

REPUBLIKA NG PILIPINAS
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DECS Complex, Meralco Avenue
Lungsod ng Pasig



*Sama-Sama
sa DECS*

TANGGAPAN NG KALIHIM

October 10, 1997

DECS MEMORANDUM

No. 412, s. 1997

School Inside a Garden (SIGA) National Awards

TO : **Undersecretaries**
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division Superintendents
District Supervisors
School Principals/Heads

1. **Background.** To implement the clean and green campaign, DECS Memorandum 77, s. 1995 establishing a School Inside A Garden (SIGA) in every school was issued. To sustain this initiative, the Department of Education, Culture and Sports, in cooperation with the Office of Senator Alberto G. Romulo and the Department of Public Works and Highways, launches a Search for the Best SIGA Implementor, dubbed as the SIGA National Awards.

2. **Objectives.** The following are the objectives of the SIGA National Awards:

a. To sustain environmental consciousness and action among the pupils/students in particular and the community in general; thereby instilling in them the value of unity, teamwork, sense of volunteerism, nationalism and community service in environmental protection and conservation;

b. To highlight the importance of the schools and their significant role in the efforts to rehabilitate the environment from degradation;

c. To recognize the outstanding achievements of the schools in the implementation of the SIGA Program by providing awards and incentives.

3. **Target Participants.** The national award is open to all elementary and secondary schools in the country which have implemented the SIGA Program of DECS.

4. **Guidelines.** The implementation of the "SIGA" National Awards shall be guided by the mechanics and timetable of activities attached herewith. (Inclosures No. 1 and 2)

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5. **Logistics.** All DECS Officials are enjoined to actively support the activity. Trophies and certificates for the Division and Regional winners shall be provided by the DECS Central Office. Streamers, transportation and other incidental expenses of the Selection Committee of the Division and Regional Search shall be charged against the division or regional funds, respectively, subject to the usual accounting and auditing rules and regulations.

All Division and Regional Offices are encouraged to provide cash incentives to the winning schools.

6. **Coordination and Report Requirements**

The Schools Division Superintendent or the Regional Director, as the case may be, shall submit a report, indicating the number, list of names and addresses of the school-entries and the names of the principal; list of the winning schools and their addresses, including the names of the principals; and the date and place of the local awarding ceremonies, **IMMEDIATELY** before the awarding ceremonies through speed mail or FAX to the National Awards Committee c/o :

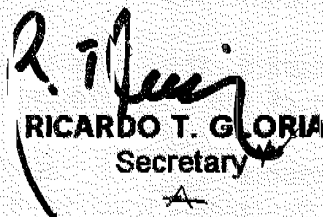
MR. JOEY G. PELAEZ
Youth Task Force - Office of the Secretary
Department of Education, Culture and Sports
UL Complex, Meralco Avenue, Pasig City
Telefax 631-8495 or 636-3603

Coordination shall also be coursed through the same.

7. **Other Requirements.** All Division and Regional Offices shall cause the printing of streamers in accordance with the herein attached text, (Inclosure No. 3) the streamers to be placed in a conspicuous place in their respective offices.

Inasmuch as the Office of Senator Alberto G. Romulo will conduct its own evaluation and visit the participating and winning schools, all field Officials are enjoined to extend assistance and usual cooperation.

8. Strict compliance and immediate dissemination of this Memorandum is hereby expected.


RICARDO T. GLORIA
Secretary
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Incls.:

As stated.

Reference:

DECS Memorandum: (No. 77, s. 1995)

Allotment: 1 – (D.O. 50-97)

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

CAMPAIGN
ENVIRONMENTAL EDUCATION
PUPILS
SCHOOLS
STUDENTS
TEACHERS

MECHANICS OF THE "SIGA" NATIONAL AWARDS

1. Background

To implement the clean and green campaign within the DECS system, Secretary Ricardo T. Gloria issued Memorandum No. 77, s. 1995 establishing a School Inside Garden which highlights the following:

- 1.1. It is our responsibility to nurture every pupil and student in a school environment which provides him/her every opportunity to care for plants, flowers and trees. In this regard, the school must set aside adequate land space for the cultivation of a school garden. The vegetables produced therein will be used to supplement school feeding programs or may be sold to generate additional school income. Schools with very limited land area are encouraged to adopt alternative gardening methods using pots or wooden boxes.
- 1.2. A garden cultivated for growing flowers and medicinal herbs and plants shall be established. Whenever possible, a school backyard fishpond may likewise be introduced.
- 1.3. Lessons in solid waste management will be a conscious effort not only in science classes but in every opportunity such as when requiring that waste materials thrown into the trash cans be classified. For this purpose, garbage cans shall be properly labelled for bottles, paper and other waste materials. School Administrators shall ensure that these classified waste materials are disposed of in a manner that is regular and appropriate.
- 1.4. Every school shall plant trees in every available space. Seedlings for fruit trees, mahogany, jemelna or other plant species may be solicited from the regional offices of the Department of Environment and Natural Resources, Department of Agriculture or from the plant nurseries of state colleges and universities. The establishment of school nurseries with substantial landholding is encouraged.

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2. Participants

The contest is open to all elementary and secondary schools nationwide.

3. Contest Categories

There shall be two (2) contest categories, namely; elementary and secondary.

4. Nomination

For the elementary level, each District Supervisor, after consultation with different school heads/principals in an actual meeting called for the purpose, may nominate a maximum of one (1) school-entry while for the secondary level, each High School Principal/Head may nominate his/her school to the Schools Division Superintendent.

The nomination shall be accompanied by proper documentation materials and a report on the implementation of the School Inside a Garden (SIGA) Program, including other facts about the school necessary for evaluation and judging.

