



Republic of the Philippines  
**Department of Education**

Region I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**DM-2023-454**

To: Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division (CID)  
 Chief, School Governance and Operations Division (SGOD)  
 Heads of Public and Secondary Schools

Subject: **INTERIM GUIDELINES OF THE SEARCH FOR THE BEST IMPLEMENTERS OF THE ORGANIKONG GULAYAN SA PAARALAN PROGRAM SY 2023-2024**

From: Schools Division Superintendent

Date: September 19, 2023

1. The Schools Division Office of Alaminos City, through the SGOD-School Health and Nutrition Unit, in partnership with the Youth Formation Unit will be starting to implement the Search for the Best Implementers on the Organikong Gulayan sa Paaralan Program for school year 2023-2024 this October 2023.
2. The activity aims to give recognition schools and recognize their best practices in the implementation and sustainability of their Gulayan sa Paaralan Program (GPP). Attached herewith are the guidelines for the search. For updates, GPP Coordinators are advised to join and update the Messenger Group Chat titled " Organikong Gulayan sa Paaralan (AC)".
4. For more information, questions or concerns, please contact the following SDO personnel:
  - Mr. Generoso E. Sison III  
 Project Development Officer I – Youth Formation Unit  
 Contact No. 09488283711  
 email at [generoso.sisoniii@deped.gov.ph](mailto:generoso.sisoniii@deped.gov.ph).
  - Mr. Carlo S. Rabanal  
 Nurse II /09488283711  
 email at [carlo.rabanal@deped.gov.ph](mailto:carlo.rabanal@deped.gov.ph).
5. For information, guidance, wide dissemination and strict compliance.

**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
 Asst. Schools Division Superintendent  
 OIC- Office of the Schools Division Superintendent

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## Guidelines for the Search for the Best Implementers of the Organikong Gulayan sa Paaralan Program SY 2023-2024

### I. Monitoring & Evaluation Schedule

Activity	Inclusive Dates
First Evaluation	October 24-27, 2023
Second Evaluation	December 4-7, 2023
Final Evaluation	February 6-9, 2024
Awarding	March 19, 2024

*Schedule may change as the need arises.*

### II. Categorization of Schools

Small	Medium	Large
Amangbangan ES	Alos ES	Alaminos City NHS
Balayang ES	Amandiego ES	Alaminos CS
Baleyadaan ES	Balangobong ES	Alos NHS
Bisocol ES	Bued ES	Cayucay NHS
Bolaney ES	Cayucay ES	Ildefonso Quimson CHS
Cabatuan ES	Inerangan ES	Inerangan NHS
Dulacac ES	Magsaysay ES	Lucap ES
Landoc ES	Mona ES	Pangapisan IS
Linmansangan ES	Palamis ES	Polo NHS
Longos ES	Pogo ES	San Vicente NHS
Maawi ES	Polo ES	Telbang NHS
Maliga ES	Popantay ES	
Pandan ES	Sabangan ES	
Quibuar ES	San Vicente ES	
San Jose ES	Tangarang ES	
San Roque ES	Telbang ES	
Sta. Maria ES	Victoria ES	
Tawin-tawin ES		

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**III. Criteria & Point System**

- The total score for each evaluation shall be multiplied to the following percentage below.

Activity	Percentage
First Evaluation	30%
Second Evaluation	35%
Final Evaluation	35%
<b>TOTAL</b>	<b>100%</b>

- Criteria

Criteria	Points	Basis/Breakdown	Minimum number of individual plants required per commodity / School Category.		
			SMALL	MEDIUM	LARGE
<b>A. Crop Integration</b>	<b>27</b>				
Fruit Vegetables	5	1 to 5 Commodities = 1 pt. 6 to 9 Commodities = 3 pts. 10 or more Commodities = 5 pts.	5 (eggplant, tomato, okra, sili, sitao) / 3 (other commodities)	10 (eggplant, tomato, okra, sili, sitao) / 3 (other commodities)	15 (eggplant, tomato, okra, sili, sitao) / 3 (other commodities)
Leafy Vegetables	5	1 to 2 Commodities = 1 pt. 3 to 4 Commodities = 3 pts. 5 or more Commodities = 5 pts.	5	10	15
Root Vegetables	4	1 to 2 Commodities = 1 pt. 3 to 4 Commodities = 2.5 pts. 5 or more Commodities = 4 pts.	1	1	1
Indigenous Crops	4	1 to 3 Commodities = 1 pt. 4 to 5 Commodities = 2.5 pts. 6 or more Commodities = 4 pts.	1	1	1
Herbal/Medicinal Plants	4	1 to 3 Commodities = 1 pt. 4 to 5 Commodities = 2.5 pts. 6 or more Commodities = 4 pts.	1	1	1
Strategy of plantation	5	Growth and Survival of Crops - 3 pts. Planting Distance & Spacing - 2 pts.			

