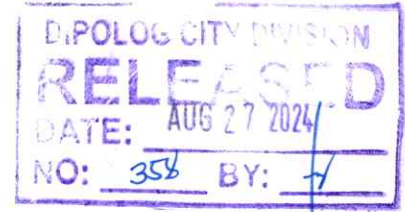




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION
[YOUTH] LEARNER FORMATION UNIT



August 16, 2024

DIVISION MEMORANDUM

No. 358, s. 2024

ENVIRONMENTAL PROJECT PITCHING

To: Division Learner Formation Coordinators
Public Schools District Supervisors
Secondary School Heads
Secondary YES-O Teacher-Advisers
Participants of the 2024 Environmental Leadership Summit
This Division

1. In line with the objectives of the 2024 Environmental Leadership Summit, ChildFund Philippines and DepEd Dipolog will conduct the **Environmental Project Pitching** to activate the Youth for Environment in Schools Organization (YES-O) in all 16 high schools within this Division by initiating impactful projects that would benefit the organization and their school.
2. This initiative aligns with DepEd's mandates, programs, and policies, particularly those outlined in DepEd Order No. 72, s. 2003, and other related issuances concerning YES-O. Therefore, it is imperative that all YES-O organizations in the 16 high schools participate in this activity. Winning teams will receive a grant of 15,000 pesos to implement their proposed projects.
3. The Environmental Project Pitching will take place on September 7, 2024, with digital applications and required documents to be submitted by September 4. All files must be sent to youthformation.dipolog@deped.gov.ph.
4. For further details, YES-O teacher-advisers and student-presidents are encouraged to review the attached **Enclosure 1**, which outlines the **timeline, guidelines, and criteria** for the project pitching.
5. **Annex A**, containing the pertinent **forms to be completed and submitted**, is also attached.
6. A separate advisory will be issued regarding the venue for the project pitching session scheduled for September 7.
7. For clarifications and inquiries regarding this issuance, all concerned parties are directed to coordinate with the SGOD-LFU. Contact:



Address: Purok Farmers, Olingan, Dipolog City
Email: youthformation.dipolog@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Dipolog Youth Learner Formation Unit



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[YOUTH] LEARNER FORMATION UNIT

Cielbert E. Dondoyano Jr.
PDO I, Learner Formation Unit
0956 590 9773

Andrew Homil G. Elumbaring CPA
PDO I, Learner Formation Unit
0995 163 5116

8. Immediate dissemination of this Memorandum is directed.

ATTY. MA. CECILLE S. BASTASA-TANAGA
Attorney III
In-Charge of Office

For:

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent



Address: Purok Farmers, Olingan, Dipolog City
Email: youthformation.dipolog@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Dipolog Youth Learner Formation Unit

Children and Youth Disaster Risk Management (CYDRM)

ChildFund Philippines – Zamboanga Del Norte Program Area

Timeline	
Date	Activity Details
August 12 – 16, 2024	Preparatory activities, including meetings, planning, reviewing documents, guidelines, agreements, and developing monitoring strategies.
August 17, 2024 (Saturday)	Dipolog Youth Ambassadors Coronation Night – The top 5 candidates will become recipients of community-based environmental proposals in collaboration with their respective SK council.
August 21, 2024 (Wednesday)	Submission of names for the participants list.
August 22, 2024 (Thursday)	Final preparation for the 1-day Summit.
August 23, 2024 (Friday)	YOUTHNITE for Environment Summit
September 4, 2024 (Wednesday)	Submission of Environmental Project Pitching Outputs by 16 Schools and 5 Communities. Evaluation and result of top 10.
September 7, 2024 (Saturday)	Phase 1 – Presentation and Panel Defense of the Top 10 Environmental Project Pitches. Face to face. Evaluate the proposals and comments.
September 14, 2024 (Saturday)	Phase 2 – Submission of Revised (Final) Project Pitches. No need to defend. Top 5 will be chosen
September 28, 2024 (Saturday)	Awarding of the Top 5 Environmental Project Pitches (School-Based). Awarding of the Top 5 Environmental Project Pitches (Community-Based).
October 2024 to March 2025	Implementation Period - 6 months, with the submission of progress reports every 2 months.

