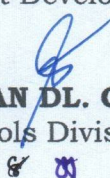




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

DESIGNATION ORDER
2025-PER-024

TO : **DONNA L. MALASARTE**
Project Development Officer I
ROSEBELLE F. CASTRILLO
Project Development Officer I

FROM : **SUSAN DL. ORIBIANA**
Schools Division Superintendent


SUBJECT : **DESIGNATION ORDER AS ALTERNATE FOCAL PERSON OF THE GULAYAN SA PAARALAN PROGRAM (GPP)**

DATE : January 2, 2025

1. In the exigency of service, you are hereby designated as Alternate Focal Person of the **Gulayan sa Paaralan Program (GPP)** effective January 2, 2025.
2. You are expected to perform the duties and responsibilities attached to your designation and such other related functions as may be assigned until such time this designation order is rescinded.
 - a. Assist the focal to coordinate, provide direction and serve as technical adviser on the programs and projects on GPP concerns of the division;
 - b. Assist the focal to advise the school GPP coordinator and discharge its duties in between meetings;
 - c. Assist the focal to ensure that all schools shall prepare a GPP Plan following DepEd Memorandum No. 187, s. 2018, Pilot Implementation of the School Inside A Garden (SIGA) Program; DO 5, s. 2014, Implementing Guidelines on the Integration of Gulayan sa Paaralan, Solid Waste Management and Tree Planting Under the National Greening Program (NGP) and other related provisions;
 - d. Assist the focal to prepare, maintain, and keep all documentary requirements in GPP; and
 - e. Assist the focal to submit reports/data to the Central, Regional and Division Office in the implementation of the aforementioned program.
3. Immediate dissemination of and strict compliance with this Order is directed.

Concurred:

DONNA L. MALASARTE
Project Development Officer I

ROSEBELL F. CASTRILLO
Project Development Officer I