	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DPD-MC- <u>140</u>
	TOPIC TREE PLANTING ACTIVITY (TPA)	ISSUE NO. 1
	SUB-TOPIC GUIDELINES ON THE CONDUCT OF PLANTING MAINTENANCE AND AFTER-CARE OF SEEDS/TREES PLANTED	REVISION NO. 0
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1.0 REFERENCES





- a. Section 6, Article II of the 1987 Philippine Constitution;
- b. Republic Act No. 9729, Climate Change Act of 2009, An Act Mainstreaming Climate Change Into Government Policy Formulations, Establishing The Framework Strategy And Program On Climate Change, Creating For This Purpose The Climate Change Commission, And For Other Purposes;
- c. Republic Act No. 10121, Philippine Disaster Risk Reduction and Management Act of 2010;
- d. Republic Act No. 10176, Arbor Day Act of 2012, An Act Reviving The Observance Of Arbor Day By Authorizing The Local Government Units The Responsibilities For Celebrating The Day For Tree Planting As An Annual Event;
- e. Executive Order No. 287 of July 25, 1987, Repealed Presidential Decree 1153 of June 1977 ;
- f. Executive Order No. 193, Expanding the Coverage of the National Greening Program 2016-2028;
- g. Philippine Development Plan 2017-2022, Ensuring Ecological Integrity, Clean and Healthy Environment;
- h. General Register No. 101083, Oposa vs. Factoran; and
- i. BJMP Memorandum Circular No. 2013-05, April 17, 2013, entitled: Climate Change and Environmental Awareness in Jails (Eco-Jails Program).




2.0 RATIONALE

It is declared in the 1987 Philippine Constitution that: "The state shall protect and promote the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature." Nowadays, the country is massively experiencing the impacts of climate change by way of natural disasters such as floods, droughts, landslides, erosions and other similar catastrophes. To this end, the BJMP shall heighten climate change awareness, promotion, protection and initiatives through the conduct of tree planting activities.

On the authority of Section 8 of the Republic Act No. 10176, otherwise known as the Arbor Day Act of 2012, "All able-bodied citizens of the Philippines, who are at least twelve (12) years of age, shall be required to plant one (1) tree every year," thus, the Jail Bureau desires

Prepared By:  Mr. Arnel V. Cajigal Planning Officer V Chief, Planning and Program Division, DPD Noted By:  JOEL S SUPERFICIAL Jail Chief Superintendent Director for Program Development	Reviewed By:  DENNIS U ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau Quality Management Representative	Approved By:  ALLAN S IRAL, CESE Jail Director Chief, BJMP
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a contributory involvement as duty and obligation to conserve and develop the resources of the country.

In this regard, the purpose of this provision is to instill a sense of social and environmental responsibility to every BJMP personnel for the development of effective and efficient adaptation and mitigation measures that will contribute to the goal of implementing sustainable programs. This also aims to have a long-term effect and goal through organized and annual tree planting activities nationwide.

Therefore, the importance of tree planting, growing and conservation is vital because its value and purpose are timely since we are experiencing the effects of climate change. As a result, as explicitly provided in the Supreme Court decision in *Oposa vs. Factoran*, "it is our intergenerational responsibility to safeguard and conserve our mother earth by planting and growing trees in order to avert natural calamities."

3.0 OBJECTIVES

- a. To mitigate the impact of natural disasters through the conduct of tree planting activity;
- b. To provide firm guidelines and proper procedures in conducting a tree planting activity;
- c. To raise climate change awareness and foster a sense of environmental responsibility; and
- d. To build partnerships and linkages to certain institutions and local government units.

4.0 SCOPE

These guidelines shall apply to all BJMP offices, jail units and to all BJMP uniformed and non-uniformed personnel.

5.0 DEFINITION OF TERMS


Adaptation – refers to the biological mechanism by which organisms adjust to a new environment or changes in their current environment.

Area of Responsibility - is a pre-defined geographic "region" assigned to an office or jail unit, that is used to identify an area with specific geographic boundaries where they have the authority to plan and conduct the tree planting activity. (e.g. Manila City Jail's AOR is the National Capital Region)

Climate Change – refers to a global phenomenon of environment transformation characterized by the changes in usual weather, temperature and rainfalls.

