



Republic of the Philippines

## Department of Education

REGION XI

SCHOOLS DIVISION OF PANABO CITY

JAN 31 2024

### Office of the Schools Division Superintendent

January 30, 2024

#### DIVISION MEMORANDUM

No. 029 s. 2024

#### NATIONAL SEARCH FOR SUSTAINABLE AND ECO-FRIENDLY SCHOOLS

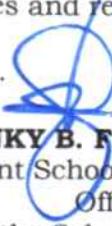
To : **BASILIO P. MANA-AY, JR., CESO VI**  
Assistant Schools Division Superintendent  
**AILENE B. ANONUEVO, PhD**, Chief Education Supervisor  
Schools Governance and Operations Division  
**JANWARIO E. YAMOTA**, Chief Education Supervisor  
Curriculum Implementation Division  
**KEREN T. LUMA**, Education Program Supervisor  
**JOHN B. VISILLAS**, Education Program Supervisor  
**ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS**  
**ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**  
**All Concerned**

- Attached is Regional Memorandum No. ESSD-2024-017 entitled National Search for Sustainable and Eco-friendly Schools dated January 17, 2024. This activity is in partnership with the Department of Environment and Natural Resources – Environmental Management Bureau that was started last November 25, 2023 – August 31, 2024. Please refer to the attached memo for the guidelines of the criteria for judging and the preparation of documents for verification.
- In line with this, please be informed that there will be a District Evaluation to be conducted by the Public Schools District Supervisors. Each district shall have the Top 3 finalists and the first-place school will be included in the Division-level Evaluation. One school shall be chosen for elementary and secondary as division-level entry to the national-level competition.
- Further, the timeline of evaluation and submission and composition of the Division Evaluation team is hereby attached for reference.
- Travel, meals, monitoring, and other allowable expenses incurred in this activity are chargeable against School MOOE Funds/Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
- For your guidance and compliance.

RELEASED

FEB 02 2024

Enclosed: As stated  
RECORDS SECTION-SDO PANABO CITY  
BY \_\_\_\_\_

  
**JINKY B. FIRMAN PhD, CESO VI**

Assistant Schools Division Superintendent

Officer In charge

Office of the Schools Division Superintendent



Republic of the Philippines

## Department of Education

REGION XI

SCHOOLS DIVISION OF PANABO CITY

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### Office of the Schools Division Superintendent

SGOD/ABA/Jji

### National Search for Sustainable and Eco-Friendly Schools DIVISION EVALUATION TEAM

**Chair:** Jinky B. Firman, PhD., CESO VI  
Schools Division Superintendent

**Vice Chair:** Basilio P. Mana-ay, Jr., CESO VI  
Asst. Schools Division Superintendent

**Members:**  
Ailene B. Añonuevo, PhD.  
Chief Education Supervisor, SGOD

Janwario E. Yamota  
Chief Education Supervisor, CID

Keren T. Luma  
Education Program Supervisor

Hernani A. Resueño, Jr., RN, MAN  
PDO II, Division DRRM Coordinator

Elton L. Kadile, RN  
Nurse II/ Division WINS Coordinator

Gladys C. Noel  
PDO I/Youth Formation Program

Lea Jane M. Isleta  
PDO I/Youth Formation Program

### DISTRICT LEVEL EVALUATORS

#### Panabo Central District

Antonio R. Pasquito, Jr.,  
Public Schools District Supervisor

Estrella N. Maputol  
Public Schools District Supervisor

#### Panabo North District:

Maria Nenita G. Tuazon, Ed.D.  
Public Schools District Supervisor



Republic of the Philippines

## Department of Education

REGION XI

SCHOOLS DIVISION OF PANABO CITY

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### Office of the Schools Division Superintendent

#### Panabo South District I:

Marissa Y. Manginsay, Ed.D.  
Public Schools District Supervisor

Reynaldo C. Deocampo, Jr.  
Public Schools District Supervisor

#### Panabo South District II:

Joylyn B. Martinez  
Public Schools District Supervisor

Mary Ann M. Revilla  
Public Schools District Supervisor

#### Secondary:

Avelino D. Bitang, Ed.D.  
Public Schools District Supervisor

### TIMELINE OF ACTIVITIES

Date	Activity	Persons Involved
<b>February – April 2024</b>	District Level Evaluation	PSDS Focal Persons
<b>April 25-29, 2024</b>	Submission of Top 3 Results in District-Level Evaluation	PSDS Focal Persons
	Submission of Means of Verifications of the Top 3 District Winners (pictures, videos) to be submitted online	Selected Schools
<b>July 8-12, 2024</b>	Division Level Evaluation/Onsite Validation for the Top schools in each district	Division Level Evaluation Team
<b>August 12-16, 2024</b>	Submission of Division Entries to the National level to be facilitated by the chosen schools	Entry Schools



