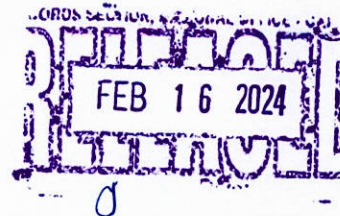




Republic of the Philippines
Department of Education
CARAGA REGION



February 15, 2024

REGIONAL MEMORANDUM

No. 0141, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENT
Schools Division Office - Siargao Island
This Region

INVITATION TO THE NATIONAL LAUNCH OF THE FOREST EDUCATION
TEACHERS' GUIDES AND NATIONAL TEACHERS' TRAINING

1. The Food and Agriculture Organization of the United Nations (FAO) shall hold the **National Launch of the Forest Education Teachers' Guide and National Teachers' Training** on February 29 to March 01, 2024 at the Sequoia Hotel in Timog, Quezon City.
2. The training is supported and participated by the Project's technical Working Group composed of representatives from the different bureaus of the Department of Environment and Natural Resources and the Department of Education. The project has already completed the quality assurance and review and pilot testing of the Forest Education Teacher's Guides for Grade 4 to 6 Technology and Livelihood Education (TLE).
3. Participant to this training is **one (1) Grade 04 TLE/EPP Teacher of Gen. Luna Central Elementary School** in Siargao Island, Surigao del Norte, preferably one who has been trained or presently a trainer of the National Educators Academy of the Philippines or NEAP under the supervision of its School Principal.
4. Participation to the above-mentioned training shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 titled Instituting Measures to Increase Engaged Time on Task and Ensuring Compliance Therewith. This is also subject to the no-collection policy as stated in Section 3 of Republic No. 5546, An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools, Colleges, and Universities (Ganzon Law).



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2024-02-02490

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2

5. The project shall shoulder the teacher's transportation and travel expenses from base to venue, and back, as well as hotel accommodation from 2:00 pm of February 2024 until 12:00 noon of March 02, 2024. Please refer to the document attached to this memo.

6. The selected teacher-participant is requested for the confirmation of attendance on or before **February 16, 2024** through Ms. Janet B. Martires at **wangits65@gmail.com** or at telephone number **09174080263** or **09055478926**, or Ms. Leah Blescila at **lbastilla@gmail.com** or at telephone number **09357897867**.

7. Immediate dissemination on this Memorandum is highly desired.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

JOEL B. ROSALES
Chief
Administrative Services Division

Encl/s.: As stated
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

TEACHERS

TRAINING PROGRAMS

WORKSHOPS

HRDD/eafc
02/15/2024



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2024-02-02490

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 2



Food and Agriculture
Organization of the
United Nations

FORESTS FOR A SUSTAINABLE FUTURE: EDUCATING CHILDREN NATIONAL LAUNCH OF THE FOREST EDUCATION TEACHERS' GUIDE AND NATIONAL TEACHERS' TRAINING

**Sequoia Hotel, Timog, Quezon City
February 29-March 1, 2024**

PROGRAM AND INFORMATION GUIDE

BACKGROUND

"Ang kabataan ang pag-asa ng ating Bayan", according to our National Hero, Dr. Jose Rizal. The same holds true as the world faces diverse and alarming challenges in the environment. Truly, the future state of our one and only Mother Earth rests in the hands of the children and youth of today.

With the vision of shaping a better future through a more informed and responsible young people of today, the Food and Agriculture Organization of the United Nations (FAO) launched in 2019 the project titled **"Forests for a sustainable future: educating children"** which aims to make children, particularly aged 9 to 12 or Grades 4-6, more aware of the importance of forests and the need to manage them properly, and how they can contribute in their sustainability.

FAO worked with two countries in this project: Tanzania and the Philippines. In both countries, FAO worked with government bodies to institutionalize the process and outcomes. In the Philippines, FAO worked in close collaboration with the Department of Education (DepEd), and the Department of Environment and Natural Resources (DENR) beginning 2022. A Technical Working Group was formed for the project to ensure the smooth implementation and achievement of targets of the project.