Ecology is the study of the relationships between living organisms, including humans and their physical environment; it seeks to understand the vital connections between plants and animals and their world.

"Changing Lives, Building a Safer Nation"

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Environmental and Social Responsibility - refers to an institution's duties to abstain from damaging natural environments, protection of the natural world of land, sea, and air, alleviate human-induced environmental problems and implement sustainable programs.

Environmental Program – provides direction in implementing the policy and creates a framework for reducing the ecological impacts of human activities. It also promotes environmental understanding and increases awareness about environmental factors and problems for future generations.

Mitigation – Jail Bureau's intervention to address and reduce the harmful effects of climate change, natural disasters and the latter results of human activities.

Natural Disasters – are catastrophic events with atmospheric, geological and hydrological origins such as but not limited to droughts, earthquakes, floods, hurricanes and landslides that can cause fatalities, property damage and social and environmental disruption.

Participants – Any personnel of the BJMP, uniformed or non-uniformed, who shall join a Tree Planting Activity (TPA).

Sustainability - environmental sustainability is the responsibility to conserve natural resources and protect global ecosystems to support health and wellbeing, now and in the future.

Tree Planting – an activity in which a participant will transplant tree seedlings/saplings, generally for reforestation purposes, to their permanent position and provide after-care for the trees planted.

Inalienable Lands - refer to those lands of the public domain which have been the subject of the present system of classification and declared as needed for the forest, mineral purposes, national parks or the like.


6.0 GUIDELINES/DETAILS/PROCEDURES

6.1 General Guidelines

6.1.1. All offices and units nationwide are encouraged to participate in the conduct of tree planting activity at least once a year and ensure its after-care until its growth by conducting Maintenance and Protection (M&P) activities at least once a month during the first year and quarterly during the second and third year after planting pursuant to offices and jail units activity protocols.

TPA shall be conducted anytime of the year but preferably on the onset of rainy season from May to December.

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6.1.2. A Memorandum of Agreement (MOA) between the BJMP and DENR national and regional offices shall be prepared by the DPD/PDD and reviewed by the Chief, Legal Service Office (LSO)/ Chief, Legal Service Section (LSS) for the evaluation of legal aspect. If recommended for approval, MOA from LSO/RLSS shall be returned to the DPD/PDD for finalization and shall be forwarded to CRSO/CRSS. After which, the CRSO/CRSS shall notify the DENR Office and the concerned office of the conduct of the scheduled MOA signing.

- a. The MOA shall take effect for a period of three (3) years upon signing thereof or as per mutual agreement of the two (2) parties. It shall be renewed after the three-year (3) period or depending on the agreement between two (2) parties.
- b. In case that an adoptable area or inalienable land/ beachfront/ coastal land is available for tree planting, the absence of a MOA shall not hinder an office or unit to conduct TPA as long as it is coordinated with the concerned Local Government Unit (LGU).
- c. In any case that the DENR national/regional office offered or give the MOA template, the concerned office shall refer it to LSO/LSS to review its legal aspect then it shall be finalized by the DPD/PDD for the signatory of Chief, BJMP or the Regional Director of the Jail Bureau, as the case may be.
- d. The MOA between the Jail Bureau and DENR National/ Regional Offices shall tackle the provision of seedlings. Seedlings may include, but is not limited to Timber, Fuelwood, Rubber, Bamboo, Fruit-Bearing Trees, Mangrove and Beach Forest Trees and the likes depending on the appropriate plants in the respective area of TPA as referred by the DENR.

6.1.3. Concerned office shall conduct an ocular visit before the formulation and MOA signing. The venue is subject to certain conditions prescribed.