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

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**National Search for Sustainable and Eco-Friendly Schools**

Score Sheet Summary  
(OASOPS No. 2023-234)

**A. Environment and Climate Change Dimensions in School Operations**

<i>1. Integration of environment and climate change dimensions in school operations (25 pts)</i>					
Criteria	Waste Management Program	Pollution Prevention Program	Resource Use Efficiency Programs	Greening Program	Climate Change and Disaster Risk Reduction Management
Presence of a functioning committee/persons assigned to implement programs and projects for the school (10 pts)					
Performance of the school in the implementation of environmental program (15 pts)					
<i>2. Economic Sustainability – Generation of resources for the program sustainability (15 pts)</i>					
Criteria	Waste Management Program	Pollution Prevention Program	Resource Use Efficiency Programs	Greening Program	Climate Change and Disaster Risk Reduction Management
Allocation of school of budget for the					

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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

implementation of the program (8 pts)					
Presence of Environmental Partners and Linkages in various programs, projects, and activities (7 pts)					
<b>3. Gender Equality and Social Inclusion (10 pts)</b>					
Criteria	Waste Management Program	Pollution Prevention Program	Resource Use Efficiency Programs	Greening Program	Climate Change and Disaster Risk Reduction Management
Equal access and opportunity for women and men, girls, and boys, Ips and PWDs in the program planning and design, implementation, and monitoring phase (10 pts)					

**B. Environment and Climate Change – related features of the School Curriculum (30 pts)**

Criteria	Points
Integration of environment, climate change and disaster risk reduction themes into the curriculum (10 pts)	
Presence of in-service environment and climate change training for faculty members (10 pts)	



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REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Presence of environment and climate change support instructional materials for use of teachers (10 pts)

**C. Presence of Vibrant Eco-Organizations in Campus (20 pts)**

Criteria	Points
Ongoing environmental projects by eco-club/student	
Provision of financial and/or logistical support by the schools to the student eco-club/student organization	
Eco-club/student org officers/members with capacity building activities attended/participated	

**Summary of Total Score:**

Indicator	Total Score
<b>A. Environment and Climate Change Dimensions in School Operations</b>	
<b>B. Environment and Climate Change - related features of the School Curriculum</b>	
<b>C. Presence of Vibrant Eco-Organizations in Campus</b>	
Overall rating	

Evaluated and rated by:

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PSDS

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PSDS

Conformed by:

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School Head/Principal

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Ready



27096

Republic of the Philippines  
Department of Education  
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM  
ESSD-2024-017

To : Schools Division Superintendents

Subject: NATIONAL SEARCH FOR SUSTAINABLE AND ECO-FRIENDLY SCHOOLS

Date : January 17, 2024

Pursuant to Memorandum OASOPS No. 2023-234 from Atty. Revsee A. Escobedo, Undersecretary for Operations, requesting the participation of schools for the National Search for Sustainable and Eco-friendly Schools (NSSEFS) which started on November 25, 2023 until August 31, 2024.

For further inquiries and concerns, contact the Environmental Education and Information Division, EMB-DENR, through [emb.centraloffice@gmail.com](mailto:emb.centraloffice@gmail.com) or at (02) 8539-4378 loc. 114/115. For further information, visit <https://bit.ly/NSSEFSGuide> or <https://bit.ly/3tE1XK7>.

Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. TANALO  
Director IV

Enclosed: As stated

ROE/smtc

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By: ✓ Date: JAN. 17, 2024  
Note: 27096 Time: 2:45 PM



Republic of the Philippines  
Department of Education  
OPERATIONS

RECEIVED  
19 DEC 2023

1:45

OASOPS No. 2023-234

MEMORANDUM

TO : ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL SCHOOL HEADS

FROM : *Percolate*  
Atty. REVSEE A. ESCOBEDO  
*Undersecretary for Operations*  
Officer-in-Charge, Office of the Assistant Secretary for  
Operations

SUBJECT : National Search for Sustainable and Eco-friendly Schools

DATE : December 1, 2023

This Office respectfully endorses the attached letter from Gilbert C. Gonzales, Director and concurrent Assistant Secretary for Field Operations, Department of Environment and Natural Resources – Environmental Management Bureau (EMB-DENR), dated October 23, 2023, which was received by this Office on November 28, 2023, regarding the National Search for Sustainable and Eco-friendly Schools (NSSEFS) which started on November 25, 2023 until August 31, 2024.

The NSSEFS aims to: (1) recognize sustainable and eco-friendly programs of the schools that were integrated into school operations, curriculum, and student activities; (2) encourage schools to become more actively involved in environmental issues; and (3) encourage in-depth understanding and behavioral changes among the students, faculty, and school administrators to initiate and sustain active responses and participation in environmental issues and concerns.

For further inquiries and concerns regarding the National Search, kindly contact the Environmental Education and Information Division, EMB-DENR, through email at [emb.centraloffice@gmail.com](mailto:emb.centraloffice@gmail.com) or telephone number at (02) 8539-4378 loc. 114/115. For further information, kindly visit <https://bit.ly/NSSEFSGuide> or <https://bit.ly/3tE1XK7>.

For wide dissemination.

**Copy Furnished:**

KAREN ANN PACPACO

Chief, Environmental Education and Information Division, EMB-DENR

[emb.centraloffice@gmail.com](mailto:emb.centraloffice@gmail.com)

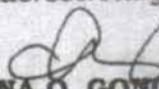


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

5/19/23

**MEMORANDUM**  
OM-CI-2023-Ne9

**TO** : **ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**FROM** :   
**GINA O. GONONG**  
*Undersecretary*  
Curriculum and Instruction

**SUBJECT** : **2025 National Search for Sustainable and Eco-friendly Schools (NSSEFS)**

**DATE** : November 17, 2023

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This is in reference to the letter of Education Facilities Division on the National Search for Sustainable and Eco-friendly Schools organized by Environmental Management Bureau of the Department of Environment and Natural Resources.

The Curriculum and Teaching Strand endorses the letter to the Office of the Undersecretary for Operations considering that the matter falls under the functional jurisdiction of the strand.

For appropriate action.

cc: **ENGR. ANNABELLE R. PANGAN**  
*Chief, Education Facilities Division*



Republic of the Philippines  
Department of Education  
EDUCATION FACILITIES DIVISION

*Office of the Chief*

November 13, 2023

**GINA O. GONONG**

Undersecretary for Curriculum and Teaching  
DepEd Central Office

Dear **Undersecretary Gonong**:

This is in reference to the letter dated **23 October 2023** from **Director/Concurrent Assistant Secretary for Field Operations, Environmental Management Bureau**, forwarding the relaunching of the National Search for Sustainable and Eco-Friendly Schools (NSSEFS) on November 25, 2023, presenting the enhanced guidelines and online submission of entries of the Search.

The Education Facilities Division (EFD) hereby endorses the submission/letter to the Office of the Undersecretary for Curriculum and Teaching, considering that the matter being sought falls within the functional jurisdiction of your office.

For appropriate action. Thank you.

Very truly yours,

**ENGR. ANNABELLE R. PANGAN**  
Chief, Education Facilities Division

K23-2889



Republic of the Philippines  
Department of Education  
EDUCATION FACILITIES DIVISION

*Office of the Chief*

November 13, 2023

**GINA O. GONONG**

Undersecretary for Curriculum and Teaching  
DepEd Central Office

Dear **Undersecretary Gonong**:

This is in reference to the letter dated **23 October 2023** from **Director/Concurrent Assistant Secretary for Field Operations, Environmental Management Bureau**, forwarding the relaunching of the National Search for Sustainable and Eco-Friendly Schools (NSSEFS) on November 25, 2023, presenting the enhanced guidelines and online submission of entries of the Search.

The Education Facilities Division (EFD) hereby endorses the submission/letter to the Office of the Undersecretary for Curriculum and Teaching, considering that the matter being sought falls within the functional jurisdiction of your office.

For appropriate action. Thank you.

