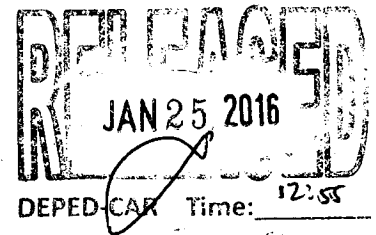




Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet



Regional Memorandum  
 No. 021 2016



**CLEAN, GREEN AND ECO-FRIENDLY 2016 CARAA MEET**

To: School Division Superintendents  
 Heads, Public and Private Elementary and Secondary Schools  
 All Others Concerned

1. In line with the "Clean, Green and Eco-Friendly Policy", the Department of Education, Cordillera Administrative Region (DepEd-CAR) reiterates the said policy as contained in DepEd Memorandum No. 44, s. 2014 to wit:

a. 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 that the DepEd intends to implement during the conduct of the 2016 CARAA Meet;

b. The Schools Division Superintendents (SDSs) shall be responsible and accountable for the implementation and enforcement of the following measures in their respective divisions, teams and/or delegations other than their usual roles and functions during the conduct of CARAA:

(1) Promote environmentally sound methods which maximize the utilization of valuable resources and encourage resources conservation and recovery by:

- i. Directing all the athletes, chaperones, coaches, trainers, participants and officials of their respective delegations to bring and use their own plates and kitchen utensils instead of using styrofoam and other plastic materials; and
- ii. Ensuring the proper waste segregation, collection, transport, storage, treatment and disposal of solid wastes through the formulation and adoption of the best environmental practice in ecological waste management excluding incineration or the burning of garbage.

(2) Encourage cooperation and self-regulation and instill among the pupils and students the values of discipline, responsibility, and environment consciousness, other than the values inherent in sports by:

- i. Appointing a Room and/or Bus Beadle during the CARAA who in addition to their usual assignments will also:
  - Assist in keeping attendance records of the pupils, students, officials and other participants of the CARAA assigned to the classroom occupied and/or bus used by the delegation;

Telephone Numbers:							
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434

- Take charge of the safety and security of all the personal belongings and effects of all those present and/or assigned to the classroom or bus;
- Organize a team and devise a scheme in cleaning the surroundings, including the boards, walls, toilets and other areas inside the classroom and/or bus used by the delegation at the end of each CARAA day;
- Report vandalism, damage to properties, losses and obliteration of properties committed inside the classroom and/or bus used by the delegation; and
- Perform other related tasks to be assigned by the RD.



2. There will be a competition among the provincial/city delegations based on the guidelines and evaluation criteria as contained in Enclosure Nos. 1 and 2. Plaques of recognition and a cash prizes incentives shall be awarded to the winners during the awarding ceremonies on the last day of the CARAA. The following are the categories for the competition:

- a. Most Organized and Disciplined Delegation
- b. Most Clean, Green and Eco-friendly
- c. Delegation Host billeting School

3. As a highlight of the clean and green activities, and in consonance with the National Greening Program (NGP), each division delegation led by the SDS shall be required to plant at least 5-10 indigenous tree species within the school compound where they are billeted. The tree planting activity may be done any day of the week. The coordinators of the host division and district are expected to coordinate with the Provincial/City Environment and Natural Resources Officers for the provision, delivery of seedlings/saplings to the billeting areas.

4. The Regional Evaluation Committee under the direct supervision of Regional Director shall monitor each regional delegation in the implementation of the aforementioned provisions.

5. Immediate dissemination of this Memorandum is desired.

  
**ELLEN B. DONATO, Ed.D., CESO III**  
 Regional Director 

Encls.:As started

References:

DepEd Memorandum: No. (44, s.2014)  
 Regional Memorandum No. 17, s. 2016

To be indicated in the Perpetual Index

Under the following subjects:

ATHLETICS    CONTEST    SPROGRAMS                      RULES AND REGULATIONS

( Enclosure No. 1 to regional Memorandum No.

**GUIDELINES IN JUDGING THE MOST CLEAN, ORGANIZED,  
DISCIPLINED AND ECO-FRIENDLY DELEGATION AND HOST BILLETING SCHOOL**

**1. Guidelines and Criteria for Judging**

- 1.1. Guidelines and Criteria for Judging  
By the Regional Technical Management Committee.
- 1.2. All components of the Clean and Green principles should be considered  
(Reduce, Re-use and Recycle).
- 1.3. Criteria and guidelines shall be disseminated to the divisions through a  
memorandum for information and guidance.

**2. Process of Judging**

- 2.1. Judging shall be done by the committee members from Day 1 to Day 4
- 2.2. Scheduling of division to be evaluated shall be done through a random  
selection. Visits are unannounced.

**3. Judging Proper**

- 3.1. The Evaluation teams shall pay a courtesy call to the head of the delegation  
or to any representative upon arrival at the quarters
- 3.2. The team shall explain the objectives of the evaluation and flow of the  
inspection to be conducted within the billeting area.
- 3.3. A representative and/or designated clean and green coordinator may be  
requested to join the team in making the rounds in the billeting areas.
- 3.4. It is the responsibility of the representative to make the facilities for inspection  
available to the team during the visit.

**4. Consolidation of Results**

- 4.1. All members of the committee shall submit the results of their evaluation to  
the secretariat for consolidation.
- 4.2. The team shall deliberate on the results in case of tie.
- 4.3. Winners shall be ranked according to their points earned.
- 4.4. Results shall be submitted to the Executive Committee (EC) before  
announcing the winners.
- 4.5. Results approved by the EC shall be final and non-appealable.