- a. Venue shall be coordinated to DENR National/Regional Offices to identify an adoptable area or inalienable land/ beachfront/ coastal land, unproductive, denuded and degraded forestlands available for tree planting within units' AOR.
- b. Venue is subject to change if there is a threat on security based on reports from Directorate for Intelligence or any Law Enforcement Agency (LEA).
- c. The conduct of Tree Planting Activity (TPA) within sidewalks, *"Changing Lives, Building a Safer Nation"*

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highway center aisles or roadsides is not advisable.

d. The conduct of TPA in private lands is prohibited.

e. The conduct of TPA with other agencies/partnerships and linkages shall be in line with this policy and secure a separate attendance for BJMP members and participants for records purposes.

6.1.4. TPA shall be conducted within the Area of Responsibility (AOR) of the concerned office, unit or region.

6.1.5. Tree Planting Activity may be conducted, provided, that the schedule of the said activity will not conflict with the scheduled important activities of the BJMP.

6.1.6. In the conduct of TPA, government vehicles may be utilized. Proper wearing of uniforms shall be observed. Participants must wear Civic Action (CIVAC) Uniform throughout the activity or as directed by the Chief, BJMP or Regional Director.

6.1.7. During the conduct of TPA, jail units shall arrange a skeleton workforce to attend to the clients' or PDL needs.

6.1.8. After Activity Report (AAR) shall be submitted to the CRSO/CRSS within twenty-four (24) hours after the conduct of TPA.

6.2 SPECIFIC GUIDELINES

6.2.1 Guidelines for the procurement of Tree Planting Tools

6.2.1.1 The DL/LD at the NHQ/RO/JPA/Jail Units shall provide tree planting tools such as but not limited to shovel, spade, digging bar, trowels and the like.


6.2.1.2 The concerned office or unit must ensure that all issued or donated tools must be recorded for proper accounting and safe-keeping.

6.2.2 Guidelines in Proper Planting of Trees at the designated are provided by DENR/ DENR Regional Office

Digging of holes shall be conducted by the Bureau. Coordination with DENR/ DENR Regional Office shall be conducted with regard to distance between holes and disposal of plastic waste utilized.

6.2.3 Guidelines in the Proper Care and Maintainance of Seeds/Trees Planted

6.2.3.1 The aftercare and maintenance of the seeds/trees planted shall be

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the responsibility of the office/unit/personnel who planted the trees.

6.2.3.2 Aspects of the maintenance plan shall be embodied in the MOA between the Jail Bureau and the DENR/Regional Offices-DENR.

6.2.3.3 The conduct of Maintenance and Protection (M&P) activities every month during the first year and quarterly during the second and third year shall be effective after the signing of the MOA or after the conduct of the first TPA.

6.2.3.4 M&P activities may include, but are not limited to the following:

- Installation of seedling/plant guards or fence;
- Watering, especially during the dry season;
- Mulching;
- Weeding;
- Pruning;
- Patrolling;
- Vine Removal;
- Applying Fertilizer/Insecticides;
- Tree Health Inspection; and
- Others.

6.2.3.5 Concerned offices or units shall conduct replanting at the onset of the rainy season for the second and third year as part of M&P activities of the established plantation, in case the survival rate is lower than that embodied in their MOA.


6.2.3.6 After Activity Report (AAR) re: Visitation and After-care shall be submitted to the CRSO/CRSS within twenty-four (24) hours after its conduct.

6.3 REPORTORIAL REQUIREMENT

The DPD shall submit an annual report to the Climate Change Commission (CCC) in accordance with its mission to take the lead in the development and mainstreaming of evidence-based climate adaptation and mitigation policies through optimum coordination among key stakeholders.

7.0 MONITORING CLAUSE

The CRSO shall be the Office Primarily Responsible (OPR) for monitoring compliance with this policy. As such, it shall require the submission of AAR by Regional Offices, which shall likewise require submission of the same by the Jail Units. The AAR re TPA shall indicate the (1) Name of the Jail/ Office; (2) Date of TPA; (3) Number and Names of Participants; (4) Number of trees planted; (5) Type of seeds/ plants species planted; and (6) Land Area Benefitted. Moreover, the AAR re Visitation and After-care shall indicate the (1) Name of Office/Jail; (2) Date and Number of Visitations conducted; (3) Type of Aftercare Activity conducted; and (4)

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Number and Names of Participants. The CRSO shall also evaluate and assess all offices and jail units that conducted the tree planting activity and its maintenance and aftercare using the Monitoring, Evaluation, and Assessment Tool (Annex C) to ensure the TPA is truly conducted.