Very truly yours,

  
**ENGR. ANNABELLE R. PANGAN**  
Chief, Education Facilities Division

K23-2889

**EMB Letter dated 23 October 2023: REQUEST FOR ASSISTANCE IN ISSUING A NATIONAL MEMORANDUM CIRCULAR TO ELEMENTARY AND HIGH SCHOOLS FOR THE NATIONAL SEARCH FOR SUSTAINABLE AND ECO-FRIENDLY SCHOOLS**

recordsco <recordsco@emb.gov.ph>

Tue 10/24/2023 12:46 PM

To: Office of the Secretary <osec@deped.gov.ph>  
Cc:EEID\_CO <eeid\_co@emb.gov.ph>

1 attachments (4 MB)

CO-2023-033486.pdf (11 pages)

Good Day!

Sir/Madam:

Please see the attached signed EMB Letter dated 23 October 2023: REQUEST FOR ASSISTANCE IN ISSUING A NATIONAL MEMORANDUM CIRCULAR TO ELEMENTARY AND HIGH SCHOOLS FOR THE NATIONAL SEARCH FOR SUSTAINABLE AND ECO-FRIENDLY SCHOOLS with IIS no. CO-2023-033486 and acknowledge upon receipt. Thank you



**NELLY P. BARIZO**

Chief, Records Section

**Environmental Management Bureau**

DENR Compound, Visayas Avenue, Diliman, Quezon City

Tel. No. (02) 8920 2253

Trunkline No. (02) 8539-4378 local 113

<b>RECEIVED</b>	
Control No. K23-2889	
EDUCATION	
NOV 09 2023	
BY: _____	
TIME: _____	

Office of the Undersecretary for Curriculum and Textbook	
<b>RECEIVED</b>	
10-14-23	Time: 10:57
Cat	
CO-14-2023-10-14-57	



OCT 23 2023

DEPARTMENT OF EDUCATION

OCT 27 2023

8 103-10-1015614-025-10-5345

**THE HONORABLE SARA Z. DUTERTE**

Vice President and Secretary

**DEPARTMENT OF EDUCATION**

DepEd Complex, Meralco Avenue, Pasig City

Email Add: [osec@deped.gov.ph](mailto:osec@deped.gov.ph)

Telephone No. 8687-2922/ 8636-4876/ 8636-4995

**Subject : Request for Assistance in Issuing a National Memorandum Circular to Elementary and High Schools for the National Search for Sustainable and Eco-friendly Schools**

Dear Vice President Duterte:

Greetings!

The Department of Environment and Natural Resources, through the Environmental Management Bureau (EMB), in cooperation with your Office, the Commission on Higher Education, and other government and private sector, will relaunch the **National Search for Sustainable and Eco-friendly Schools (NSSEFS) on November 25, 2023**. In this event, the enhanced guidelines and online submission of entries of the Search will be presented.

The NSSEFS is a flagship program of the agency and was first launched in 2009. The search is open to elementary, secondary, and higher education institutions nationwide and aims (1) to recognize sustainable and eco-friendly programs of the schools that were integrated into school operations, curriculum, and student activities; (2) to encourage schools/academic institutions to become more actively involved in environmental issues at a practical and local level; (3) to encourage in-depth understanding and behavioral changes among the students, faculty and school administrators to initiate and sustain active responses and participation in environmental issues and concerns.

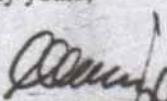
The Search is in response to the ASEAN Environmental Education Action Plan (2008-2012 and 2014-2018) that calls for establishing sustainable schools in every ASEAN member-state. It also supports the Republic Act 9512: Environmental Awareness and Education Act and is included in the National Environmental Education Action Plan for 2018-2040.

In relation to this, we would like to **request the assistance of your office in issuing a national memorandum circular to various elementary and high schools in the country**. We are grateful for DepEd's assistance in promoting the NSSEFS through the issuance of circulars since 2009. Once signed, may we ask to be notified of its release and allow us to disseminate this further to our regional offices. Attached is the NSSEFS guidelines for your reference.

We look forward to your favorable response on this matter. Should you have any other queries, your staff may contact Ms. Karen Ann Paepaco, chief of the Environmental Education and Information Division, EMB-DENR, at telephone number 0939038690 or 8539-43-78 local 114 or 115 or email at [emb\\_centraloffice@gmail.com](mailto:emb_centraloffice@gmail.com), if you need more information.

