



Republic of the Philippines
Department of Education
CARAGA REGION

REGIONAL MEMORANDUM
No. 0231, s. 2026

MARCH 10, 2026

To: Schools Division Superintendent
All Others Concerned

**DESIGNATION OF SDO SOCIAL MOBILIZATION AND NETWORKING PERSONNEL
AS FOCAL PERSONS FOR THE PROJECT ONE MILLION TREES**

1. **Designation.** In support of the Department of Education's environmental sustainability initiatives and to strengthen the implementation of Project One Million Trees, this Office designates the Social Mobilization and Networking (SocMob) personnel in each Schools Division Office (SDO) as the focal persons for the project at the division level.
2. **Responsibilities for Designated Focal Persons.** The designated SocMob personnel shall oversee the coordination, documentation, and consolidation of reports related to tree-growing activities conducted by schools within their respective divisions. They shall likewise coordinate with the Regional Office to ensure timely submission of reports and updates on the project's progress.
3. **Complementary Roles and Responsibilities.** To support implementation, the following offices and personnel are assigned complementary roles and responsibilities:
 - a. **Social Mobilization and Networking (SocMob)** – Lead coordinating officer responsible for the consolidation of reports and overall coordination of Project One Million Trees at the regional level;
 - b. **Senior Education Program Specialist (SEPS) for Youth Formation Division** – Coordinates with the Social Mobilization and Networking Unit regarding the number of trees planted and encourages participation of learners and youth organizations;
 - c. **Education Program Supervisor (EPS) in Science** – Provides technical guidance and support on tree-growing activities and environmental sustainability;
 - d. **Senior Education Program Specialist (SEPS) for Disaster Risk Reduction and Management (DRRM)** – Leads advocacy efforts, information dissemination, and development of campaign and information materials related to the project; and
 - e. **School Management Monitoring and Evaluation (SMME)** – Conducts monitoring and evaluation of the implementation of Project One Million Trees.



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4. The detailed roles and responsibilities of the designated offices and personnel are provided in Enclosure No. 1 of this Memorandum.
5. All concerned are directed to extend the necessary support and cooperation to ensure the successful implementation of this initiative.
6. **Contact Information.** For inquiries, please contact:

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7. For information and dissemination.

MARIA INES C. ASUNCION

Director IV
Regional Director 

ESSD/jats
03/05/2026

TERMS OF REFERENCE

Social Mobilization and Networking (SocMob)	The Social Mobilization and Networking Unit shall: a. serve as the lead coordinating unit for the implementation of Project One Million Trees at the regional level; b. consolidate reports submitted by districts and schools per division on the number of trees planted; c. facilitate partnerships and linkages with government agencies, private organizations, and other stakeholders in support of the project; d. establish and maintain a centralized database of trees planted, disaggregated by division, district, and school; e. consolidate validated data with corresponding Means of Verification (MOVs) for submission and presentation at the Regional Office; f. maintain a regional database and documentation of tree-growing activities conducted across the region; and g. prepare and submit consolidated division accomplishment reports to the Regional Office – Education Support Services Division.
Senior Education Program Specialist (SEPS) for Youth Formation Division	The SEPS for Youth Formation shall: a. closely coordinate with the Social Mobilization and Networking Unit regarding the number of trees planted by schools and districts; b. encourage the participation of learners, youth organizations, and school-based groups in tree-growing activities; c. assist in the documentation of youth-led environmental initiatives; and d. provide relevant data and updates to SocMob for report consolidation.
Education Program Supervisor (EPS) in Science	The Education Program Supervisor in Science shall: a. provide technical guidance and support related to tree-growing activities and environmental sustainability practices; b. coordinate with SocMob to ensure proper implementation of tree-growing activities in schools;

	c. promote environmental awareness and sustainability concepts in relevant school programs and activities; and d. provide technical inputs to support monitoring and reporting activities.
Senior Education Program Specialist (SEPS) for Disaster Risk Reduction and Management (DRRM)	The SEPS for DRRM shall: a. lead the advocacy and information dissemination campaign related to Project One Million Trees; b. develop and distribute Information, Education, and Communication (IEC) materials in support of the project; c. assist schools and districts in conducting environmental awareness activities; and d. ensure alignment of environmental initiatives with DRRM and climate change adaptation programs.
School Management Monitoring and Evaluation (SMME)	The School Management Monitoring and Evaluation Unit shall: a. serve as the lead office for monitoring and evaluation of Project One Million Trees; b. ensure compliance with the required number of trees planted per division, district, and school. c. conduct regular monitoring and evaluation of compliance at all levels (division, district, school); and d. coordinate with the Social Mobilization and Networking Unit on the database and the consolidation of validated data.