



Republic of the Philippines
Department of Education

03 APR 2013

DepEd MEMORANDUM
No. **61**, s. 2013

CLEAN, GREEN AND ECO-FRIENDLY 2013 PALARONG PAMBANSA

To : Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Secretary, ARMM
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. In line with the "Clean, Green and Eco-Friendly Policy" which was first implemented during the 2011 *Palarong Pambansa* on May 8-14, 2011 in Dapitan City, the Department of Education (DepEd) reiterates the said policy as contained in DepEd Memorandum No. 97, s. 2011, 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 2013 Palarong Pambansa;*
- b. *The regional directors (RDs) shall be responsible and accountable for the implementation and enforcement of the following measures in their respective regions, teams and/or delegations other than their usual roles and functions during the conduct of the Palaro:*

(1) Promote environmentally sound methods which maximize the utilization of valuable resources and encourage resource 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 instil 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 *Palaro* who in addition to their usual assignments will also:
 - Assist in keeping attendance records of the pupils, students, officials and other participants of the *Palaro* assigned to the classroom occupied and/or bus used by the delegation;

- 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 *Palaro* 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 regional delegations based on the guidelines and evaluation criteria as contained in Enclosure Nos. 1 and 2. Plaques of recognition shall be awarded to the winners during the awarding ceremonies on the last day of the *Palaro*. The following are the categories for the competition:

- a. Best School Host Billeting Area
- b. Most Disciplined Delegation
- c. Most Organized Delegation
- d. Most Clean, Green and Eco-friendly Delegation
 - Host billeting school
 - Delegation

3. As a highlight of the clean and green activities, and in consonance with the National Greening Program (NGP), each regional delegation led by the regional director shall be required to plant at least 10-15 indigenous tree species within the school compound where they are billeted. Tree planting activity may be done any day of the week. The NGP coordinators of the host region and division 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 National *Palarong Pambansa* Evaluation Committee, under the direct supervision of Assistant Secretary Tonisito M.C. Umali Esq., Secretary General, 2013 *Palarong Pambansa*, shall monitor each regional delegation in the implementation of the aforementioned provisions.

5. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
 Secretary

Encls.: As stated

References:

DepEd Memorandum: Nos. (97, s. 2011); 65, s. 2012; and 4, s. 2013

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

ATHLETICS
CONTESTS

PROGRAMS
RULES AND REGULATIONS

(Enclosure No. 1 to DepEd Memorandum No. 61, s. 2013)

**2013 PALARONG PAMBANSA
Dumaguete City
21-27, April 2013**

GUIDELINES IN JUDGING THE CLEANEST, GREENEST AND ECO-FRIENDLIEST BILLETING AREAS

1. Guidelines and Criteria for Judging

- 1.1. Guidelines and criteria shall be developed by the committee for approval by the National Technical Management and Administration.
- 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 regions 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 6
- 2.2. Scheduling of regions to be evaluated shall be done through random Selection. Visits are unannounced.
- 2.3. Two members from the National Screening Committee as recommended by the chairman shall be invited as guest members to provide a baseline report on the status of the school facilities (drainage system, water supply, comfort rooms, waste disposal, etc) during their initial visit to the billeting areas.
- 2.4. Tournament managers shall be authorized to evaluate the behaviors/conduct of the players at the playing venues. Their reports shall be part of the overall points garnered by every delegation.

