



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

February 18, 2021





DIVISION MEMORANDUM
NO. 057, s. 2021

To: OIC, Assistant Schools Division Superintendents
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Education Program Supervisors and Specialists
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
Division Units and Personnels
Gulayan sa Paaralan Program (GPP) Coordinators
Agriculture Teachers
All Concerned

LAUNCHING OF ADOPT-A-GULAYAN SA OPISINA PROJECT

1. Relative to DepEd Memorandum No. 233, s. 2016 titled “Strengthening the Implementation of the Gulayan sa Paaralan Program in Public Elementary and Secondary Schools Nationwide” which generally aims to promote food security through self-help food production activities and appreciation of agriculture as a life support system, DepEd Cavite Province, through the Youth Formation Section, will be conducting the official launching of “Adopt a Gulayan sa Opisina Project” on **February 22, 2021, 8:30 a.m. onwards** at **DepEd Cavite Compound, Brgy. Luciano, Trece Martires City, Cavite**. Short program will be held at Bulwagang Tanglaw.
2. Themed “Gulayan sa Opisina: Gabay sa Kalusugan at Pagkakaisa”, the project aims to:
 - a. establish a vegetable garden within the Division Office compound that will serve as a center for the conservation and reintroduction of native and nutritionally rich indigenous vegetables;
 - b. strengthen the knowledge and skills of its personnel, learners, and other stakeholders regarding bio-intensive and bio-aero gardening approach; and
 - c. expand the use of gardens as a learning venue and laboratory of the division beyond the nutrition objectives.
3. Compliance to the required minimum health standards and safety protocols shall strictly be observed throughout the launching ceremony. Participants are encouraged to bring their gardening tools and cleaning materials. Participants from the Division Office are encouraged to wear the DepEd Cavite white polo-shirt.
4. The following documents are attached for reference.



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

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Attachment 1 – List of Participants

Attachment 2 – Garden Location Site

Attachment 3 – Gulayan sa Opisina Clustering

Attachment 4 – Health and Safety Protocols during the event

5. Travel of the participants shall be charged against local funds subject to usual accounting and auditing rules and regulations.
6. Inquiries and clarifications may be communicated to DepEd Cavite Youth Formation Facebook page or email address depedcavite.yfd@deped.gov.ph.
7. Immediate and widest dissemination of this Memorandum is hereby directed.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RMA/ DM No. 57, s. 2021
021821-125/ 02/18/2021



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Attachment 1 to Division Memorandum No.57, s. 2021 titled "Launching of Adopt a Gulayan sa Opisina Project"

LIST OF PARTICIPANTS

North Cluster

Name	Position/Designation	Office/School
Elpidia B. Bergado	CID, Chief	SDO Cavite Province
Romeo E. Endraca	EPS - EPP/TLE	SDO Cavite Province
Felisa C. Matel	EPS II- ALS	SDO Cavite Province
Rowena A. Ramos	Administrative Assistant II	SDO Cavite Province
Marcos I. Ramos	PSDS	SDO Cavite Province
Joel A. Jocson	GPP Coordinator	Wakas ES
Ryann M. Mortos	GPP Coordinator	Pacifico O. Aquino ES
Normalita B. Flores	GPP Coordinator	Tejeros Convention ES
Reynaldo L. Quijano	GPP Coordinator	Julugan ES
Salvador L. Billones	GPP Coordinator	Florentino Joya ES

South Cluster

Name	Position/Designation	Office/School
Jesselle Mark P. Reyes	Division DRRM Coordinator	SDO Cavite Province
Dra. Grace B. Tolentino	Division Dentist	SDO Cavite Province
Reniel Patrick S. Tejidor	Division Planning Officer	SDO Cavite Province
Maria Belen C. Mojica	SEPS-SMME	SDO Cavite Province
Engr. Joel L. Mina	Division Engineer	SDO Cavite Province
Delfin C. Pillerva	GPP Coordinator	Pansin ES
Joseph Tito N. Ocampo	GPP Coordinator	Banaba Lejos ES
Marilyn Jugo	GPP Coordinator	Pacheco ES
Rolando N. Omipon	GPP Coordinator	Constancio E. Aure Sr. NHS
Ericson F. Garcia	GPP Coordinator	Kalabuso ES