8.0 FINANCIAL CLAUSE

Resources needed for the implementation of this activity shall be funded by the Jail Bureau through its regular Maintenance and other Operating Expenses (MOOE) and shall be included in Project Procurement Management Plan (PPMP) and Annual Operations Plan and Budget (AOPB).

9.0 SEPARABILITY CLAUSE

If any provision or part of this policy is declared invalid by the competent authority, all other provisions not affected by such declaration shall remain valid and effective.

10.0 REPEALING CLAUSE

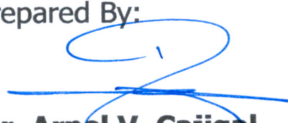



All other existing issuances that are inconsistent with this policy are hereby amended or modified accordingly.

11.0 EFFECTIVITY

This Circular shall take effect fifteen (15) days after its filing at the Office of the National Administrative Register (ONAR), University of the Philippines Law Center, in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "The Administrative Code of 1987".

12.0 ANNEXES

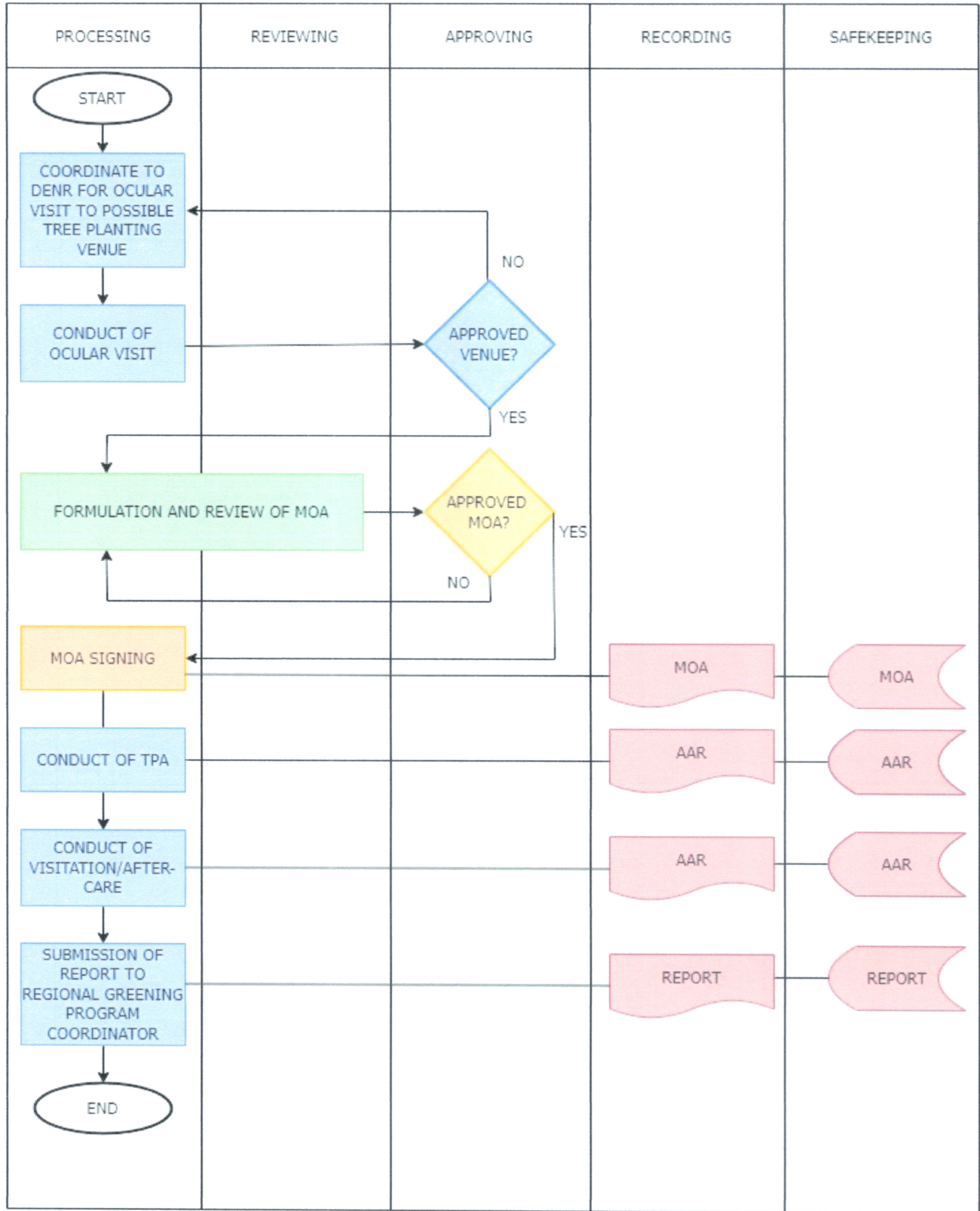
- A – Process Flow Chart on the Conduct of Tree Planting Activity
- B – Memorandum of Agreement (MOA) Template
- C – Tree Planting Activity and Maintenance & Protection (M&P) Monitoring, Evaluation, and Assessment Tool