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Criteria	Points	Basis/Breakdown
<b>B. Agriculture (Organic-Based)</b>	<b>22</b>	
Composting	5	Area for Composting - 2 Practice of Composting - 3
Plant Nursery	5	Structure - 2 Survivability of Seedlings - 3
Concoctions	3	Presence - 1 Documented creation & usage - 2
Use of Botanical/Organic Repellents/Pesticides	3	Presence - 1 Effectivity & Strategy - 2
Innovativeness	3	Innovations & resourcefulness relative to the sustainability of school gardens or learning of students
Land Utilization	3	Land or area of school utilized for school gardening (More than 200 sq. Meter)
<b>C. Learning</b>	<b>16</b>	
Crop Museums	5	Designated area for student learning - 3 Documentations of on-site teaching/demo - 2
Presentation & Garden Familiarity	5	Tour by assigned school presenter School Garden Familiarization - 3 Delivery/Clarity - 2
Involvement of Learners/YES-O	3	Attendance of Learners in tending the School Garden - 1 Documentation of learners sustaining the School Garden - 2
IEC Materials	3	Content of IEC Materials on Agriculture and Nutrition
<b>D. Waste Management Practices</b>	<b>12</b>	
Recycling	5	Recycling of trash for Crop Production Purposes Variety - 2 Quantity - 3
Waste Segregation	4	Labeled Trash bins - 2 Establishment of MRF Corner - 2
General Cleanliness	3	Absence of Litter (especially plastics)
<b>E. Sustainability</b>	<b>13</b>	
Seed banks	4	Practice of harvesting seeds for next plantation - 1 Variety of seeds stored in accordance with the current crops - 1 Proper storage of seeds - 1 Usability/Expiration - 1

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Sustainability Plan	4	Interview - 2 Black & White - 2
Voluntary Involvement of Teachers/Stakeholders	5	Attendance of Volunteers - 1 Documentation of Volunteers - 1 List and Pics of Donations from Linkages- 3
<b>E. Nutrition Impact</b>	<b>5</b>	
Documentation of the Number of Recipients Supported by Garden Produce	2	List of Recipient from Garden Produce-2
Contribution of Garden Produce to the School Feeding Program	2	Contributed to the School-Based Feeding Program-2
Documentation Process	1	Records of Contribution-1
<b>Sub-TOTAL</b>	<b>95</b>	
<b>F. Scrapbook (Overall)</b>	<b>5</b>	<i>See details below</i>
<b>TOTAL</b>	<b>100</b>	

3. Scrapbook

- a. Scrapbooks shall only be submitted a week after the final evaluation.
- b. The evaluated scrapbook score will yield the same points on the first, second, third and final evaluation.
- c. Maximum number of pages is 50. (One side of a sheet is counted as 1 page, cover page not counted)
- d. Format & Content:
  - I. Name of Project
  - II. Objectives
    - a. General
    - b. Specific
  - III. Brief History/Background
  - IV. Sustainability Plan
  - V. Methodology/Implementations
    - a. School Beautification
    - b. School Waste Management
    - c. Agriculture (Organic-Based)
    - d. Nutrition Impact
  - VI. Source of Funds
    - Donations
    - Production Income

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- MOOE
  
- VII. Organizational Structure
- VIII. Documentations
  - a. First Evaluation (Pics from Sept-Oct. 2023)
  - b. Second Evaluation (Pics from Nov-Dec. 2023)
  - c. Final Evaluation (Pics from Jan.-Feb. 2023)

**IV. Awards and Incentives**

- **Champion (1 per category)**
  - Php 15,000.00
  - Champion Plaque
  - Certificate of Recognition for School Head and GPP Coordinator
  - Certificate of Sustainability
  
- **1<sup>st</sup> Runner-up (1 per category)**
  - Php 10,000.00
  - 1<sup>st</sup> Runner-up Plaque
  - Certificate of Recognition for School Head and GPP Coordinator
  
- **2<sup>nd</sup> Runner-up (1 per category)**
  - Php 5,000.00
  - 2<sup>nd</sup> Runner-up Plaque
  - Certificate of Recognition for School Head and GPP Coordinator
  
- **Challenger Award**  
(*Shall be awarded to schools in all categories with an overall total score of 80% and above.*)
  - Php 1,000.00 worth of seeds for the top 6-winners from all schools excluding the Champion, 1<sup>st</sup> Runner-up and the 2<sup>nd</sup> Runner-up
  - Certificate of Recognition for the School, School Head and GPP Coordinator
  
- **Sustainability Award**  
(*Shall be awarded to schools in all categories who maintain and sustain their garden and an overall total score of 75% for two consecutive searching year*)
  - Php 1,000.00 worth of seeds for the 10 winners from all schools excluding the Champion, 1<sup>st</sup> Runner-up and the 2<sup>nd</sup> Runner-up

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- Certificate of Recognition for the School, School Head and GPP Coordinator
- Hall of Fame Award  
(*Shall be awarded to 3-time consecutive year champions, from all categories, of the GPP Search*)
  - Plaque of Recognition for the School

**V. Monitoring & Evaluation Team**

Name	Role	Position	Office
Maricon R. Sarmiento	Evaluator	Agricultural Technologist II	LGU- City Agriculture Office
Mario D. Rantayo	Evaluator	Education Program Specialist II	SGOD- SMME/SMN
Carlo S. Rabanal	Evaluator	Nurse II	SGOD- School Health & Nutrition
Generoso E. Sison III	Evaluator	Project Development Officer I	SGOD- Youth Formation
Ramil M. Rapues	Documentation	Administrative Assistant VI	LGU- City Information Office
Charlene M. Ferrer	Documentation	Administrative Aide	Personnel Office/OSDS

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