Through the project, FAO, DepEd and DENR conducted a series of activities resulting in the development and finalization of three Teachers' Guides for Grades 4-6 Science and Grade 6 Technology and Livelihood Education (TLE). It is being hoped that these Guides can help teachers bring discussions to the classrooms about forests and their importance to mankind, to Mother Earth, and to our future.

OBJECTIVES

General objective: The **National Launch of the Forest Education Teachers' Guide and Teachers' Training** aims to formally present the forest education modules developed through the collaboration of FAO, DepEd and DENR, and launch them for institutional integration in Grades 4-6 Science and TLE subjects under the MATATAG Curriculum.

Specific objectives: At the end of the event, the following shall have been achieved:

1. To present the rationale behind the integration of forest discussions in the Grades 4-6 and their alignment to the MATATAG Curriculum;
2. To formally launch the Forest Education Teachers' Guides; and
3. To conduct training-orientation for selected teachers, principals and DepEd Science and TLE/EPP specialists in using the Teachers' Guides.

TARGET PARTICIPANTS

The event has two main parts: the National Launch and the Teachers' Training. The Forest Education Modules National Launch shall be attended by various sectors involved in promoting forest discussions through education, while the Teacher' Training shall be attended by selected teachers, school heads and DepEd Supervising Specialists for Science and TLE/EPP from Luzon, Visayas and Mindanao.

We are hopeful that the top officials of DepEd and DENR will grace the event.

RSVP

The possible presence of the Vice President of the Philippines requires everyone to confirm attendance in the launch. The Secretariat will allow entrance to the venue only of those with confirmed attendance. It is therefore advised that invitees would confirm their participation with Ms. Janet Martires of Yakap Kalikasan at 09174080263 or 09055478296, or to her email address at wangits65@gmail.com or Ms. Leah Blescila Labastilla at lbastilla@gmail.com or at telephone number 09357897867.

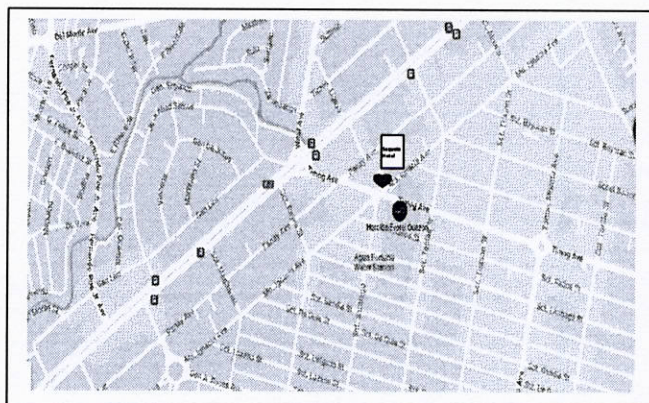
ATTIRE

Barong Tagalog/Filipiniana shall be the official attire during the February 29 (morning) launch. The attendees to the Teachers' Training are advised to wear casual attire during the training proper.

VENUE AND TRAVEL ROUTE

This activity shall be conducted at Sequoia Hotel, Timog, Quezon City.

Those coming from the South of Metro Manila may take the skyway and exit at Quezon Avenue. Turn right from the exit taking the Quezon Avenue route to north, and turn right to Timog Avenue. Sequoia Hotel is at the corner of the second block from Quezon Avenue. It is on the left side right across Burger King. Those coming from the north may take the same route via Quezon Avenue otherwise via West Avenue. From Cubao, one may go via Mother Ignacia Street or Timog Avenue.



