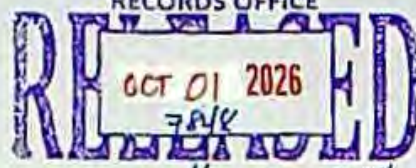




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



By: Y Time: 3:38

Office of the Schools Division
Superintendent

September 29, 2026

DIVISION MEMORANDUM

No. 564, s. 2026

**SEARCH FOR THE BEST SCHOOL AND SCHOOLS DIVISION OFFICE
IMPLEMENTERS OF THE WASTE MANAGEMENT AND KALIGUARDIAN
PROGRAM GUIDELINES AND TIMELINE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
School Heads
All others concerned

1. Pursuant to the Republic Act No. 9003, otherwise known as the *Ecological Solid Waste Management Act of 2000*, Republic Act No. 9512 titled the *National Environment Awareness and Education Act of 2008*, DepEd Order No. 5, s. 2014, DepEd Order No. 50, s. 2017, and other applicable laws and policies, the Department of Education Regional Office I, through the Curriculum and Learning Management Division, issues the *Guidelines for the Search for the Best School and Schools Division Office Implementers of the Waste Management and KALIGAUARDIAN Program*.
2. The Search aims to recognize schools and Schools Division Offices (SDOs) that demonstrate effective, sustainable, measurable, and replicable practices in ecological solid waste management and environmental stewardship. It likewise seeks to promote waste reduction, proper segregation, recycling, reuse and upcycling, composting and greening, environmental education, stakeholder participation, and continuous improvement in program implementation.
3. The Regional Search shall have the following categories:

Category A – Best School Implementer of the Waste Management and KALIGUARDIAN Program

Category B – Best Schools Division Office Implementer of the Waste Management and KALIGUARDIAN Program



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4. For Category A, each SDO shall conduct the appropriate division-level screening and validation and shall endorse **one (1) official school entry** from each of the following school-size classifications:

Elementary Schools	
Small Schools	Lasip Grande Elementary School
	Tebeng Elementary School
	Bliss Elementary School
	Juan P. Guadiz Elementary School
	Lomboy Elementary School
	Suit Elementary School
	Calmay Elementary School
Medium Schools	Mamalingling Elementary School
	Juan L. Siapno Elementary School
	West Central Elementary School II
	Bacayao Elementary School
	Caranglaan Elementary School
	Mangin-Tebeng Elementary School
	Pascuala G. Villamil Elementary School
	Pogo-Lasip Elementary School
	Tambac Elementary School
	General Gregorio Del Pilar Elementary School
	Leon-Francisco Maramba Elementary School
	Salisay Elementary School
	Victoria Q. Zarate Elementary School
	Pantal Elementary School
	Salapingao Elementary School
Large Schools	T. Ayson Rosario Elementary School
	Salapingao National High School
	Malued Elementary School
	Lucao Elementary School
	Bonuan Buquig Elementary School
	North Central Elementary School
	Sabangan Elementary School
	Carael Elementary School



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	Bolosan Elementary School
	Pugaro Integrated School
	Carael National High School
Mega Schools	West Central Elementary School I
	Federico N. Ceralde Integrated School
	Dagupan City National High School
	Bonuan Buquig National High School
	Judge Jose De Venecia Sr. Technical-Vocational Secondary School
	East Central Integrated School

This is subject to the eligibility requirements prescribed in the enclosed guidelines.

5. For Category B, units and offices shall participate and shall prepare their respective portfolios demonstrating office-based implementation of the program, provision of technical assistance to schools, and monitoring and evaluation mechanisms.
6. Attached herein are:
 - a. Enclosure 1: Search activity timeline;
 - b. Enclosure 2: Division Search Committee; and
7. For more information attached is *Regional Memorandum No. 1104, s. 2026*.
8. Immediate dissemination of this Memorandum is desired.