Thank you very much.

Very truly yours,

  
**GILBERT C. GONZALES, CESO III**  
Director and concurrent Assistant  
Secretary for Field Operations

## 2025 NATIONAL SEARCH FOR SUSTAINABLE AND ECO-FRIENDLY SCHOOLS

### I. Rationale:

The National Search for Sustainable and Eco-Friendly Schools (NSSEFS) is a recognition program for schools that have environmental programs initiated and integrated in their operation, program, curriculum, instruction, research, extension and administration. This was first launched in 2009 as a biennial program by the Department of Environment and Natural Resources (DENR) through Environmental Management Bureau (EMB), in collaboration with the Department of Education (DepED) and Commission on Higher Education (CHED).

Its launch is a direct response to the ASEAN Environmental Education Action Plan (2008-2012 and 2014-2018) that calls for the establishment of sustainable schools in every ASEAN member-state. It also supports the Republic Act 9512: Environmental Awareness and Education Act and is included in the National Environmental Education Action Plan for 2018-2040.

Since the recognition program started, there were six recognition ceremonies conducted: 2009, 2011, 2013, 2015, 2017 and 2019. The following were the results of the NSSEFS program as of 2019 recognition:

- A total of 272 schools were recognized as regional and national champions.
- NSSEFS winners received recognition from the ASEAN Community through the ASEAN Eco-school Programme
- In 2020 selected NSSEFS awardees namely Agusan Del Sur National High School, Caranan North Elementary School, Concepcion L. Cazeñas Memorial School, Santiago North Central School- SPED Center received grants through the Global Search for Sustainable Schools program
- The winning schools became a model and venue for study tour and international exchange spearheaded by the Philippines.

After 14 years since NSSEFS was launched, DENR-EMB assessed and evaluated its criteria, guidelines, and processes. The program's accomplishments, issues, and concerns were discussed with partner agencies and agreed to enhance the program to answer current emerging challenges. In response to this, NSSEFS will be relaunched in November 2023, with "eco-friendly program specific" guidelines and simplified process of submission of entries. This is to further highlight the schools eco-friendly practices and to encourage more schools to participate in this program. This enhanced NSSEFS intends to reach and support more eco-friendly programs of the schools and communities across the country.

## **II. Objectives**

- To recognize sustainable and eco-friendly programs of the schools that were integrated in school operations, curriculum and student activities
- To encourage schools/academic institutions to become more actively involved in environmental issues at a practical and local level
- To encourage in depth understanding and behavioral changes among the students, faculty and school administrators to initiate and sustain active responses and participation in environmental issues and concerns

## **Partnership and Collaboration**

The NSSEFS recognition program is in partnership with the DENR through the EMB and several government agencies and private institutions, these are the following:

- National Government Agencies partners are DepEd, CHED, Department of Science and Technology, Climate Change Commission, and National Youth Commission
- Private institutions partners are Nestle Philippines, One Meralco Foundation, Landbank of the Philippines and Smart Communications. These private institutions provide assistance through the granting of special awards of NSSEFS.

## **III. Criteria for Determining the Sustainability of the School's Eco-friendly Programs**

### **A. Environment and Climate Change Dimensions in School Operations (50 pts)**

1. Integration of environment and climate change dimensions in the school operations (25 pts)
2. Economic Sustainability- Generation of resources for the program sustainability (15 pts)
3. Gender Equality and Social Inclusion (10 pts)

### **B. Environment and Climate Change-related Features of the School Curriculum (30pts)**

1. Integration of environment, climate change and disaster risk reduction themes into the curriculum (10 pts)
2. Presence of in-service environment and climate change training for faculty members (10 pts)
3. Presence of environment and climate change support instructional materials for use of teachers (10 pts)

### **C. Presence of Vibrant Eco-Organizations in Campus (20pts)**

1. Ongoing environmental projects by eco-club/student organizations (8 pts)
2. Provision of financial and/or logistical support by the schools to the student eco-club/student organization (6 pts)
3. Eco-club/student org officers/members with capacity building activities attended/participated. (6 pts)