East Cluster

Name	Position/Designation	Office/School
Rommel C. Bautista	SDS	SDO Cavite Province
Verna C. Cabaya	Administrative Officer V	SDO Cavite Province
Elaine V. Bailen	AO IV, HRM/ Personnel	SDO Cavite Province
Daniel P. Carpina	Division Legal Officer	SDO Cavite Province
Laura L. Crema	AO IV, Cashier	SDO Cavite Province



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Janis D. Feranil	GPP Coordinator	Amadeo NHS
Almira Sol L. Magdale	GPP Coordinator	Bancal ES
Rodel P. Reolo	GPP Coordinator	Sabutan ES
Mon Alvir G. Mortel	GPP Coordinator	Maguyam ES
Berny N. Frava	GPP Coordinator	Bulihan Integrated NHS

West Cluster

Name	Position/Designation	Office/School
Randy D. Punzalan	ASDS	SDO Cavite Province
Galileo L. Go	ASDS	SDO Cavite Province
Cherry D. Bayot	Division Accountant	SDO Cavite Province
Edward Joevan R. Romen	Division Supply Officer	SDO Cavite Province
Joyce L. Mojica	OIC- Division Budget Officer	SDO Cavite Province
Aurelio A. Mesa	GPP Coordinator	Naic Central School
Romeo P. Dela Cruz	GPP Coordinator	San Roque ES
Gran C. Castillo	GPP Coordinator	Ternate Central ES
Antonio S. del Rosario	GPP Coordinator	Maragondon NHS
Nicanor B. Garcia	GPP Coordinator	Southville ES



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Attachment 2 to Division Memorandum No. 57, s. 2021 titled "Launching of Adopt a Gulayan sa Opisina Project"

GARDEN LOCATION SITE



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Attachment 3 to Division Memorandum No. 57, s. 2021 titled "Launching of Adopt a Gulayan sa Opisina Project"

GULAYAN SA OPISINA CLUSTERING

DepEd Cavite Personnels

NORTH	SOUTH	EAST	WEST
CID Personnels	SGOD Personnels	SDS Personnels	ASDS Personnels
PSDS	Dental	Personnel	Supply
ALS	Medical Officers	Administrative	Accounting
		Cash	Budget
		Legal	Records
			ICT

DepEd Cavite Nurses, School GPP Coordinators, Division Agriculture Teachers, and other selected School/District Utility Workers

NORTH	SOUTH	EAST	WEST
Kawit	Alfonso	Amadeo	Naic
Noveleta	General Emilio Aguinaldo	Carmona	Maragondon
Rosario	Indang	General Mariano Alvarez	Ternate
Tanza	Magallanes	Silang	Trece Martires City
	Mendez		
	Tagaytay City		

DepEd Cavite Security and Utility Personnel

NORTH	SOUTH	EAST	WEST
Joel L. Violeta	Ramil J. Duclay	Marissa L. Jacob	Alvin F. Cera
Gerome C. Corpez	Jessica S. Cailing	Augusto C. Calpo	Ralph Dominic R. Cristal



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Attachment 4 to Division Memorandum No. 57, s. 2021 titled "Launching of Adopt a Gulayan sa Opisina Project"

HEALTH AND SAFETY PROTOCOLS DURING THE EVENT

- No mask, No entry. All Division Office personnel, clients and guest are required to wear protective mask upon entering the Division Office until the duration of their stay therein.
- All clients must fill up the contact tracing log sheet form before entering the division premises, observance of sanitizing hands before and after writing in the form are encouraged.
- Please refer to DM no. 41, s. 2021 for Guidelines in contact tracing of personnel and clients.
- The body temperature of the Division personnel, clients and guest shall be monitored and must be below 37.5C.
- The Division personnel, clients and guest shall observe strict social distancing and unidirectional flow
- Please put corresponding signage and markings on the area
- Please put footbath, alcohols, and sanitizers in strategic locations

References:

DM No. 50, s. 2021

DO No. 14, s. 2020

DM No. 181, s. 2020

DM No. 183, s. 2020

Provincial Ordinance No. 304, s. 2020

DOH Minimum Health and Safety Standards

IATF Issuances



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