES-O Adviser/s' Profile

Name	Designation	Area of Specialization

6. Frequency of Holding YES-O Officers' Meeting
   ( ) Once a Week
   ( ) Once a Month
   ( ) Others, specify _____

7. Scheme in the Preparation of the Constitution and By-Laws
   ( ) Drafted One CBL
   ( ) Adopted CBL as Provided in a DepEd Order or Memorandum
   ( ) Others, specify _____

8. Date of Approval of the CAPA by the School Head _____
9. Date of Submission of the Approved CAPA to the Division Office _____

Part II Implementation of the Mandated Programs, Projects and Activities

Directions: Answer the questions with utmost honesty.

Indicators	Evident	Not Evident	Means of Verification	Remarks
The YES-O implemented activities in accordance with the approved Calendar of Annual Proposed Activities				
Seed Bank and Nursery Establishment				
Tree Planting, Growing and Caring				
Native, Endemic and Indigenous Trees Planted				
Awareness Campaigns and Symposia on Environmental Issues and Actions				
Film showing about environment related issues				
Outreach Programs				
Cleanup Drives				
Adopt a River				
Adopt a Community				
Adopt a Forest				
Waste Management Program				
Segregation				
Recycling				
Environmental Entrepreneurship				
Plastic Free Environment				
Watershed Protection and Conservation				
Energy, Water and Power Supply Conservation				
Rainwater Harvesting				
Fire Prevention and Disaster Risk Reduction				
Promotion of Local Ecotourism Sites				
Environmental Camps				
Documentation Activities				
Involvement of the community and LGUs				
A Nation of Trees (ANT) Accounting and Reporting				

Part III **Gaps, Concerns and Issues Encountered in the YES-O Implementation and Recommendations and Solutions**

A. In your monitoring, what are the gaps, concerns and issues gathered and the recommendations and possible solutions to address them.

GAPS, CONCERNS AND ISSUES	RECOMMENDATIONS/SOLUTIONS

B. What are the good practices employed by the School Head/YES-O Adviser/s and YES-O Officers and Members in implementing the Mandated PPAs?

Good Practices	Means of Verification
Membership	
Networking/Partnership	
Funding	
Others (Specify)	

Printed Name and Signature of the Monitor

Enclosure No. 8 to DepEd Order No. 93, s. 2011

Republic of the Philippines
Department of Education

Youth for Environment in Schools (YES) Program
FIVE-YEAR ACTION PLAN/TARGET

Statement of Goals and Objectives

To fully establish the Youth for Environment in Schools-Organization (YES-O) in all public and private elementary and secondary schools and implement its Mandated Programs, Projects and Activities pursuant to DepEd Order No. 52, s. 2011 and the "Continuing Mandamus" of the Supreme Court in its Decision in the case of MMDA versus Concerned Citizens of Manila Bay over a period of five (5) years starting School Year 2011-2012.

I. Establishment of YES-O					
A. Public Schools	50%	60%	70%	80%	100%
B. Private Schools	10%	20%	30%	40%	50%
II. Programs, Projects and Activities					
A. Seed Bank and Nursery Establishment					
1. Public Schools	25%	30%	35%	40%	50%
2. Private Schools	5%	10%	15%	20%	25%
B. Planting, Growing and Caring for Trees					
1. Public Schools	10%	20%	30%	40%	50%
2. Private Schools	2%	4%	6%	8%	10%
C. Awareness Campaigns and Symposia on Environmental Issues and Actions					
1. Public Schools	50%	60%	70%	80%	100%
2. Private Schools	10%	20%	30%	40%	50%
D. Outreach Programs					
1. Public Schools	10%	20%	30%	40%	50%
2. Private Schools	2%	4%	6%	8%	10%
E. Waste Management					
1. Public Schools	10%	20%	20%	40%	50%
2. Private Schools	2%	4%	6%	8%	10%

Enclosure No. 8 to DepEd Order No. 93, s. 2011

Republic of the Philippines
Department of Education

Youth for Environment in Schools (YES) Program
FIVE-YEAR ACTION PLAN/TARGET

Statement of Goals and Objectives

To fully establish the Youth for Environment in Schools-Organization (YES-O) in all public and private elementary and secondary schools and implement its Mandated Programs, Projects and Activities pursuant to DepEd Order No. 52, s. 2011 and the "Continuing Mandamus" of the Supreme Court in its Decision in the case of MMDA versus Concerned Citizens of Manila Bay over a period of five (5) years starting School Year 2011-2012.

F. Plastic Free Environment					
1. Public Schools	10%	20%	30%	40%	50%
2. Private Schools	2%	4%	6%	8%	10%
G. Watershed Protection and Conservation					
1. Public Schools	10%	20%	30%	40%	50%
2. Private Schools	2%	4%	6%	8%	10%
H. Energy, Water and Power Supply Conservation					
1. Public Schools	50%	60%	70%	80%	100%
2. Private Schools	50%	55%	60%	65%	70%
I. Fire Prevention and Disaster Risk Reduction and Management					
1. Public Schools	85%	90%	95%	100%	100%
2. Private Schools	85%	90%	95%	100%	100%
J. Promotion of Local Ecotourism Sites					
1. Public Schools	25%	30%	35%	40%	50%
2. Private Schools	25%	30%	35%	40%	50%
K. Environmental Camps					
1. Public Schools	10%	20%	30%	40%	50%
2. Private Schools	2%	4%	6%	8%	10%