



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- 424

To : ASDS
CID Chief
SGOD Chief
Administrative Officer V
All Public School Heads
Division LFP Coordinators
Division DRRM Coordinator
Engineer III

Subject : **TREE PLANTING ACTIVITY FOR THE SITE DEVELOPMENT
OF THE NEW SCHOOLS DIVISION OFFICE OF DIGOS CITY**

Date : July 21, 2025

In line with the site development of the **new Schools Division Office of Digos City**, a **Tree Planting Activity** will be conducted on **July 30, 2025 (5:30 am)** at **Colorado Elementary School** to enhance the landscape and promote environmental sustainability of the area.

In relation to this, each District is requested to provide eight (8) saplings of Variegated African Talisay and eight (8) pcs Bamboo Tree Guard. Attached herewith is a sample detail of the required tree guard for your reference and compliance.

All participants are requested to wear plain white shirt, bring their own bottled water/tumbler, and gardening tools for the activity.

For information and guidance.

Records Section
RECORDS SECTION

RELEASED

DATE: JUL 23 2025 TIME: 4:00 PM

BY:

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



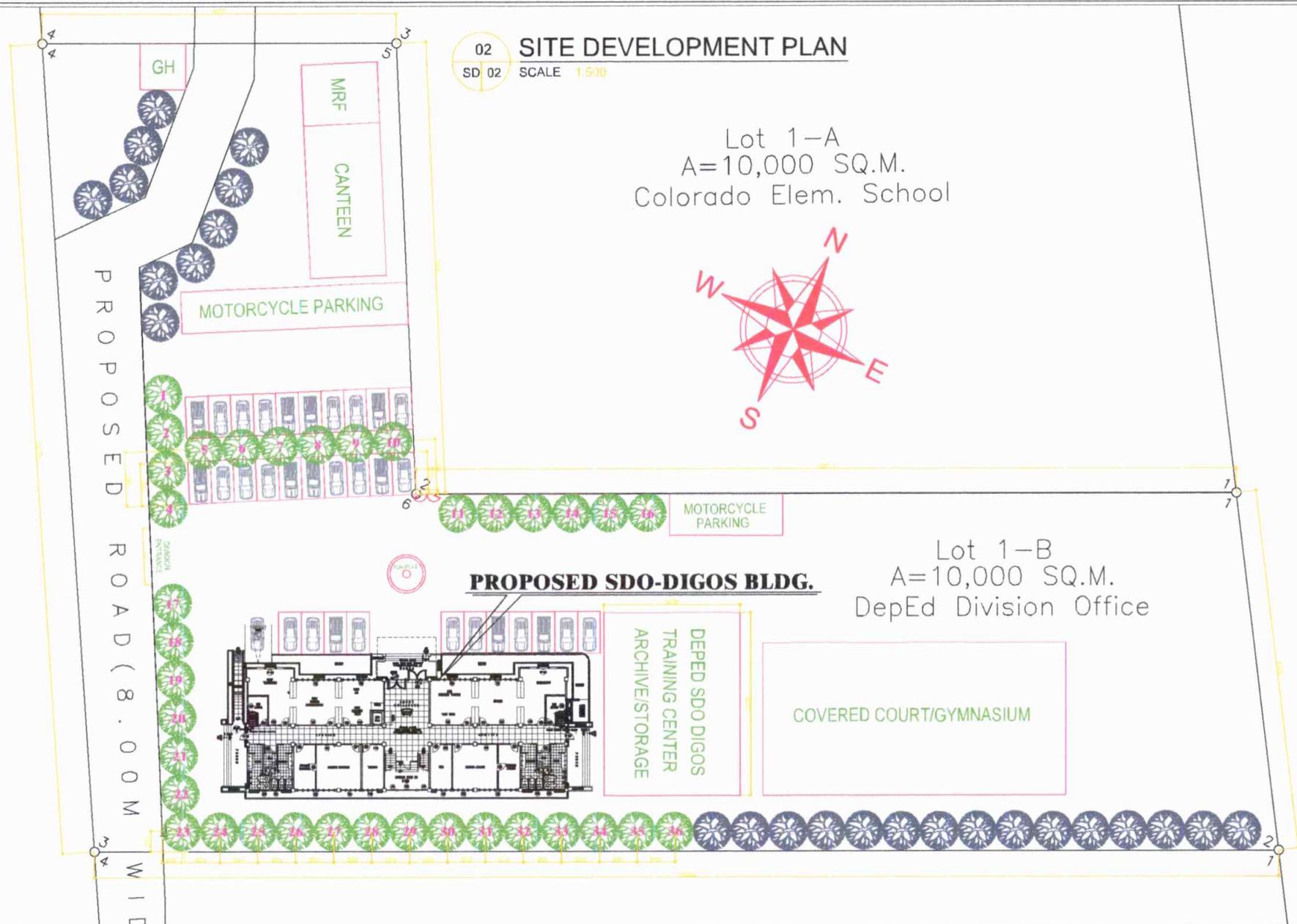
	PREPARED BY ENGR. JERRICK S. VERGARA <small>DIVISION ENGINEER III</small>	RECOMMENDING APPROVAL SOLMIE B. OLIVER, JD, MATE <small>CHIEF EDUCATION SUPERVISOR, SGOOD</small>	APPROVED BY: MELANIE P. ESTACIO, PhD CESO VI <small>SCHOOLS DIVISION SUPERINTENDENT, OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT</small>	PROJECT TITLE: SITE DEVELOPMENT OF PROPOSED TWO (2) STOREY DEPED DIVISION OFFICE BUILDING (MEDIUM DIVISION)	NAME OF SCHOOL & LOCATION: COLORADO ELEM. SCHOOL Brgy. Colorado, City of Digos (Capital)	PROJECT CODE:	OWNER: DEPARTMENT OF EDUCATION	SHEET NO. S-1
	SHEET CONTENTS: SITE DEVELOPMENT PLAN							01
								02