3. Judging Proper

- 3.1. The Evaluation team shall pay a courtesy call to the head of the delegation or to any representative upon arrival at the quarters.
- 3.2. 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 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 there is a 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. Best School Host Billeting Area
- 5.2. Most Disciplined Delegation
- 5.3. Most Organized Delegation
- 5.4. Cleanest, Greenest and Eco-friendliest
 - 5.4.1. Host Billeting School
 - 5.4.2. Delegation

6. Post-Evaluation

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

Prepared by:

Clean and Green Evaluation Committee

(Enclosure No. 2a to DepEd Memorandum No. 61, s. 2013)

EI Form No. 1

**2013 PALARONG PAMBANSA
Dumaguete City**

CRITERIA FOR JUDGING THE BEST SCHOOL HOST BILLETING AREA

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

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 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) : \geq standard of condition that needs major improvements

	Poi nts	Excellent (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)
I. ACCOMMODATION	100					
➤ Courtesy/hospitality	2.5%					
➤ Visibility of school provincial \ P/NP task force	2.5%					
➤ Quick action on needs	2.5%					
➤ Programs are properly addressed/secluded	1.5%					
➤ Mon Active participation of co-host School/Division	1.00%					
II. FACILITIES	600					
1. Sleeping Quarters (Athletes & officials)	10%					
➤ Well : arranged bedding	2.5%					
➤ Well kept clothes	2.5%					
➤ Clean and orderly room	5.0%					

2. Kitchen	10%					
➤ Clean, properly arranged and well kept cooking utensils and eating paraphernalia	2.5%					
➤ Covered food/free from flies	2.5%					
➤ Adequate and safe water supply	2.5%					
➤ Sanitation	2.5%					
3. Dining Hall	10%					
➤ Well arranged tables and chairs	2.5%					
➤ Free from flies	2.5%					
➤ Dining tables with table cloth	2.5%					
➤ Clean and pleasant	2.5%					
4. Storage Room	10%					
➤ Well kept food supplies, free from spoilage	5.00					
➤ Presence of ice box/ Refrigerator	5.00					
5. Comfort Rooms	10%					
➤ Clean	2.5%					
➤ No foul odor	2.5%					
➤ Sufficient supply of water	5.00					
6. Clinic	10%					
➤ 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%					

III. Environmental Promotion	20%					
1. Waste Disposal	10%					
➤ Waste segregation (Biodegradable and non-biodegradable)	5.0					
➤ No "use of plastics/styrofoams" policy	2.5					
➤ Properly labeled garbage bins (plastics, cans, papers, glasses and food leftovers)	2.5					
2. Drainage System	5.0%					
➤ No stagnant water	2.5					
➤ Well constructed	2.5					
3. Over-all surroundings	5%					
➤ Clean and orderly	2.5					
➤ Absence of eyesore	2.5					
Total	100%					

Signature over printed name
Judge

(Enclosure No. 2b to DepEd Memorandum No. 61, s. 2013)

EI Form No. 2

**2013 PALARONG PAMBANSA
Dumaguete City**

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 that follow

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 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	Excellent (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)
1. PUNCTUALITY	25%					
➤ Arrival during the program	12.5					
➤ Playing venue (1 hr. before the game)	12.5					
2. ATTENDANCE	25%					
➤ Actual no. of participants during the opening						
3. ORDERLINESS	25%					
➤ Maintain orderliness in the designated areas	12.5					
➤ Saludo	12.5					
4. ATTITUDE/BEHAVIOR	25%					
➤ Proper cheering behavior	7.0					
➤ sportsmanship	9.0					
➤ behavior in the community	9.0					

Signature over printed name
Judge

(Enclosure No. 2c to DepEd Memorandum No. 61, s. 2013)

EI Form No. 3

**2013 PALARONG PAMBANSA
Dumaguete City**

MOST ORGANIZED DELEGATION

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

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 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	Excellent (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)
I. ORGANIZATION	20%					
1. Designated room and/or bus beadle	10					
➤ Clean surroundings (boards, walls, toilets and other areas at the end of each Palaro day)	5.0					
➤ Report vandalism, damage to properties, losses and obliteration of properties	5.0					
2. Appointed an over-all Clean and Green officer for the delegation. Posted house rules in the conspicuous places in the billeting area. Posted house rules in a conspicuous place	10%					