Children and Youth Disaster Risk Management (CYDRM)

ChildFund Philippines – Zamboanga Del Norte Program Area

Environmental Innovation Project Pitching Competition (School and Community-based)

General Guidelines

1. Eligibility

- **Contestants must be bona fide students.** The DepEd Learner Formation Coordinator must certify the eligibility of contestants, with approval noted by the YES-O teacher adviser.
- Top 5 candidates will automatically receive the Environmental Innovation Project Pitching Grant.

2. Entry Requirements

- Entries may be submitted by individuals, duos, or groups of up to four members. Each school/community is limited to one entry.
- **For school-based entries, the participants during the 2024 Environmental Leadership Summit are the members of this project, namely:**
 - i. **YES-O Teacher-Adviser**
 - ii. **YES-O President**
 - iii. **YES-O Vice President**
 - iv. **YES-O Public Information Officer**
 - v. **SSLG President**
- The role of the YES-O teacher-adviser is to provide essential support through guidance and input throughout the proposal development process.
- Participating students/youth must attend the pre-workshop "Environmental Leadership Summit." Entries from schools/community that do not attend the Summit will not be accepted.

3. Phase 1: Presentation Format

- While a team may comprise 2-4 student-members, at most two members will present the innovation during the pitching proper. **Preferably, the YES-O President and YES-O PIO shall pitch their project.**
- During the pitching session, an interview panel will conduct a Q&A segment, wherein any group member may respond to the panel's questions.

4. Project Focus

- Entries must address environmental issues impacting children and youth learners, such as **zero waste, green space, tree/mangrove monitoring systems,** and **digital environmental interventions, innovative research projects,** etc.
- **One-time implementations are discouraged. Projects should aim for sustainability and long-term impact.**

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5. Evaluation Process

- First Phase
 - i. Submit a digital copy of the proposal for initial evaluation on or before **September 4, 2024**, to youthformation.dipolog@deped.gov.ph.
 - ii. For the school-based the top 10 entries will proceed to the second phase.
 - iii. For the community-based the entries with an evaluation rate below 70% are required to resubmit for the second phase.
 - iv. **Each team will be allocated 10 minutes for their presentation**, followed by a 5-minute Q&A session, during which any judge from the panel may ask questions.
 - v. Presentations can be in Filipino, English, or Taglish.
- Second Phase
 - i. Resubmit the entry with integrated comments and suggestions from the first phase.
 - ii. The evaluation committee will assess the resubmitted proposals in which 5 out of 10 will be chosen for funding for school-based teams and 5 for community-based teams.

6. Pitch Deck Flow

- All entries must follow the provided pitch deck flow. See below for details.

7. Timing

- A triple bell ring indicates one minute is remaining in the presentation. The microphone will be muted once time is up.

8. Submission

- All entries, documents (PDF), and presentations (PPT) limit to 10 slides must be submitted by the deadline. Send entries to youthformation.dipolog@deped.gov.ph

9. Final Decision

- The evaluators' decisions are final and cannot be appealed.

Prizes

The top 5 project proposals will each be awarded a start-up capital of PHP 15,000.00. This funding is intended to support the implementation of the proposed projects, helping to turn innovative ideas into actionable solutions.

Awardees are required to submit progress reports every 2 months, from September 2024 to March 2025, a total of 3 progress reports. To be submitted on the 3rd Wednesday of November, January and March.

	Oct 2024 to Nov 2024	Dec 2024 to Jan 2025	Feb 2025 to Mar 2025
Date of Submission	3 rd Wednesday of November	3 rd Wednesday of January	3 rd Wednesday of March

These reports should detail the project's progress, challenges faced, and outcomes achieved, along with photo documentation, to ensure transparency and accountability in the use of funds.