Prepared By:  Mr. Arnel V. Cajigal Planning Officer V Chief, Planning and Program Division, DPD Noted By:  JOEL S SUPERFICIAL Jail Chief Superintendent Director for Program Development	Reviewed By:  DENNIS U ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau Quality Management Representative	Approved By:  ALLAN S IRAL, CESE Jail Director Chief, BJMP
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TREE PLANTING ACTIVITY PROCESS FLOW CHART

LEGEND:

- NHQ/RO
- DPD/RDD
- LSO
- OC, BJMP
DENR
- CRSO



MOA NO.:
Date Issued:

MEMORANDUM OF AGREEMENT

KNOWN ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT (MOA)** is entered into by and between:

The **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-**
_____, with office address at _____
_____, herein represented by its
Regional Executive Director, _____, hereinafter referred to
as "**DENR-_____.**"

-and-

The **BUREAU OF JAIL MANAGEMENT AND PENOLOGY-**
_____, with office address at _____
_____, herein represented by its Chief, BJMP,
_____ hereinafter referred to as
"**BJMP-_____.**"

WITNESSETH that:

WHEREAS, Section 16, Article II of the 1987 Philippine Constitution provides that the State shall protect and advance the right of the Filipino people to a balanced and healthful ecology in accord with the rhythm and harmony of nature;

WHEREAS, the **DENR-_____** is mandated to implement the provisions of Executive Order No. 193, "Expanding the Coverage of the National Greening Program" (ENGP). The Program is being implemented as a government priority to reduce poverty, promote food security, ensure environmental stability, conserve biodiversity, and enhance climate change mitigation and adaptation measures;

WHEREAS, the **BJMP-_____** has expressed its interest to adopt a National Greening Program (NG) site and undertake tree planting activities in the area hereunder described:

Category of Planting:	<u>DENR-NCR La Mesa Nursery (Sample)</u>
Location:	<u>Novaliches, Quezon City (Sample)</u>
Area/Length:	<u>Approx. 50,000 Sqm. (Sample)</u>
Number of Planting Materials:	<u>To be determined by the DENR-NCR (Sample)</u>

WHEREAS, in order to ensure the survival of the planting materials that will be provided by the **DENR-_____**, the planting sites should be properly prepared;

NOW THEREFORE, for and in consideration of the foregoing premises and of the obligations and undertaking hereinafter set forth, the **DENR-_____** and **BJMP-_____** hereby agree on the following terms and conditions:

ARTICLE I
ROLES AND RESPONSIBILITIES OF THE PARTIES

SECTION 1. THE DENR-_____ shall:

1. Assess the planting site and recommend appropriate species of seedling/saplings available in the nursery;
2. Coordinate with the LGUs, GOs, and NGOs who have jurisdiction over areas wherein the planting sites are located;
3. Periodically monitor the survival of the planted seedlings in accordance with the existing guidelines; and
4. Provide technical assistance as often as necessary in the proper planting, caring, maintenance, and protection of the planted seedlings;