**Environmental programs included in the Search are the following:**

1. Waste management program- refers to the school's programs focused on solid waste segregation, recycling/upcycling, composting, establishment and management of Materials Recovery Facility/System, composting, healthcare waste and waste electrical and electronic equipment management.
2. Pollution prevention program- refers to air and water pollution prevention program and chemicals management. Programs may include the septic tank/sewerage management, wastewater treatment, adopt a water body, anti-smoke belching programs and other related programs.
3. Resource Use Efficiency Programs – refers to energy and water efficiency and conservation program. Programs may include rainwater harvester, use of renewable energy, IEC activities promoting energy and water efficiency, use of energy efficient equipment, etc.
4. Greening program – refers to the establishment, management, and maintenance of green space of the school and other environmental and natural resources management programs such as ecosystem conservation program, tree/mangrove planting and nurture program, and other environmental management related extension program.
5. Climate Change and Disaster Risk Reduction programs -refers to the program in the reduction and mitigation of the effects of climate change. conduct of climate change and disaster capacity building programs, use/development and maintenance of early warning system, evacuation system and equipment on disaster preparedness

**Scoresheet Summary of NSSEFS**

**A. Environment and Climate Change Dimensions in School Operations**

1. Integration of environment and climate change dimensions in the school operations (25pts)					
Criteria	Waste management program	Pollution prevention program	Resource Use Efficiency Programs	Greening program	Climate Change and Disaster Risk Reduction programs
Presence of a functioning committee/persons assigned to implement programs and projects for the school (10 pts)	2 points	3	1	2	2

Performance of the school in the implementation of environmental program (15pts)	3 points	4	2	3	3
<b>2. Economic Sustainability- Generation of resources for the program sustainability (15pts)</b>					
Criteria	Waste management program	Pollution prevention program	Resource Use Efficiency Programs	Greening program	Climate Change and Disaster Risk Reduction programs
Allocation of school budget for the implementation of the program (8pts)	2 points	2	1	1	2

<b>3. Gender Equality and Social Inclusion (10pts)</b>					
Criteria	Waste management program	Pollution prevention program	Resource Use Efficiency Programs	Greening program	Climate Change and Disaster Risk Reduction programs
Equal access and opportunity for women and men, girls and boys, IPs and PWDs in the program planning and design, implementation and monitoring phase (10 pts)	2 points	2	2	2	2

#### **B. Environment and Climate Change-related Features of the School Curriculum (30 pts)**

Criteria	Points
Integration of environment, climate change and disaster risk reduction themes into the curriculum	10

Presence of in-service environment and climate change training for faculty members	10
Presence of environment and climate change support instructional materials for use of teachers	10

**C. Presence of Vibrant Eco-Organizations in Campus (20 pts)**

Criteria	Points
Ongoing environmental projects by eco-club/student	8
Provision of financial and/or logistical support by the schools to the student eco-club/student organization	6
Eco-club/student org officers/members with capacity building activities attended/participated	6

**IV. NSSEFS Selection Process**

**A. Submission of Entries**

1. NSSEFS will have 3 categories- Elementary School, High School and Colleges/Universities category.
2. This Search is open to Elementary School, High School and Colleges/Universities both in public and private schools nationwide.
3. All NSSEFS entries must be submitted online using the link provided below:  
<https://tinyurl.com/NSSEFS>
4. A letter of intent to join the NSSEFS signed by Principal/University or College president of participating school must be submitted together with the online application form. Endorsement from DepEd, CHED or other agency **is not required** in the submission of entries.
5. Accepting of entries will be from **November 25, 2023 to August 31, 2024**.

6. Follow the instructions in the online form. Provide and complete the information asked for each item. Attach necessary documents as means of verification (MOVs) as needed.

#### **B. Screening of Entries**

1. The submitted online form with complete documents will be directed to EMB Central Office for compilation and initial screening of the program secretariat. The secretariat will identify the qualified entries based on the completeness and relevance of the submitted documents and information. The Environmental Education and Information Division of EMB Central Office will serve as program secretariat and will facilitate the selection process.
2. After the initial screening of the secretariat, the qualified entries will be submitted to the NSSEFS National Board of Judges. The National Board of Judges will be composed of representatives from DepEd/CHED, DENR and Private Partners.
3. The judges will conduct table review and rate the qualified entries based on the submitted online form and attached MOVs. Additional documents may be requested if the judges found it necessary in rating the entries. The judges will rate the entries using the official scoresheet provided by the secretariat, as enumerated in the Scoresheet Summary table above.
4. Top 7 schools per category will be determined based on the combined scores of the judges. The judges will conduct site validation for identified Top 7 schools to determine the winners of the search.