MARCIANO U. SORIANO, JR., PhD, JD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Enclosure 1

**SEARCH FOR THE BEST SCHOOL AND SCHOOLS DIVISION OFFICE
IMPLEMENTERS OF THE WASTE MANAGEMENT AND KALIGUARDIAN
PROGRAM TIMELINE OF ACTIVITIES**

Date	Activity	Category	Category	Responsible
		A	B	Office
Sept. 29, 2026	Dissemination of Regional / Division Memorandum Search	✓	✓	SDO / Schools
Oct. 1, 202	Orientation of PDOs/AO IIs of Schools on 4:00PM at SDO Building 4 th Floor	✓	✓	School/ SDO Search Committee
Oct. 5-8	Preparation and gathering of Means of Verification (MOVs) Accomplishment of self- assessment based on prescribed criteria	✓	✓	School/ SDO Search Committee
Oct. 9-12	Preparation and consolidation of portfolio	✓	✓	School/ SDO Search Committee
Oct. 13	Finalization and quality- checking of	✓	✓	School/ SDO Search Committee



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	documentary requirements			
Oct. 14	Deadline for submission of entries to the SDO/Regional Office, as applicable	✓	✓	School/SDO Search Committee
Oct. 15	Initial screening of submitted documents for completeness and eligibility	✓	✓	SDO/(Regional) TWG
Oct. 19-20	Division-level evaluation of Category A school entries	✓	—	SDO TWG
Oct. 20	Evaluation of Category B – SDO Implementer portfolio	—	✓	SDO TWG
Oct. 19-20	Validation of evaluation results and consolidation of scores	✓	✓	SDO TWG
Oct. 20	Deliberation and identification of official entries for regional evaluation	✓	✓	SDO TWG
Oct. 21	Submission/endorsement of official	✓	✓	SDO TWG



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	Category A and Category B entries			
TBA	Regional screening and validation of submitted entries	✓	✓	Regional TWG
TBA	Final evaluation, consolidation of scores and deliberation	✓	✓	Regional Search Committee
TBA	Finalization of results / submission of recommendation s for approval	✓	✓	Regional Search Committee



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Enclosure 2

**SEARCH FOR THE BEST SCHOOL AND SCHOOLS DIVISION OFFICE
IMPLEMENTERS OF THE WASTE MANAGEMENT AND KALIGUARDIAN
PROGRAM
SCHOOLS DIVISION OFFICE DAGUPAN CITY COMMITTEE**

NAME	POSITION	DESIGNATION
Dr. Marciano U. Soriano, CESO VI	Schools Division Superintendent	Honorary Chairman
Dr. Anna Liza M. Chan, CESO VI	Assistant Schools Division Superintendent	Honorary Vice- Chairman
Dr. Liezl Cancino	Chief Education Supervisor - SGOD	Chairman
Dr. Jeryllce Tolentino	Education Program Supervisor	Co-Chairman
Dr. Vladimir Parayno	SEPS	Social Mobilization and Networking Focal
Kristel Gay Raymundo	PDO I - YFD	YES-O Focal
Jorelyn Domagas	PDO I	DRRM Alternate
Christian Paul Espiritu	Nurse II	Gulayan sa Paaralan Focal
Jane Salayog	Nurse II	WINS Focal



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REGIONAL MEMORANDUM

No. 1104, s. 2026

**SEARCH FOR THE BEST SCHOOL AND SCHOOLS DIVISION OFFICE
IMPLEMENTERS OF THE WASTE MANAGEMENT AND
KALIGUARDIAN PROGRAM GUIDELINES**

To: Schools Division Superintendents

1. Pursuant to Republic Act No. 9003, otherwise known as the *Ecological Solid Waste Management Act of 2000*, Republic Act No. 9512 titled the *National Environmental Awareness and Education Act of 2008*, DepEd Order No. 5, s. 2014, DepEd Order No. 50, s. 2017, and other applicable laws and policies, the Department of Education Regional Office I, through the Curriculum and Learning Management Division, issues the ***Guidelines for the Search for the Best School and Schools Division Office Implementers of the Waste Management and KALIGUARDIAN Program***.

2. The Search aims to recognize schools and Schools Division Offices (SDOs) that demonstrate effective, sustainable, measurable, and replicable practices in ecological solid waste management and environmental stewardship. It likewise seeks to promote waste reduction, proper segregation, recycling, reuse and upcycling, composting and greening, environmental education, stakeholder participation, and continuous improvement in program implementation.