5. Selection

Selection shall be done in the division, regional, cluster and national levels. The top winner in each level shall automatically qualify for the next higher level.

5.1 Division Search

The Superintendent of each Schools Division nationwide shall organize a "SIGA" Division Search among all the districts and high schools within his/her jurisdiction.

The Superintendent, as Chair, shall organize the Division Selection Committee to be composed of selected Division Supervisors not exceeding four (4) members, which shall evaluate and choose the winning entry.

The chosen school in each of the categories shall be awarded a trophy and a certificate, and shall represent the Division in the Regional Search for Best "SIGA" Implementor of the Year.

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5.2 Regional Search

Each Regional Director shall organize a "SIGA" Regional Search and constitute the Regional Selection Committee, composed of the DECS Regional Director as Chair and representatives from the Department of Environment and Natural Resources (DENR), Department of Agriculture (DA) and the private sector as members, for this purpose. The Selection Committee shall personally visit the school-entries and select a regional winner in accordance with the criteria herein provided.

There shall be one (1) top winner from each category which shall receive a trophy and a plaque, and represent the Region in the National Search for Best "SIGA" Implementor of the Year.

The regional winners shall submit a 15 minute video presentation of the schools featuring informations necessary for evaluation and judging as a prerequisite for the cluster search.

5.4 Cluster Search

The cluster search for the SIGA Awards shall follow the three (3) major island groupings of the country, namely; Luzon, Visayas and Mindanao.

All Regions within each major island group shall comprise a cluster (cluster groupings attached as Attachment 1) which shall be entitled to one winner for each category. Thus, a total of six (6) winners, two (2) winners per cluster which may not necessarily be from the same region for both categories, shall be chosen for the cluster search and shall receive one model classroom each. (schedule of prizes attached as Attachment 2)

The Cluster Selection Committee (CSC) shall be composed of the Regional Directors, or their representative, of the cluster in which the region belongs. After an actual ocular inspection and during the scheduled evaluation and deliberation, in which all members of the CSC are present, a representative of the DECS Central Office or of the Office of Senator Alberto G. Romulo or both shall sit in as Chair of the CSC.

The Chair shall submit a report of the evaluation and deliberation conducted and the list of the winning schools duly certified by all the members of the CSC to the National Awards Committee (NAC).

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5.5 Best SIGA Implementor

The National Awards Committee (NAC), composed of representatives of the Department of Education, Culture and Sports, Office of Senator Alberto G. Romulo, Department of Public Works and Highways and other participating agencies or organizations, shall conduct the screening and evaluation of the six winning schools, from which will be chosen the Best SIGA Implementor. The NAC shall submit the result to the DECS Secretary who shall make a public announcement and recognition of the national awardees in a ceremony organized for the purpose.

The Best SIGA Implementor shall receive one model classroom. (schedule of prizes attached as Attachment 2)

6. Judging

All entries shall be judged based on the following criteria:

6.1	Cleanliness (cleanliness and neatness of the surroundings)	20%
6.2	Solid Waste Management Program (proper waste disposal system)	20%
6.3	Garden Design (proper use of land / zoning of school area, aesthetic arrangement and others)	20%
6.4	Plant Growth/Establishment Program (presence of plant nurseries; quantity and quality of plants, their proper care and maintenance, including their survival rate; variety of plants; pupils/students and the community's involvement in the program)	20%
6.5	Learn and Earn Aspect (development of the students' environmental concern and values; income generation, utilization and distribution of earnings and benefits from the SIGA project which should go back to the school and community)	20%

7. Awarding Ceremonies

For the Division and Regional Search, awarding of the winning entry shall be held at the place of the winning school.

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For the National Search, however, awarding shall take place in the DECS Central Office on January 19, 1998.

**Attachment 1
Cluster Groupings**

- | | | |
|-----------------|---|---|
| Luzon | - | Region I
Region II
Region III
Region IV
Region V
Cordillera Administrative Region (CAR)
National Capital Region (NCR) |
| Visayas | - | Region VI
Region VII
Region VIII |
| Mindanao | - | Region IX
Region X
Region XI
Region XII
Region XIII (CARAGA) |

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(Inclosure No. 2 to DECS Memorandum No. 412, s. 1997)

TIMETABLE OF ACTIVITIES

October 1997

- 10 - Issuance of DECS Memorandum
- 13 - Appointment and Meeting of the National Awards Committee
- Creation of other Committees

November

- 14 - Deadline of Submission of Entries
- 17 - 20 - Division Search
- 21 - Awarding Ceremonies
- 24 - 27 - Regional Search
- 28 - Awarding Ceremonies

December

- 1 - 29 - Cluster Search
Luzon, Visayas, Mindanao

January 1998

- 12 - Selection and Deliberation for the Cluster Winners
- 15 - Selection and Deliberation for the Best SIGA Implementor of the Year
- 19 - Awarding Ceremonies

February - May

- Coordination and Construction of the Model Classrooms

June

- Inauguration of the Model Classroom with Sen. Alberto G. Romulo and Sec. Ricardo T. Gloria

(Inclosure No. 3 to DECS Memo No. 412 s. 1997)

Text for the Streamers

**The Department of Education, Culture and Sports,
In cooperation with the Office of Senator Alberto G. Romulo
and the Department of Public Works and Highways,**

launches the holding of the

**SCHOOL INSIDE THE GARDEN (SIGA) NATIONAL AWARDS
October 1997 - January 1998**

**Two (2) winners each from Luzon, Visayas and Mindanao
from both the Elementary and Secondary Levels,
Plus One (1) Best SIGA Implementor of the Year.**

**Prizes include one (1) Model Classroom
each for a total of seven (7) Model Classrooms complete with
comfort rooms, desks and chairs, blackboards, teachers' table and chair.**