02 **SITE DEVELOPMENT PLAN**
 SD 02 SCALE 1:500

Lot 1-A
 A=10,000 SQ.M.
 Colorado Elem. School



Lot 1-B
 A=10,000 SQ.M.
 DepEd Division Office



PREPARED BY:

 ENGR. JERICK S. VERGARA
DRIVING ENGINEER II

RECOMMENDING APPROVAL:

 SOLLIE B. OLIVER, JR., MATE
CHIEF, EDUCATION SUPERVISOR, 3000

APPROVED BY:
 MELANIE P. ESTACIO, PhD CESO VI
SCHOOLS DIVISION SUPERINTENDENT, OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

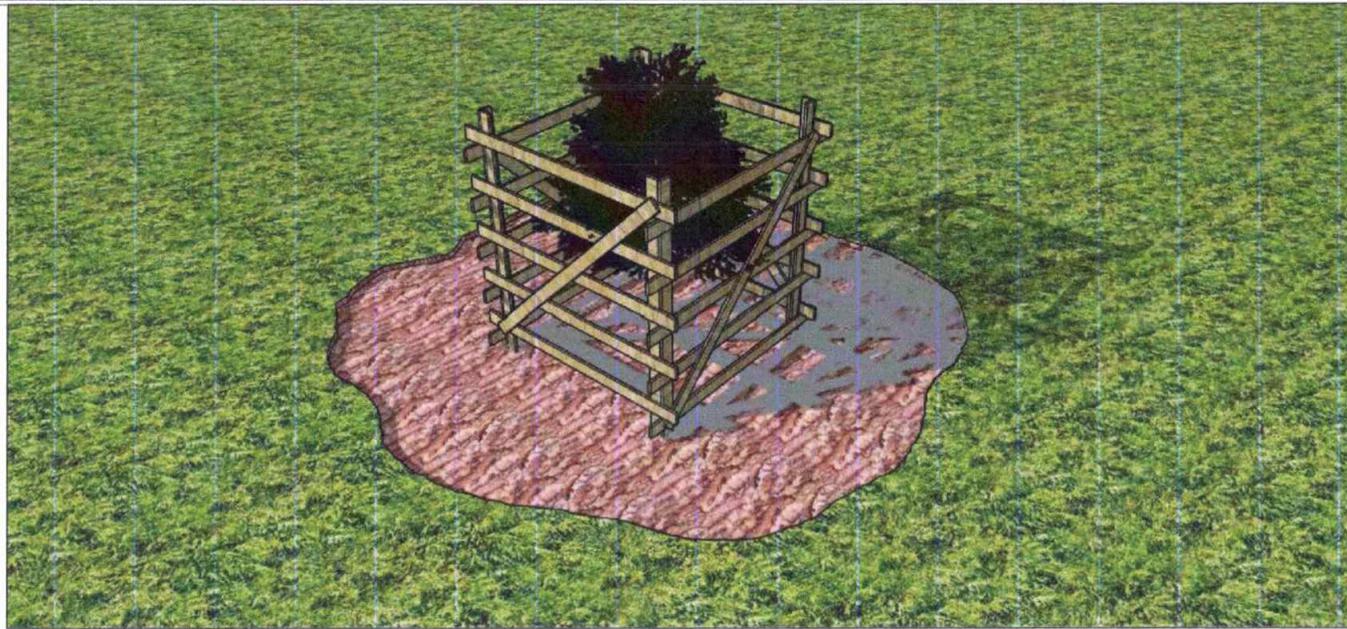
PROJECT TITLE:
 SITE DEVELOPMENT OF PROPOSED TWO (2) STOREY DEPED DIVISION OFFICE BUILDING (MEDIUM DIVISION)