II. FACILITIES	60%					
1. Sleeping Quarters (Athletes & Officials)	10%					
➤ Well arranged beddings	2.5					
➤ Well kept clothes	2.5					
➤ Clean and orderly room	5.0					
2. Kitchen	10%					
➤ Clean, properly arranged and well kept cooking utensils and eating paraphernalia	2.5					
➤ Covered food/free from flies	2.5					
➤ Adequate and safe water supply	2.5					
➤ Sanitation	2.5					
3. Dining Hall	10%					
➤ Well arranged tables and chairs	2.5					
➤ Free from flies	2.5					
➤ Dining tables with table cloth	2.5					
➤ Clean and pleasant	2.5					
4. Store House	10%					
➤ Well kept food supplies, free from spoilage	5.0					
➤ Presence of ice box/ Refrigerator	5.0					
5. Comfort Rooms	10%					
➤ Clean	2.5					
➤ No foul odor	2.5					
➤ Sufficient supply of water	5.0					
6. Clinic	10%					
➤ 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					
III. Environmental Promotion	20%					
1. Waste Disposal	10%					
➤ Waste segregation (Biodegradable and non-biodegradable)	5.0					
➤ No "use of plastics/styrofoams" policy	2.5					
➤ Properly labeled garbage bins (plastics, cans, papers, glasses and food leftovers)	2.5					
2. Drainage System	5%					
➤ No stagnant water	2.5					
➤ Well constructed	2.5					
3. Over-all surroundings	5%					
➤ Clean and orderly	2.5					
➤ Absence of eyesore	2.5					
Total	100%					

Signature over printed name
Judge

(Enclosure No. 2d to DepEd Memorandum No. 61, s. 2013)

El Form No. 4

**2013 PALARONG PAMBANSA
Dumaguete City**

CRITERIA FOR JUDGING THE CLEANEST, GREENEST AND ECO-FRIENDLIEST DELEGATION

Please place a check (1) mark on the space provided under each column that best describes your response to each of the items that follow

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	Excellent (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)
I. ACCOMMODATION	20%					
➤ Courtesy\hospitality	5.0					
➤ Visibility of school\ provincial \ PNP task force	5.0					
➤ Prompt action on the needs	5.0					
➤ Problems are properly addressed upon	2.5					
➤ Active participation of co-host School Division	2.5					
II. FACILITIES	60%					
1. Sleeping Quarters (Athletes & Officials)	10%					
➤ Well arranged beddings	2.5					
➤ Well kept clothes	1.5					
➤ Clean and orderly room	1.0					

2. Kitchen	10%					
➤ Clean, properly arranged and well kept cooking utensils and eating paraphernalia	2.5					
➤ Covered food/free from flies	2.5					
➤ Adequate and safe water supply	2.5					
➤ Sanitation	2.5					
3. Dining Hall	10%					
➤ Well arranged tables and chairs	2.5					
➤ Free from flies	2.5					
➤ Dining tables with table cloth	2.5					
➤ Clean and pleasant	2.5					
4. Storage Room	10%					
➤ Well kept food supplies, free from spoilage	5.0					
➤ Presence of ice box/ Refrigerator	5.0					
5. Comfort Rooms	10%					
➤ Clean	2.5					
➤ No foul odor	2.5					
➤ Sufficient supply of water	5.0					
6. Clinic	10%					
➤ 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					
III. Environmental Promotion	20%					
1. Waste Disposal	10%					
➤ Waste segregation (Biodegradable and	5.0					

	non-biodegradable)						
➤	No “use of plastics/styrofoams” policy	2.5					
➤	Properly labeled garbage bins (plastics, cans, papers, glasses and food leftovers)	2.5					
	2. Drainage System	5%					
➤	No stagnant water	2.5					
➤	Well constructed	2.5					
	3. Over-all surroundings	5%					
➤	Clean and orderly	2.5					
➤	Absence of eyesore	2.5					
	Total	100%					

Signature over printed name
Judge