3. The Regional Search shall have the following categories:

Category A – Best School Implementer of the Waste Management and KALIGUARDIAN Program

Category B – Best Schools Division Office Implementer of the Waste Management and KALIGUARDIAN Program.

4. For Category A, each SDO shall conduct the appropriate division-level screening and validation and shall endorse **one (1) official school entry** from each of the following school-size classification: Small, Medium, Large, and Mega, subject to the eligibility requirements prescribed in the enclosed guidelines. For Category B, all SDOs in Region I shall participate and shall prepare their respective portfolios demonstrating office-based implementation of the program, provision of technical assistance to schools, and monitoring and evaluation mechanisms.

5. Entries shall be evaluated based on documented and validated evidence of implementation. Qualified entries may undergo document review, interviews, presentations, and onsite or virtual validation, as appropriate.



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6. The concerned SDOs shall ensure the accuracy, completeness, and verifiability of all information and documents submitted. School and SDO practices presented as evidence shall reflect actual and sustained implementation and shall comply with applicable DepEd policies, environmental laws, health and safety requirements, financial and procurement rules, data privacy provisions, and learner protection standards.
7. The schedule for the submission of entries, regional screening, validation, final deliberation, and recognition shall be communicated through a separate memorandum.
8. Immediate dissemination of and compliance with this Memorandum are desired.


ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV / Regional Director

Encl.: None

References: As stated

To be indicated in the Perpetual Index under the subjects:

MECHANICS

ENVIRONMENT

SEARCH

CLMD/DCB/RM SearchBestImplementersWasteManagement
August 27, 2026



CLMD261285



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Enclosure to Regional Memorandum No. _____, s. 2026

**SEARCH FOR THE BEST SCHOOL AND SCHOOLS DIVISION OFFICE
IMPLEMENTERS OF THE WASTE MANAGEMENT AND KALIGUARDIAN
PROGRAM**

I. RATIONALE

The Department of Education (DepEd) Region I recognizes schools and Schools Division Offices (SDOs) as important learning and working environments for developing responsible environmental practices among learners, personnel, families, and communities. Consistent with Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000), Republic Act No. 9512 (National Environmental Awareness and Education Act of 2008), DepEd Order No. 5, s. 2014, DepEd Order No. 50, s. 2017, and other applicable policies and issuances, the Region promotes the institutionalization of ecological solid waste management and environmental stewardship.

The KALIGUARDIAN Program provides a school-based framework for waste segregation, waste reduction, reuse, recycling, upcycling, composting, plastic- and Styro-free practices, environmental education, greening, and community participation. The same principles are expected to be demonstrated by SDO offices as institutional models of responsible waste management.

The Regional Search shall therefore recognize two complementary levels of exemplary implementation: (1) the Best School Implementer and (2) the Best Schools Division Office Implementer. The SDO category shall use the same core waste-management implementation criteria applied to schools, while adding specific criteria for the provision of technical assistance and for monitoring and evaluation. In addition, the SDO shall demonstrate actual waste-management practices within its own office as a model for its personnel and schools.

II. OBJECTIVES

- Recognize schools and SDOs that demonstrate outstanding, sustainable, and measurable implementation of the Waste Management and KALIGUARDIAN Program.
- Promote measurable reductions in waste generation, improved segregation, recycling, composting, reuse, upcycling, and responsible consumption.
- Encourage SDOs to model responsible waste-management practices within their own offices while providing effective support to schools.
- Recognize SDOs that provide responsive technical assistance, capacity building, monitoring, evaluation, feedback, and continuous improvement mechanisms.
- Strengthen learner, teacher, personnel, and stakeholder participation in environmental stewardship.
- Document and disseminate effective, innovative, cost-effective, inclusive, and replicable practices across Region I.



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III. SCOPE AND AWARD CATEGORIES

- Category A – Best School Implementer of the Waste Management and KALIGUARDIAN Program.
- Category B – Best Schools Division Office Implementer of the Waste Management and KALIGUARDIAN Program.
- The search shall cover all eligible public elementary and secondary schools and all SDOs in Region I, subject to the requirements of these guidelines.
- Each SDO shall nominate one school from Small, Medium, Large and Mega schools as its official entry for Category A.
- All SDOs shall participate in Category B, subject to eligibility and submission of the required SDO portfolio.