SECTION 2. The BJMP-_____ shall:

1. Ensure that the planting location is a suitable site for greening and is within the _____ Region. In case the area already has an existing NGP site or will overlap with an existing NGP site, the **BJMP-_____** shall adopt the entire area or the overlapped portion in accordance with the terms and conditions of the NGP site adoption;
2. Provide appropriate planting materials suitable to the planting sites based on the recommendations of **DENR-_____**.
3. Provide gardening tools and accessories for site preparation, such as strip brushing, weeding, soil leveling, and hole digging;
4. Plant properly the seedlings/saplings delivered in accordance with the appropriate planting standards;
5. Conduct **Maintenance & Protection (M&P)** activities every month during the first year of the effectivity of the MOA and quarterly during the second and third year. The M&P activities include weeding, vine removal, patrolling, and watering during dry months.
6. Submit to the Regional National Greening Program Coordinator the report and photo/video documentation taken, before, during, and after planting;
7. Conduct quarterly monitoring of the planted seedling to determine the survival rate and submit a report regarding the same; and
8. Conduct replanting at the onset of the rainy season for the second and third year as part of M&P activities of the established plantation, in case the survival rate is below 85%. (*Sample*)

ARTICLE II
OTHER TERMS AND CONDITIONS

SECTION 1. The parties agree to comply with the provisions of the existing Anti-Bribery and Corruption Policies and Laws of the Philippines

SECTION 2. The parties agree that any conflict, controversies, issues, or disputes which may arise within or during the effectivity of this agreement shall, in their best effort, try to settle the same among themselves.

In case of failure to come to an amicable settlement, all disputes between the parties arising from the interpretation or application of this Agreement shall be settled through Chapter 14 Book IV of Executive Order No. 292 dated July 25, 1987

SECTION 3. This agreement shall take effect for a period of three (3) years upon signing thereof by DENR-_____ and BJMP-_____ unless earlier terminated by mutual agreement of the parties.

IN WITNESS WHEREOF, the parties have hereto affixed their signatures on this _____ day of _____, 2022 in _____.

**DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES-**

**BUREAU OF JAIL MANAGEMENT
AND PENOLOGY-**

By:

By:

Signed in the Presence of:

WITNESS

WITNESS

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) SS

BEFORE ME, A Notary Public for and in Quezon City, this _____ day of _____ 2022 personally appeared:

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed and that of the institutions they respective represent.

This instrument refers to a **MEMORANDUM OF AGREEMENT** consisting of four (4) pages, including this page whereon this acknowledgment is written, signed by the parties together with their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL on the date and at the place above written.

Doc. No. _____
Page No. _____
Book No. _____
Series of 202_

MONITORING, EVALUATION, AND ASSESSMENT TOOL

OFFICE/UNIT: _____
 TPA LOCATION/VENUE: _____

TREE PLANTING ACTIVITY (TPA)			
OBJECTIVE	INDICATOR/S		REMARKS
To mitigate the impact of natural disasters through the creation of TPA.	Total Land Area: _____	Land Area Used: _____	Type of trees/seedlings: 1. _____ 2. _____ 3. _____
To raise climate change awareness and foster a sense of environmental responsibility.	Number of Tree planting activities conducted: _____	Percentage of Personnel who Participated: _____	Has existing Memorandum of Agreement: ___ YES ___ NO

MAINTENANCE AND PROTECTION (M&P)			
OBJECTIVE	INDICATOR/S		REMARKS
To provide firm guidelines and proper procedures in the conduct of planting, <i>maintenance, and after-care</i> of seeds/trees planted.	Number of visitation/after-care conducted: _____	Percentage of Personnel who Participated: _____	Type of activities conducted: 1. Installation of seed/plants guards or fences; 2. Watering, especially during the dry season; 3. Weeding; 4. Pruning; 5. Patrolling; 6. Vine Removal; 7. Applying Fertilizer/Insecticides; and 8. Tree Health Inspection 9. Others: _____
			Number of Trees/Seeds survived/thrived (met the survival rate in their MOA): _____