#### **Summary of NSSEFS Selection Process**

Process	Details
1. Online Submission of Entries	EMB Central Office will provide a link for online submission of entries. The link and online system will be open only during the duration of accepting of entries (November 25, 2023 – August 31, 2024)
2. Initial Screening of NSSEFS Secretariat	Secretariat will check for the completeness of the submitted entries
3. Judges Rating (Table Review)	Secretariat will forward qualified entries to NSSEFS judges. Judges will be given 3 months (November 2024-January 2025) to rate the entries

4. Validation of Top 7 Finalists	The judges will conduct site validation for the identified top finalists per category. Validation will be scheduled from February to March.
5. Final Judges Meeting	Judges will reconvene for the final rating of Top 7 finalists. Judges will provide final ratings to identify the winners by end of March 2025

**V. Prizes:**

Category	No. of awardee	*Prize
Elementary School	5	Php 100,000.00 each + plaque of recognition
High School	5	Php 100,000.00 each + plaque of recognition
Colleges/Universities	5	Php 100,000.00 each + plaque of recognition

**VI. Schedule:**

The awarding ceremony of NSSEFS will be conducted on June 5, 2025 during the celebration of World Environment Day. The awarding will be conducted every 3 years. This is to provide sufficient time for the schools, secretariat and judges to prepare for the Search.

**Schedule of the 2025 National Search for Sustainable and Ecofriendly Schools**

Activity	Timeline	Description
Launching and call/accepting of entries	November 25 2023-August 31 2024	Dissemination of information, guidelines, mechanics Accepting of entries via NSSEFS online system
Screening of the secretariat	September 1-October 31, 2024	Identify the qualified entries based on the completeness and relevance of the submitted documents and information
Judges' table review and rating of qualified entries Conduct judges' meetings	November 4, 2024-January 31, 2025	Table review based on the submitted online form and attached MOVs only. Ratings will be based on the official scoresheet provided by the secretariat
Field Validation	February 3 -March 31, 2025	Judges Field Validation for the Top 7 finalists
Sending of invitation/notification letters to the winning schools	March-April 2025	Secretariat will notify the Top 7 Finalists to prepare for the awarding ceremony
Preparations for the Awarding Ceremony	April-May 2025	Preparation of prizes, venue, guests, plaques, etc
National Awarding Ceremony	June 5, 2025	Actual conduct of the awarding ceremony

**Schedule of Awarding of NSSEFS for CY 2025-2031**

Call for Entries	Screening Period	Awarding Ceremony
November 2023-October 2024	November 2024- March 2025	June 2025
November 2026-October 2027	November 2027 – March 2028	June 2028
November 2029-October 2030	November 2030- March 2031	June 2031

**VII. Preparation of Materials for the School Initiative**

The Environmental Education and Information Units will develop and submit to central office an audio- video presentation (AVP) of the top school finalists within their region. This AVP will be used during the awarding ceremony to highlight the school's eco-friendly program. The AVP must be submitted to central office on May 5, 2025. The secretariat will post the AVP of the top finalists in the EMB Central Office Facebook page to facilitate social media engagements up to the awarding ceremony.

The format of the AVP is as follows:

1. Video must be in horizontal orientation and in high quality.
2. Duration of the video must not be longer than 30-40 seconds.
3. Include action videos (clips taken related to the school's program)

Video Content:

1. Name of the Schools
2. Name of the Environmental Project/Program/Activities
3. Main objective of the Project
4. Challenges and accomplishments of the school in implementing Project/Program/Activities
5. Highlights of the project
6. Future plans

## CONTACT INFORMATION.

### National Program Secretariat

Environmental Education and Information Division

Environmental Management Bureau-DENR

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## \* DENR Quality Team

- SDS
- ASPS
- Chefs CID & S600
- YAP Team (S'kmen-m'clar)
- S'knam PREM
- S' Eltm (WIN)

## \* District Technicians

~~1. DSSPS focal person~~  
~~2. Central District Focal Person~~

## \* News released

- Bulletin of the activities up
- TVs & Tutorials
- April - (last week April) - 25

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## \* DENR Quality

- July (17 week) - (site visitation)
- July - (8 - 12)