



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 372, s. 2025

11 JUN 2025

**PARTICIPATION IN THE CITY OF BATAC TREE PLANTING
ACTIVITY IN CELEBRATION OF ARBOR DAY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Employees
All School Heads (Public)
All Others Concerned

1. In reference to ADC Memorandum No. 2025-132 issued by the Office of the City Mayor, and pursuant to Ordinance No. 3SP 2013-04, *An Ordinance Declaring the Third Saturday of June of Every Year as Arbor Day in the City of Batac*, the Schools Division of the City of Batac enjoins the participation of all interested teaching and non-teaching personnel in the **Tree Planting Activity** scheduled on **June 14, 2025 (Saturday)**. The area assigned to the Schools Division of the City of Batac for this activity is the **Sumader Small Water Impounding Project (SWIP)**.
2. The activity aims to promote environmental awareness and contribute to local climate change mitigation and preparedness efforts through the planting of trees along the Small Water Impounding Project (SWIP) areas across different barangays.
3. Participants guidelines for participation:
 - a. Call Time: **5:00 AM in front of the City Hall.**
 - b. Schools may mobilize volunteer teachers, non-teaching personnel, Boys / Girls Scout of the Philippines and other stakeholders to participate in the activity. Participation shall be on a voluntary basis.
 - c. Participants are advised to wear appropriate clothes/rain gear and to bring their own planting tools (shovel, digging bar, digging fork).
 - d. The SDO DRRMO and Planning Officer shall prepare a planting layout for schools and coordinate with the City Nursery for the provision of tree seedlings.
4. All school heads are requested to coordinate the participation of their teaching and non-teaching personnel, and to disseminate this information to interested stakeholders within their respective school communities. The consolidated list of participants shall be submitted to the School Governance and Operations Division (SGOD) on or before June 11, 2025, at 5:00 PM.
5. Employees shall likewise reflect their attendance to the activity in their respective Daily Time Record (DTR) to facilitate the granting of Compensatory Overtime Credits (COC), in accordance with the existing policies, rules, and regulations of the Civil Service Commission (CSC) and the Department of Education (DepEd).
6. For the information, guidance, and wide dissemination of all concerned.

ANSELMO R. ALUDINO

Schools Division Superintendent



DepEd Batac City



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www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

Encl.: None
Reference: ADC Memorandum 2025-132
To be included in the Perpetual Index
Under the following subject:

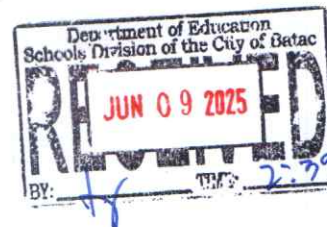
TEACHERS COMMUNITY DEVELOPMENT

SGOD/dro/ 25010 Participation in the City of Batac Tree Planting Activity in Celebration of Arbor Day



SDCB RECORDS UNIT

2508420



ADC MEMORANDUM NO. 2025 - 132

TO : ALL CITY OFFICIALS, EMPLOYEES, CONTRACT OF SERVICE
EMPLOYEES, AND SK FEDERATION OFFICERS

FROM : THE CITY MAYOR

SUBJECT : TREE PLANTING ACTIVITY IN CELEBRATION OF ARBOR DAY

DATE : June 3, 2025

Ordinance No. 3SP 2013-04, "AN ORDINANCE DECLARING THE 3RD SATURDAY OF JUNE OF EVERY YEAR AS ARBOR DAY IN THE CITY OF BATAC".

In this regard, the City Government of Batac will be conducting a tree planting activity along Small Water Impounding Project (SWIP) of different barangays to promote environmental awareness and strengthen local climate change mitigation and preparedness efforts. However, due to the inauguration of newly elected officials scheduled on June 21, 2025, which coincides with this year's Arbor Day, the tree planting is rescheduled earlier to **June 14, 2025 (Saturday)**. Therefore, you are hereby required to participate in this meaningful event.

Guidelines are as follows:

- **Call time - 5:00AM** in front of the City Hall;
- Assigned planting site for each department is attached in this memo;
- Offices/Departments with assigned service vehicle are advised to coordinate with Environment Section and GSO;
- Employees who may opt to use their private cars/motorcycle may do so;
- Each department/section must submit their attendance to Environment Section;
- Employees with health conditions are excused;
- Employees on duty are exempted; and
- Wear appropriate clothes/rain gear and **bring your own planting tools** (shovel, digging bar, digging fork).

For your strict compliance.


ENGR. ALBERT D. CHUA
City Mayor





OFFICE OF THE MAYOR

TREE PLANTING 2025 GROUPINGS

Call Time – 5:00 AM, In front of City Hall

BAOA EAST SWIP	SUMADER SWIP	MABALENG SWIP	PIMENTEL SWIP	NAGBACALAN SWIP	MAGNUANG SWIP
CITY BUILDING OFFICE	CITY CIVIL REGISTRY OFFICE	CITY HUMAN RESOURCES MANAGEMENT OFFICE	CITY ASSESSOR'S OFFICE	CITY ACCOUNTANT'S OFFICE	OFFICE OF THE MAYOR
CITY HEALTH OFFICE	BUSINESS PERMITS AND LICENSING OFFICE	CITY BUDGET OFFICE	OFFICE OF THE MAYOR – TOURISM & EVENT SECTION OFFICE OF THE MAYOR – LYDO	MOTORPOOL	VICE-MAYOR'S OFFICE CITY OFFICIALS
CDDRMO	CITY TREASURER'S OFFICE	CITY ENGINEERING'S OFFICE	CITY ADMINISTRATOR'S OFFICE	CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE	GENERAL SERVICES OFFICE
	SK FEDERATION OFFICERS	OFFICE OF THE MAYOR – ECONOMIC ENTERPRISES MGT. SECTION – PUBLIC MARKET	CITY PLANNING AND DEVELOPMENT OFFICE ENVIRONMENT SECTION		COMMUNITY AND DEVELOPMENT OFFICE
BFP	DEPED		BJMP	DILG	PNP-CBPS, INPPO, 2 ND PMFC, PDEA, & MARINES



OFFICE/AGENCY: _____

PARTICIPANTS:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

envibatac@gmail.com