



M.C. No. 14, s. 1996

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAU AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, STATE COLLEGES AND UNIVERSITIES, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

SUBJECT : CY 1996 Nationwide Tree Planting Activities

Pursuant to Executive Order Nos. 100 and 118 dated 14 June 1993 and 12 August 1993, respectively, and Joint Memorandum Circular No. 1 of the DILG, DPWH, DENR and CSC, all government offices are directed to actively participate in urban greening through an Adopt-A-Street/Park Program.

On 13 September 1995, the Commission issued CSC Memorandum Circular No. 22, s. 1995 enjoining all officials and employees to actively participate in a project dubbed as "Cleaning and Greening the WorkPlace."

Joint CSC-DENR Memorandum Circular No. 1, s. 1996 was issued relative to the establishment and development of Philippine Civil Service Centennial forests in every region, province, city, municipality and barangay nationwide.

In order to sustain the growing momentum of the above initiatives and in conjunction with the Clean and Green Program of the Government and as part of the activities lined up for celebration of the 1996 Anniversary of the Philippine Civil Service, the Civil Service Commission hereby enjoins all concerned to participate in this year's nationwide tree planting activities.

For this purpose, the following mechanism and details shall be observed:

1. Theme/Slogan. The theme of this year's activities shall be "A Million-Plus Trees: Civil Service Legacy."
2. Date. The nationwide tree planting day shall be held on 14 and 15 September 1996. All concerned are also encouraged to conduct appropriate ceremonies or programs aimed to gather support and awareness of all sectors of society on environmental protection and preservation.
3. Participating Agencies. All departments, bureaus, LGUs, GOCCs, SUCs, including regional offices, provincial offices, municipal offices are enjoined to take part in this activity. The central or main offices of these agencies and above-mentioned offices shall be responsible for issuing orders and directives to their subordinate offices regarding the said activity.

4. **Venues and Sites.** Each participating agency or office shall be responsible for identifying and locating its own planting site. In case the agency or office is unable to identify and locate an area, it may coordinate with the LGU concerned or the local DENR or CSC Office for the assignment of sites. Public lands, parks, center islands of streets, sidewalks, forest reservations, sanctuaries, plazas, agency compounds, campus grounds and school compounds, etc. may be tapped as possible planting sites for this purpose.

5. **Number and Species of Trees.** Each participating agency is required to plant a number of trees equivalent to its actual personnel complement. Consultation with the DENR local office shall be made as to the species and varieties of trees to be planted in particular locations or sites.

6. **Source of Seedlings/Saplings and Other Necessary Assistance.** The DENR shall provide the needed seedlings and saplings for this activities. Each participating agency shall coordinate with the said office for the detailed arrangements as to the number of seedlings/saplings, species, pick-up dates, transportation, planting implements and other necessary assistance.

7. **Streamers and Markers.** Appropriate markers and streamers shall also be displayed and put in place for proper identification or specific agency planting areas.

8. **Special Role of the LGUs.** The LGU concerned shall provide the needed assistance to participating agencies such as, but not limited, to:

1. locating appropriate planting sites for agencies;
2. cleaning and preparation of the planting sites if the site is a public place such as park, plaza, thoroughfare and the like within the jurisdiction of the LGU concerned;
3. watering and upkeep of trees; and
4. information campaign/media coverage

9. **Monitoring and Reporting.** The DENR and CSC Regional and Field Offices shall be the lead team and anchor agencies for this project. They shall submit a weekly status report on the project to their main office starting from the date hereof. On the part of the participating agencies, they are required to submit a status report to the lead team within a week after the activity stating the venue, number of trees planted, variety/species, participating officials/personnel and significant highlights of the activities undertaken.

For compliance.


CORAZON ALMA G. DE LEON
Chairman

27 August 1996.