IV. ELIGIBILITY REQUIREMENTS

A. School Implementer

- The school must have implemented the core components of the Waste Management and KALIGUARDIAN Program for at least one complete assessment cycle or school year, unless otherwise specified in the Regional Memorandum.
- The school must have an organized or designated environmental management team, committee, coordinator, or equivalent mechanism responsible for implementation.
- The school must have submitted required waste-management and environmental accomplishment reports to its SDO, when applicable.
- The school must have no unresolved major violation of applicable DepEd, environmental, health, safety, procurement, or financial policies directly related to program implementation.
- All submitted information and documentation must be truthful, complete, and verifiable.

B. Schools Division Office Implementer

- The SDO must have an identified office-based mechanism, team, focal person, or equivalent structure responsible for waste-management/KALIGUARDIAN implementation.
- The SDO must demonstrate actual implementation of the core waste-management practices within its own office and facilities, consistent with applicable government rules.
- The SDO must provide documented technical assistance and support to schools implementing the program.



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- The SDO must maintain a monitoring and evaluation mechanism, including data consolidation, feedback, and use of results for program improvement.
- The SDO must have no unresolved major violation of applicable DepEd, environmental, health, safety, procurement, or financial policies directly related to program implementation.
- All submitted information and documentation must be truthful, complete, and verifiable.

V. NOMINATION AND SCREENING PROCESS

Stage	Key Activity
School Level	The school conducts an internal assessment using the prescribed criteria and prepares its nomination portfolio.
Division Level – School Category	The SDO screens school entries, validates documents, conducts division-level evaluation or validation, and endorses one official school entry.
Division Level – SDO Category	The SDO prepares and submits its own SDO portfolio demonstrating office-based implementation, technical assistance, and monitoring and evaluation.
Regional Screening	The Regional TWG reviews submissions for completeness and eligibility.
Regional Validation	Qualified entries undergo onsite or virtual validation, interviews, presentations, document review, and inspection of relevant facilities, as appropriate.
Final Deliberation	The Regional Search Committee consolidates validated scores, resolves allowable discrepancies, and recommends winners for approval.
Recognition	Winners shall be recognized during an School Graduation Rites subject to the approved schedule

VI. REQUIRED DOCUMENTARY EVIDENCE / MEANS OF VERIFICATION

A. School Portfolio

- Cover page, school profile, and executive summary.



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- School policy, memorandum, action plan, or program implementation plan.
- Composition/designation of environmental committee, Green Team, KALIGUARDIAN organization, or equivalent.
- Baseline and subsequent waste audit reports.
- Records of waste segregation, collection, recycling, composting, and disposal.
- Records of recyclable materials collected, weighed, sold, or turned over, with receipts or acknowledgments where applicable.
- Evidence of waste stations, MRF, composting facilities, gardens, and other relevant infrastructure.
- Evidence of plastic-free/Styro-free implementation and reduction of single-use plastics.
- Documentation of environmental education, learner-led advocacy, clean-up drives, greening, and community activities.
- Partnership documents and evidence of stakeholder participation.
- Accomplishment reports, success stories, testimonials, and evidence of measurable results and sustainability.

B. SDO Portfolio

- SDO profile and executive summary.
- SDO policy, memorandum, action plan, implementation plan, or equivalent office-based waste-management mechanism.
- Designation/composition of the SDO environmental team, focal person, or equivalent.
- Evidence of actual waste-management implementation within the SDO office, including segregation, waste reduction, recycling/reuse/upcycling, composting/greening where applicable, and responsible disposal.
- Evidence of technical assistance, orientation, training, coaching, consultation, or other support provided to schools.
- Technical assistance plans, schedules, attendance sheets, materials, reports, feedback forms, and documented follow-through, as applicable.
- Monitoring tools, consolidated reports, school accomplishment data, validation reports, feedback provided to schools, and evidence that results were used for improvement.
- Partnership/resource mobilization documents and division-wide environmental activities.
- Documentation of innovation, good practices, measurable results, sustainability, and replicability.