NATIONAL LAUNCH PROPER

Ballroom, Sequoia Hotel

February 29, 2024

PROGRAM FLOW

Date and time	Topic	Person responsible
9:00-9:45	Registration Viewing of Forest Education Photo Gallery	Yakap Kalikasan
9:45-10:00	Settling Down	
10:00-10:20	Welcome Program a. Prayer b. Pambansang Awit c. Opening Address (with Rationale and Objectives of the Event)	Host Yvanna Cruz <i>Kids2Forests Earth Ambassador</i> Arleigh Adorable <i>DENR Assistant Secretary for Field Operations - Western Mindanao, concurrent FMB Director and Forest Education TWG Chairperson</i>
10:20-10:30	The Forest Education for a Sustainable Future: Educating Children ➤ Rationale ➤ The Philippine Process and Milestones	Lionell Dabbadie <i>FAO Representative in the Philippines</i>
10:30-10:45	The Forest Education Modules Aligned with the MATATAG Curriculum	Veronica Gallanosa <i>FAO Forest Education Consultant</i>
10:45-10:50	Video: The Philippine Forest Education (<i>The Pilot testing of the Teachers' Guides</i>)	FAO
10:50-11:05	Featured Address: "Educating the young for a climate resilient environment"	Maria Antonia Yulo-Loyzaga <i>DENR Secretary</i>
11:05-11:10	A Teacher's message: "Making Forest education easier through the Teachers' Guides"	Ashlee Mallari <i>Teacher</i> <i>Mawacat Elementary School</i>

11:10-11:15	A Pupil's message: "Learning is fun in forest education" A Pupil's message: "We need to promote love of forests in Schools"	Jayvee Liwanag <i>Grade 6 pupil, Mawacat Elem. School</i> Ava Madison J. Paraggua <i>Grade 6 pupil, Lagro Elem. School</i>
11:15-11:20	Introduction of the Keynote Speaker	Gina Gonong <i>DepEd USEC for Curriculum and Teaching</i>
11:20-11:40	Keynote Address	Sara Z. Duterte <i>Vice Pres. of the Philippines and DepEd Secretary</i>
11:40-11:50	Formal Launch of the Forest Education Teachers' Guides Ceremonial Hand-over of Teachers' Guides to DepEd Teachers and Pupils	VP Duterte, Sec. Yulo-Loyzaga and FAOR Dabaddie with officials from DepEd, DENR and FAO
11:50-11:55	Special Number	Select Pupils
11:55-12:00	Closing Message	Maria DeCristofaro <i>Forestry Officer, FAO Headquarters</i>
12:00-12:15	Organized Photo session with the special guests	
12:15-1:15	LUNCH	

NATIONAL TEACHERS' TRAINING

Ballroom and Mezzanine, Sequoia Hotel

February 29 – March 1, 2024

PROGRAM FLOW

Date and time	Topic	Person responsible
February 29 2:00-2:30	Opening the National Teachers' Training a. Opening message b. Objectives of the training and expected outcomes c. Introduction of participants/Getting to Know you d. Schedule of the training Group photo	FAO and Yakap Kalikasan
2:30-2:45	Education for Sustainable Development (ESD)	Maria DeCristofaro <i>Forestry Officer, FAO Headquarters</i>
2:45-3:00	Plenary discussion: Teachers, Classrooms Techniques, and Challenges	Facilitator (Yakap Kalikasan)
3:00-3:10	Tea Break	
3:10-3:25	The benefits in using Forest Pedagogies	Maria DeCristofaro <i>Forestry Officer, FAO Headquarters</i>
3:25-3:55	Using the Forest Education Teachers' Guides ➤ Key contents ➤ Using the Guides ➤ Important reminders ➤ Rules in Contextualizing	Veronica Gallanosa <i>FAO Forest Education Consultant</i>
3:55-4:30	Appreciating the Teachers' Guides: Individual Browsing of the Modules	Teachers
4:30-5:00	Sample Activities Demonstration 1: Grade 6 TLE	Jessa Marie Canillo <i>Pilot teacher, Lagro Elem. School</i>
5:00-5:30	Demonstration 2: Grade 6 Science	Wendy Ocampo <i>Pilot Teacher Mawacat Elementary School</i>
5:30-6:00	Processing Grouping & Assignment	Facilitator: Yakap Kalikasan