NAME OF SCHOOL & LOCATION:
 COLORADO ELEM. SCHOOL
 Brgy. Colorado,
 City of Digos (Capital)

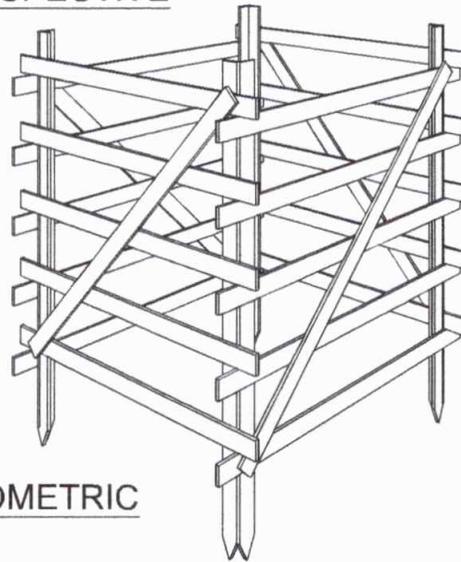
PROJECT CODE:

OWNER:
 DEPARTMENT OF EDUCATION
 SHEET CONTENTS:
 SITE DEVELOPMENT PLAN

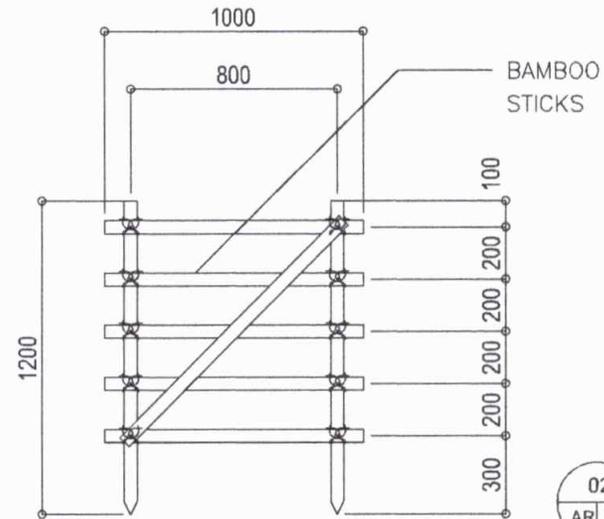
SHEET NO
S-2
02 02



01 TREE GUARD PERSPECTIVE
AR 03 SCALE NOT APPLIED



02 TREE GUARD ISOMETRIC
AR 03 SCALE 1:20



02 TREE GUARD DETAILS
AR 03 SCALE 1:20



PREPARED BY:
[Signature]
ENGR. JERICK S. VERGARA
DIME ENGINEER #1

RECOMMENDING APPROVAL:
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SOLLIE F. OLIVER, JD, MATE
CHIEF EDUCATION SUPERVISOR, SOGD

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MELANIE P. ESTACIO, PhD CESO VI
SCHOOLS DIVISION SUPERINTENDENT, OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

PROJECT TITLE:
SITE DEVELOPMENT OF PROPOSED TWO (2) STOREY DEPED DIVISION OFFICE BUILDING (MEDIUM DIVISION)

NAME OF SCHOOL & LOCATION:
COLORADO ELEM. SCHOOL
Brgy. Colorado,
City of Digos (Capital)

PROJECT CODE:

OWNER:
DEPARTMENT OF EDUCATION
SHEET CONTENTS:
TREE GUARD DETAILS

SHEET NO
A-1
01 01