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VII. EVALUATION CRITERIA

The regional search shall use a 100-point scoring system. Evaluators shall score only on evidence presented and validated. Claims without sufficient supporting evidence shall not receive full points.

A. Best School Implementer – 100 Points

Criterion	Weight	Indicators
Program Governance and Institutionalization	15%	Policies, leadership, designated personnel/committee, integration into school plans, regular monitoring, and clear accountability.
Waste Segregation and Reduction	25%	Segregation at source, functioning waste stations, waste audits, measurable reduction in waste generation, and reduction of single-use plastics/Styrofoam.
Recycling, Reuse, Upcycling, and Waste-to-Income	20%	Volume and quality of recyclables recovered, reuse/upcycling initiatives, proper documentation, and responsible use of recycling proceeds.
Composting, Greening, and Resource Recovery	20%	Functional composting, use of compost, school gardening/greening, and integration of recovered resources.
Environmental Education and Lesson Integration	20%	Curriculum integration, learner leadership, advocacy, environmental campaigns, and meaningful participation.
TOTAL	100%	

B. Best Schools Division Office Implementer – 100 Points

The SDO category shall use the same five core implementation areas as the School category. The same criteria shall be assessed in the SDO's own



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office/facilities, with additional assessment of the SDO's support to schools through technical assistance and monitoring and evaluation.

Criterion	Weight	Indicators
Program Governance and Institutionalization	15%	SDO policies, leadership, designated personnel/focal mechanism, integration in division plans, office-based systems, accountability, and institutionalization.
Waste Segregation and Reduction	20%	Actual segregation at source, functioning waste stations, waste audits where applicable, reduction of office waste, and reduction of single-use plastics/Styrofoam in SDO operations.
Recycling, Reuse, Upcycling, and Waste-to-Income	15%	Office recovery of recyclables, reuse/upcycling initiatives, proper documentation, and responsible management of proceeds/resources where applicable.
Composting, Greening, and Resource Recovery	10%	Composting or appropriate organic-waste management, greening, and resource recovery within SDO premises where practicable.
Environmental Education and Awareness	10%	Environmental awareness, personnel engagement, internal advocacy, campaigns, and modeling of responsible practices for schools.
Technical Assistance and Capacity Building	15%	Responsive technical assistance, orientations, training, coaching, consultation, tools, guidance, feedback, and follow-through provided to schools.
Monitoring, Evaluation, and Continuous Improvement	15%	Regular monitoring, validated data, consolidation and analysis, feedback to schools, documentation of results, and use of findings for program improvement.
TOTAL	100%	



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VIII. SCORING AND RANKING

- Each qualified entry shall be evaluated by the designated Regional Search Committee/TWG using the approved score sheet.
- The final score shall be the average of the scores of all authorized evaluators after validation and resolution of allowable discrepancies.
- The school with the highest final score shall be declared Best School Implementer, subject to approval by the Regional Director.
- The SDO with the highest final score shall be declared Best Schools Division Office Implementer, subject to approval by the Regional Director.
- For the SDO category, office-based implementation shall be considered part of the evidence for the five common core criteria. The SDO shall not receive full points for a criterion based solely on activities conducted in schools if it cannot demonstrate corresponding practice or modeling within the SDO office where applicable.
- In case of a tie in the School category, priority shall be given to the higher score in Waste Segregation and Reduction, followed by Sustainability/Environmental Impact as reflected in the validated evidence, then Program Governance and Institutionalization.
- In case of a tie in the SDO category, priority shall be given to the higher score in Monitoring, Evaluation, and Continuous Improvement, followed by Technical Assistance and Capacity Building, then Waste Segregation and Reduction.

IX. VALIDATION GUIDELINES

- Validation shall determine whether submitted evidence reflects actual, sustained, and verifiable implementation.
- For schools, the validation team may inspect waste stations, MRFs, composting areas, gardens, canteens, classrooms, and other relevant facilities.
- For SDOs, the validation team may inspect office waste stations, common areas, canteen/pantry areas where applicable, records, collection arrangements, recycling/reuse systems, and other relevant office facilities.
- The validation team may interview school heads, teachers, learners, program coordinators, SDO personnel, parents, and partner stakeholders, as applicable.
- The SDO may be required to demonstrate how technical assistance and monitoring findings resulted in corrective actions or improvements at the school level.