	Group preparations	
6:00	Closing the day Dinner	Facilitator: Yakap Kalikasan
<u>March 1</u>		
8:00-8:10	Opening the day Recap of day 1	Host or Participant
8:10-8:45	Creating powerful PowerPoints	
8:45-9:15	Finishing preparations for the Demonstrations	
9:15-9:20	Instructions for the Demonstration Reminders	Facilitator, Yakap Kalikasan
9:20-9:50	30-minute Demonstration by-grade level and by-subject Demonstration #1	Participants
9:50-10:05	Critiquing	FAO, DepEd
10:05-10:15	Tea Break	
10:15-10:45	Demonstrations #2	Participants
10:45-11:00	Critiquing	FAO, DepEd
11:00-11:30	Demonstrations #3	Participants
11:30-11:45	Critiquing	FAO, DepEd
11:45-1:00	Lunch break	
1:00-1:30	Demonstrations #4	Participants
1:30-1:45	Critiquing	FAO, DepEd
1:45-2:30	Plenary: How useful are the Teachers' Guides?	Facilitator: Yakap Kalikasan
2:30-3:30	Training Others in the Region (Planning for echo of training)	Facilitator: Yakap Kalikasan
3:30-3:40	Afternoon snacks	
3:40-4:00	Closing program	

ACCOMMODATIONS

Selected participants shall be accommodated by the project at Sequoia Hotel (the same venue as the launch's). The invitations indicate the coverage of the accommodations for particular individuals. Rooms in Sequoia can accommodate three to four persons each.

FOOD RESTRICTIONS

We would like you to also enjoy the event's meals. For those with **food restrictions**, please inform the coordinating team members about these upon confirmation of your attendance to the event. Contact information of these coordinating team members are indicated at the end of this information guide.

REIMBURSEMENT OF EXPENSES

This project, through Yakap Kalikasan, shall shoulder the expenses for transportation (bus, tricycle, ship, taxi, etc.) and travel (food during travel) of some participants to and from the launch venue. Official expenses will be reimbursed to the participant on the specific hour and place that the Event Coordinator will announce during registration. Hence, reimbursement forms must be immediately accomplished and submitted to the Finance and Admin Officer of Yakap Kalikasan (i.e. Ms. Dolor Cruz). The invitation indicates the names of those who may avail of this reimbursement.

Reimbursements will only be allowed on the following conditions:

1. Official receipts for transportation and travel are made available. ORs must be named "Yakap Kalikasan" as the payor.
2. Acknowledgement receipts (ARs) are available (as attached) for expenses without available Official receipts (OR); however, this is only allowed for expenses below five hundred pesos (P500). ARs MUST be signed by the service provider (ex. Angkas driver, restaurant cashier, etc.) one form for every service. Kindly print the form so you have them with you during your travel.
3. For those with flights to and from their bases, note that boarding passes must be surrendered to Yakap Kalikasan. They will be attached to the reimbursement forms.
4. Expenses are made by the official participant and only during the period of the travel.

For concerns during the launch that are related to reimbursements, room assignments, and supplies, please approach Ms. Dolor Cruz (Yakap Kalikasan Finance and Admin Officer). For concerns on the program, representation and participation, please approach Ms. Janet Martires (Yakap Kalikasan, Associate Director and Event Coordinator)



YAKAP KALIKASAN
TUNGO SA KAUNLARAN NG PILIPINAS, INC.

ACKNOWLEDGEMENT RECEIPT

Date: _____

Received from Yakap Kalikasan the amount of _____

(P _____) as payment for _____.

Received by (name & signature): _____

Date _____

Issued by : DOLOROSA P. CRUZ
Admin and Finance Officer.

Approved by: NELSON G. MARTIRES
Executive Director



YAKAP KALIKASAN
TUNGO SA KAUNLARAN NG PILIPINAS, INC.

ACKNOWLEDGEMENT RECEIPT

Date: _____

Received from Yakap Kalikasan the amount of _____

(P _____) as payment for _____.

Received by (name & signature): _____

Date _____

Issued by : DOLOROSA P. CRUZ
Admin and Finance Officer

Approved by: NELSON G. MARTIRES
Executive Director