Children and Youth Disaster Risk Management (CYDRM)

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List of documentary requirements from submission to implementation:

Phase 1

- Entry Form
- Entry in PDF following the Pitch Deck Flow
- Entry PPT for the presentation (this will be submitted during the presentation)

For the Awardees after Phase 2

- Signed Acknowledgement and Agreement for the recipients of the Grant

List of documentary requirements for the submission of the progress report:

- Progress Report Template
- Liquidation Report Template
- Photo Documentation and Video documentation

Pitch Deck Flow with Guide Questions

Slide 1: Project Title	Does the title concisely capture the essence of your project? Is it engaging and memorable? Limit to a maximum of 15 words to ensure clarity and focus.
Slide 2: Project Background	What inspired this project? What context or history is relevant to understanding this project? What data or statistics support the need for this project? Keep the background concise, limiting it to 300 words to provide a clear overview.
Slide 3: The Problem	What specific problem are you addressing? How does this problem affect the community, particularly children and youth? What data or evidence highlights the severity of the problem?
Slide 4: The Solution or Interventions	What is your proposed solution to the problem? How will your interventions directly address the issue? How many children, youth, or families will benefit from your project?
Slide 5: Project Components	What are the key components or activities of your project? How will each component contribute to achieving your project goals?
Slide 6: Action Plan (Timeline) or Prototype	What are the specific steps you will take to implement your project? What is the timeline for these actions and mode of verification? What are the key milestones or deliverables?

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Slide 7: Budget Allocation and Counterparts	How is your budget allocated across different components of the project? What are the sources of funding and any in-kind contributions? Are there any financial counterparts or matching funds? What are the support from school/barangay?
Slide 8: Sustainability Model	How will the project continue after the initial funding period? What strategies will ensure the project's long-term impact and viability? How will you measure success and sustainability?
Slide 9: Target Partners and Reach	Who are your potential partners and collaborators? What is your target reach in terms of direct and indirect beneficiaries? How will these partners and the project expand its reach?
Slide 10: Team Members	Who are the key members of your project team? What roles and expertise do each member bring to the project? How will the team collaborate to achieve project goals?

Budget Allocation Format and Guidelines

Start-up Grant: The 10 project proposals (5 for the school-based and 5 for the community-based) will provide a start-up grant of PHP 15,000.00 for each recipient.

Counterpart Requirement: Recipients must have a 20% counterpart contribution from school/community based on the total start-up grant received, equivalent to PHP 3,000.00. This ensures resource mobilization from both parties. Counterpart support is not limited to cash but includes any resources that can be converted into cash equivalents for accounting purposes.

Budget Limit: Contestants must allocate their start-up grant project budget to not exceed PHP 15,000.00. This total includes all costs associated with implementing the project.

Detailed Breakdown: Provide an itemized list of expenses, including materials, labor, and other necessary resources. Each item should include a brief description and estimated cost.

School/Community Support: Specify the support from the school. School support, which can be converted into cash equivalents, includes financial resources, facilities, materials, manpower, and other forms of support. Provide a monetary value for these non-financial contributions to show their impact on the project budget.

Additional Funding: If applicable, outline any additional funding sources or partnerships that may supplement the initial budget.