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- Photographs and other documentation used as MOVs should, whenever practicable, indicate the date, location, activity, and persons involved.
- Any material misrepresentation or falsification of documents shall be grounds for disqualification, subject to applicable rules.

X. REGIONAL SEARCH COMMITTEE / TECHNICAL WORKING GROUP

- A Regional Search Committee/TWG shall be constituted through an appropriate issuance.
- Finalize the detailed score sheets, documentary requirements, and validation tools for both categories.
- Screen entries for completeness and eligibility.
- Evaluate and validate qualified school and SDO entries.
- Ensure fairness, confidentiality, transparency, consistency, and avoidance of conflicts of interest.
- Document the results and prepare the final ranking and recommendation.
- Recommend recognition categories and special citations based on validated best practices.

XI. RECOGNITION AND AWARDS

- One Best School Implementer per school category and one Best Schools Division Office Implementer may be declared, subject to the approved evaluation results.
- The Regional Office may confer special citations for exceptional practices such as Best Waste Reduction Initiative, Best Recycling and Recovery System, Best Learner-Led Environmental Initiative, Best Community Partnership, Best SDO Technical Assistance Practice, or Most Innovative Practice.
- Certificates, plaques, and cash prizes or other appropriate forms of recognition may be provided subject to existing policies and availability of funds.
- Winning practices may be documented and featured in official DepEd communication platforms and learning sessions, subject to applicable consent, privacy, and intellectual property requirements.. **GENERAL PROVISIONS**
- The search shall complement, and not replace, the regular implementation and monitoring of the Waste Management and KALIGUARDIAN Program.
- All implementation, procurement, financial management, documentation, learner participation, data privacy, health and safety,



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and environmental activities shall comply with applicable laws, DepEd issuances, and government rules.

- The use of hazardous materials or unsafe activities for the purpose of improving an entry's score is prohibited.
- For the SDO category, office-based waste-management practices shall be assessed according to the facilities and operations reasonably applicable to the SDO; where a particular practice is not practicable, the SDO shall provide appropriate evidence of an alternative compliant practice.
- The Regional Office may modify the schedule, documentation requirements, or validation arrangements when necessary, provided that participating schools and SDOs are duly informed.
- Matters not covered by these guidelines shall be resolved by the Regional Search Committee in accordance with applicable DepEd policies and existing laws.

XIV. SUGGESTED SUBMISSION FORMAT

A. School Submission

1. Cover Page
2. School Profile
3. Executive Summary
4. Program Governance and Implementation Plan
5. Baseline Data and Waste Audit Results
6. Evidence by Evaluation Criterion
7. Innovation and Best Practices
8. Stakeholder and Community Partnerships
9. Sustainability Plan
10. Summary of Measurable Results
11. Annexes and MOVs

B. SDO Submission

12. Cover Page and SDO Profile
13. Executive Summary
14. SDO Program Governance and Office-Based Implementation Plan
15. Evidence of Office Waste-Management Implementation
16. Evidence by the Five Common Core Criteria
17. Technical Assistance and Capacity-Building Documentation
18. Monitoring, Evaluation, Consolidation, and Feedback Documentation
19. Division-Wide Results and School Performance Evidence
20. Innovation, Partnerships, and Sustainability
21. Summary of Measurable Results
22. Annexes and MOVs



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XV. POLICY REFERENCES

- Republic Act No. 9003 – Ecological Solid Waste Management Act of 2000.
- Republic Act No. 9512 – National Environmental Awareness and Education Act of 2008.
- DepEd Order No. 5, s. 2014 – Implementing Guidelines on the Integration of Gulayan sa Paaralan, Solid Waste Management and Tree Planting under the National Greening Program.
- DepEd Order No. 50, s. 2017 – Strengthening the Youth for Environment in Schools Organization (YES-O).
- Other applicable DepEd, DENR, and government issuances on ecological solid waste management, environmental education, health and safety, financial management, and learner protection.