5. Declaration and Awarding of Winners

- 5.1. Most Disciplined and Organized Delegation
- 5.2. Most Clean, Greenest and Eco-friendly Delegation
- 5.3. Most Clean, Green & Eco- friendly Host Billeting School

6. Post Evaluation

- 6.1. All documents pertinent to the evaluation shall be turned-over to the Executive Committee for documentation purposes.
- 6.2. Recommendations for improvement shall be made available to the regions for consideration in the succeeding sports activities.

Form 1

**MOST ORGANIZED AND CLEAN GREEN ECO-FRIENDLY DELEGATION & BILLETING HOST SCHOOL**

Please place a check (✓) mark on the space provided under each column that best describes your response to each of the items below.

Guide for ratings to be used:

Excellent	(5)	A standard of condition which is ideal in all aspects
Very Satisfactory	(4)	A standard of condition which is above average
Satisfactory	(3)	A standard of condition which meets the normal requirements in both Substance and form but one that may be considered marginally or Temporarily acceptable and therefore needing some improvements
Unsatisfactory	(2)	A standard of condition regarded as very limited and wanting in quality
Poor	(1)	A standard of condition that needs major improvements

	Points	Excel lent (5)	Very Satisfac- tory (4)	Satisfac- -tory (3)	Unsatis- -factory (2)	Poor (1)
<b>I. ACCOMODATION</b>	<b>10%</b>					
• Courtesy/hospitality	2.0					
• Visibility of school/provincial/PNP task force	2.0					
• Prompt action on the needs	2.0					
• Problems are properly addressed /acted upon	2.0					
• Active participation of host school	2.0					
<b>II. ORGANIZATION</b>	<b>10%</b>					
<b>1. Designated room and/or bus beadle</b>	<b>10%</b>					
• Clean Surroundings (boards, walls, toilets and other areas at the end of each CARAA day	2.5					
• Report of vandalism, damage to properties, losses and obliteration of properties	2.5					
<b>2. Appointed an over-all Clean and Green officer for the delegation. Posted house rules in conspicuous places in the billeting area</b>	<b>5%</b>					
<b>III. FACILITIES</b>	<b>60%</b>					
<b>1. Sleeping Quarters (Athletes/Officials)</b>	<b>10</b>					
• Well arranged beddings	2.5					
• Well kept clothes	2.5					
• Clean and orderly room	5.0					
<b>2. Kitchen</b>	<b>10%</b>					
• Clean, properly arranged and well kept cooking utensils and eating paraphernalia	2.5					
• Covered food/free from flies	2.5					
• Adequate safe water supply	2.5					
• Sanitation	2.5					
<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					

Form 1

**MOST ORGANIZED AND CLEAN, GREEN ECOFRIENDLY DELEGATION & BILLETING HOST SCHOOL**

Please place a check (/) mark on the space provided under each column that best describes your response to each of the items below.

	Points	Excellent (5)	Very Satisfactory (4)	Satisfac- tory (3)	Unsatis- factory (2)	Poor (1)
<b>4. Store House</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	5.0					
<b>5. Clinic</b>	<b>10%</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>IV. Environmental Promotion</b>	<b>20%</b>					
<b>1. Waste Disposal</b>	<b>10%</b>					
• Waste segregation (Bio-degradable & non-biodegradable)	5.0					
• No "use of plastics/Styrofoam policy"	2.5					
• Properly labeled garbage bins (plastics, cans, Papers, glasses and left-overs)	2.5					
<b>2. Drainage system</b>	<b>5%</b>					
• No stagnant water	2.5					
• Well constructed	2.5					
<b>3. Over-all Surroundings</b>	<b>5%</b>					
• Clean and orderly						
• Absence of eyesore						
<b>Total</b>	<b>100%</b>					
<b>Notes:</b>						

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

**MOST DISCIPLINED DELEGATION**

Please place a check ( / ) mark on the space provided under each column that best describes your response to each of the items below.

Guide for ratings to be used:

Excellent	(5)	: A standard of condition which is ideal in all aspects
Very Satisfactory	(4)	: A standard of condition which is above average
Satisfactory	(3)	: A standard of condition which meets the normal requirements in both Substance and form but one that may be considered marginally or Temporarily acceptable and therefore needing some improvements
Unsatisfactory	(2)	: A standard of condition regarded as very limited and wanting in quality
Poor	(1)	: A standard of condition that needs major improvements

	Points	Excel lent (5)	Very Satisfac- tory (4)	Satisfac- tory (3)	Unsatis- factory (2)	Poor (1)
<b>1. PUNCTUALITY</b>	<b>25%</b>					
• Arrival during the program	12.5					
• Playing venue (1 hour before the game)	12.5					
<b>2. ATTENDANCE</b>	<b>25%</b>					
• actual no. of participants during the opening	5.0					
<b>3. ORDERLINESS</b>	<b>25%</b>					
• Maintain orderliness in the designated area	12.5					
• Saludo	12.5					
<b>4. ATTITUDE/BEHAVIOR</b>	<b>25%</b>					
• Proper cheering behavior	7.0					
• Sportsmanship	9.0					
• Behavior in the community	9.0					
<b>Total</b>	<b>100%</b>					

Notes:

Signature over printed name  
Judge