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Example

Project Title: Green Space				
Detailed Description	Quantity	Unit Price	Total Amount	Remarks (Start-up Grant, School Support, Additional Funding/Support from Identified Donor)
Bolo	30 pcs	350.00	7,500.00	Start-up Grant
Shovel	5 pcs	400.00	2,000.00	Start-up Grant
Sprinkler	5 pcs	300.00	1,500.00	Start-up Grant
Seedling Tray	5 pcs	200.00	1,000.00	Start-up Grant
Paint (2 colors)	2 galloons	750.00	1,500.00	Start-up Grant
Snacks for the 1-day orientation on urban gardening	50 pax	30.00	1,500.00	Start-up Grant
START-UP GRANT TOTAL			15,000.00	
Plastic Bottles	200 pcs	10.00	2,000.00	School Support
Used Tires	100 pcs	20.00	2,000.00	School Support
SCHOOL/COMMUNITY SUPPORT TOTAL			4,000.00	
Vegetable Seeds (Assorted)	20 packs	100.00	2,000.00	Additional Support from Department of Agriculture
Organic Fertilizer (Vermicast)	10 sacks	1,000.00	10,000.00	Additional Support from Department of Agriculture
Technical expert on Urban Gardening to conduct 1 day orientation and demonstration to students and teachers	2 pax	2,500.00	5,000.00	Additional Support from Department of Agriculture
ADDITIONAL FUNDING TOTAL			17,000.00	
Grand Total			36,000.00	

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Criteria for Evaluation

Criteria	Weight (%)
<p>Innovativeness: Assess the originality and creativity of the project idea. Determine if the project introduces a novel concept, technique, or technology that distinguishes it from existing solutions.</p> <ul style="list-style-type: none"> ○ Is the project based on a new or improved method? ○ Does it offer a unique approach to addressing environmental issues? ○ How does the project stand out compared to existing ideas or solutions? 	20
<p>Replicability and Sustainability: Evaluate the long-term viability of the project. Determine if the project can be maintained and continue to deliver benefits beyond its initial implementation phase.</p> <ul style="list-style-type: none"> ○ Are there plans for ongoing support and resources? ○ Can the project adapt to future challenges or changes in the environment? ○ How will the project ensure continued engagement and impact over time? ○ Is the project replicable in other schools or communities? ○ Can the model or approach be easily adopted and implemented elsewhere? 	30
<p>Impact/Reach: Assess the scope and extent of the project's influence. Determine how many individuals the project can effectively reach and involve.</p> <ul style="list-style-type: none"> ○ What is the target audience for the project? ○ How many individuals are expected to benefit or participate? ○ What are the measurable outcomes or changes anticipated from the project? 	20
<p>Feasibility: Evaluate the practicality and realism of implementing the project within available budget and resources. Consider the level of support provided by the school.</p> <ul style="list-style-type: none"> ○ Is the project budget realistic and well-planned? ○ Are the necessary resources and facilities available to support the project? ○ What contributions does the school offer? School support is not limited to financial resources but also includes facilities, materials, manpower, and other forms of support. 	20
<p>Presentation and Delivery: Assess the clarity and effectiveness of the presentation in conveying the project's key details and objectives.</p> <ul style="list-style-type: none"> ○ Is the presentation well-organized and easy to follow? ○ Does it effectively communicate the project's goals, methods, and anticipated outcomes? ○ Are the presenters able to engage the audience and address questions confidently? 	10
TOTAL	100%

Children and Youth Disaster Risk Management (CYDRM)

ChildFund Philippines – Zamboanga Del Norte Program Area

PHASE 1 Documentary Requirements *(Deadline of Submission September 4, 2024)*

Entry Form

Participant Information

Submission Date (mm/dd/yyyy)

Project Title	
Project Lead	
Name of School/Barangay	
Email	
Phone Number	

Project Team (include Team Leader, Members and Coordinator)

Detailed Position/Roles	Complete Name	Age	Gender	Address	Educational Level	Contact Number

Agreement

By signing below, I confirm that all information provided is accurate and that I agree to abide by the rules and terms of the contest. I also consent to the use of my entry for promotional and other purposes by the organizers.

Prepared By:

Noted By:

Name and Role

SK Chair/YES-O Teacher-Adviser

Date

Date

Name and Signature of Members

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Pitch Deck Flow (In PDF File and PPT with 10 slides only)

Please see the Criteria and Guidelines File (Page 4) for the detailed Pitch Deck Flow with Guide Questions

School-based Proponent	youthformation.dipolog@deped.gov.ph
Community-Based Proponent	skpederasyondipolog@gmail.com

Project Title
Project Background
The Problem
The Solution or Interventions
Project Components
Action Plan (Timeline) or Prototype
Budget Allocation and Counterparts
Sustainability Model
Target Partners and Reach
Team Members

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Top 5 Winners Documentary Requirements (Deadline of Submission September 28, 2024)

Acknowledgment

We, the undersigned, acknowledge that I have received the Environmental Innovation Project Pitching Grant in the amount of PHP 15,000.00. I understand and agree to the following terms and conditions:

Project Implementation

We will implement the project as outlined in the approved proposal from October 2024 to March 2025.

We will utilize the grant funds strictly for the purposes outlined in the project budget and in accordance with the guidelines provided.

Progress Reporting

We will submit progress reports every two months, detailing project activities, challenges, and achievements. Reports are due on the following dates, 3rd Wednesday of November 2024, 3rd Wednesday of January 2025, 3rd Wednesday of March 2025

Each report will include photo documentation and a financial update on the use of grant funds.

Compliance and Accountability

We will comply with all the guidelines and requirements set forth by the grant committee.

Any misuse or abuse of the grant funds will require me to refund the full amount of the grant.

We understand that failure to adhere to these terms may result in the revocation of funding or other consequences as determined by the committee.

Prepared By:

Name and Role

Date

Noted By:

SK Chair/YES-O Teacher-Adviser

Date

Name and Signature of Members

Children and Youth Disaster Risk Management (CYDRM)

ChildFund Philippines – Zamboanga Del Norte Program Area

Monitoring Template for Top 5 Winners

School-based Proponent	youthformation.dipolog@deped.gov.ph
Community-Based Proponent	skpederasyondipolog@gmail.com

Progress Report Template

Reporting Period *[Check the box]*

<input type="checkbox"/> Oct 2024 to Nov 2024	<input type="checkbox"/> Dec 2024 to Jan 2025	<input type="checkbox"/> Feb 2025 to Mar 2025
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Submission Date (mm/dd/yyyy)

Project Title	
Project Lead	
Name of School/Barangay	
Email	
Phone Number	

Project Team Members Name	Detailed Roles

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Summary of Project Activities

Activities Conducted	Targets	Actual Reach	Means Of Verification
<i>[Date - provide a summary of the activities conducted during this reporting period.]</i>	<i>[Number of targets and kind of participants]</i>	<i>[Actual Reach Recorded]</i>	<i>Verifiable Document</i>

Progress Update

Key Achievements	Activities Completed	Ongoing Activities
<i>[List major achievements and milestones reached during this period.]</i>	<i>[Describe completed activities and their outcomes.]</i>	<i>[Describe activities currently in progress and expected outcomes.]</i>

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Challenges and Solutions

Challenges Encountered	Solutions Implemented
<i>[List any challenges or obstacles faced during the reporting period.]</i>	<i>[Describe the solutions implemented to address these challenges.]</i>

Financial Update

Budget Utilization	Counterpart Contributions	Additional Funding
<i>[Provide an overview of the budget utilization for the reporting period, including key expenses.]</i>	<i>[Detail any community or partner contributions received.]</i>	<i>[List any additional funding sources or resources acquired.]</i>

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Impact and Feedback

Beneficiaries Reached	Community/School/Students Feedback
<i>[Provide details on the number and type of beneficiaries reached during this period.]</i>	<i>[Summarize any feedback received from the community or stakeholders.]</i>

Plans for the Next Period

Upcoming Activities	Goals and Milestones
<i>[List the planned activities for the next reporting period.]</i>	<i>[Outline the goals and milestones set for the next period.]</i>

Photo Documentation (Videos if available, submit online)

Additional Notes

Prepared By

Name and Role

Date

Noted By

SK Chair/YES-O Teacher-Adviser

Date

