



DepEd ICT Unit  
 Web Posted by: mm  
 Control no.: 260116328

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

**Office of the Schools Division  
 Superintendent**

**DIVISION MEMORANDUM**  
 No. 0258 s. 2026

**PLASTIC BANK SCHOOL RECYCLING PROGRAM: ONBOARDING  
 ORIENTATION IN SCHOOLS**

To **Assistant Schools Division Superintendent  
 CID and SGOD Chief Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School heads  
 School WinS, DRRM, and YES-O Coordinators  
 All Other Concerned**

1. In reference to Division Letter No. 084, s. 2026 and the request from the Senior School Program Manager of Plastic Bank Philippines dated March 12, 2026, the Schools Division Office (SDO)-Valenzuela City, in partnership with Plastic Bank Philippines, will conduct an Onboarding Orientation on March 18, 2026, at 1:00 p.m. at the Dalandanan National High School Activity Center.
2. All public schools are requested to send one (1) representative (either the YES-O, WinS, or DRRM Coordinator) to the activity. Participants are required to bring at least five (5) plastic bottles for the demonstration. This orientation aims to introduce the program, demonstrate the plastic collection and recording process, and align the initiative with the Department of Education's 3-Star WinS (Water, Sanitation, and Hygiene in Schools) Policy and the city's ongoing environmental and waste management efforts.
3. Attached to this Memorandum are the division letter, plastic bank letter request, list of PMT, and orientation activity matrix for information, reference, and guidance.
4. Food refreshment shall be shouldered by the partner NGO, while travel expenses of the participants shall be charged against School Local Funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination and compliance with this Memorandum is hereby desired.

**NOEL D. BAGANO**  
 Schools Division Superintendent

Encl.: As stated,  
 References: Division Letter No.084, s. 2026  
 Plastic Bank Phils. Request Letter from  
 Senior School Program Manager  
 To be indicated in the Perpetual Index  
 under the following subject  
**Solid Waste Management  
 Climate Change Mechanism**

ECP/SGOD-SMN  
 March 13, 2026



Address: Pio Valenzuela St., Marulas, Valenzuela City  
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
 Email Address: [sdovalenzuela@deped.gov.ph](mailto:sdovalenzuela@deped.gov.ph)  
 Official Website: <https://www.depedvalenzuela.com>





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

**Enclosure No. 1: Activity Matrix: Plastic Bank School Recycling  
Program On-Boarding Orientation in Schools  
Division Memorandum No. \_\_\_\_\_ s. 2026**

Plastic Bank School Recycling Program On-Boarding Orientation in Schools March 18, 2026 1:00 p.m. onwards Dalandanan National High School Activity Center		
Time	Agenda and Activities	Key Person in Charge
12:00-1:00 p.m..	REGISTRATION/ arrival of participants	PMT
1:00-1:30 p.m..	Opening Program: Acknowledgment of participants and guests  Welcome Remarks  <b>Dr. Cesar C. Villareal</b> School Principal- Dalandanan National High School  Statement of Purpose Activity  <b>Edwin C Pineda</b> Senior Education Program Specialist -SM&N  Special Messages  <b>Dr. Baltazar M. Gayem</b> Chief Education Supervisor- SGOD  <b>Ernest Joseph C. Cabrera</b> Officer in Charge Office of the Assistant Schools Division Superintendent  <b>NOEL D. BAGANO</b> Schools Division Superintendent	PMT/ Master of Ceremony
1:30-2:30 p.m..	<b>Plastic Bank Phils: Plastic School Recycling Program overview and briefer</b>	Plastic Bank Phils personnel
2:30-2:40 p.m..	Health Break	PMT/ Master of the Ceremony
2:40 -3:40 p.m..	<b>Plastic Recycling program mechanism and process workflow</b>	Plastic Bank Phils personnel
3:40-4:30 p.m..	Open forum (Queries and Suggestions)	PMT/ Program resource person
4:30-4:50 p.m..	Closing Program and awarding of Certificates	PMT/ Master of Ceremony



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

**Enclosure No. 2: List of the Project Management Team**  
**Division Memorandum No. \_\_\_\_\_ s. 2026**

Name of Plastic Schools Recycling Program PMT	School/ Offices	Position	PMT Designation /Function
Nevin Dadula	SDO- Valenzuela City SGOD	TA Staff II	Physical Arrangement
Anaclea Carlota S. Bernardo	SDO- Valenzuela City SGOD	Project Development Officer II	Registration Colleague program partner
Ryan Paglinawan	Marulas Central School	Project Development Officer I	Technical Support Management
Michelle D. Agupita	SDO- Valenzuela City SGOD	TA Staff II	Program Management
Aries Bueno	SDO- Valenzuela City SGOD	Admin Staff	Photo Documentation
Edwin C. Pineda	SDO- Valenzuela City SGOD	Senior Education Program Specialist	Overall program proponent
Alvin Patrick Peñaflorida	Canumay East National High School	Principal	Principal Consultant
Dra. Adelaine P. Javate	SDO- Valenzuela City SGOD	Dentist II	Colleague program partner (WinS)
Ms. Richmae Dantes	SDO- Valenzuela City SGOD	Project Development Officer I	Colleague program partner (YES-O)
Arvin T. Baluyot	SDO- Valenzuela City SGOD	Project Development Officer I	Colleague program partner (YES-O)



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



March 12, 2026

**DR. NOEL D. BAGANO, CESO VI**  
Schools Division Superintendent  
SDO Valenzuela City  
P. Valenzuela St., Marulas, Valenzuela City

Dear Dr. Noel,

Good day!

Greetings of partnership and sustainability.

This is in reference to Plastic Bank's letter dated **March 5, 2026**, regarding our request to formalize a partnership with the Schools Division Office of Valenzuela City for the implementation of the **Plastic Bank Schools Recycling Program** in public elementary and secondary schools.

In line with this initiative, we respectfully request the opportunity to conduct an **onsite onboarding and orientation session** for the prospective participating schools in Valenzuela City. The session will introduce the program, demonstrate the plastic collection and recording process, and align the initiative with the Department of Education's 3-Star WinS (Water, Sanitation, and Hygiene in Schools) Policy and the city's ongoing environmental and waste management efforts.

We propose to conduct the session on the following schedule:

Date: March 18, 2026  
Time: 1:00 PM  
Venue: Office of the Schools Division, Valenzuela City

During the onboarding, our team will provide a live demonstration of how the Plastic Bank Schools Program works, including the collection, segregation, and recording of recyclable plastics. In this regard, may we kindly request that participating schools be advised to bring 5–10 pieces of clean PET plastic bottles each for the demonstration activity.

We would also greatly appreciate it if the designated school focal persons (such as WinS coordinators, YES-O advisers, or other relevant representatives) from the interested elementary and secondary schools could be invited to attend the onboarding session.

We recognize and appreciate the City of Valenzuela's ongoing environmental initiatives and solid waste management efforts. We believe that the Plastic Bank Schools Program can complement these initiatives by encouraging student participation, strengthening recycling practices, and promoting environmental stewardship within the school communities.

Plastic Bank Philippines  
9/F We Work, Uptown Tower 3, 36th street cor. 11th Avenue, BGC, Taguig City



Address: Pio Valenzuela St., Marulas, Valenzuela City  
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
Email Address: [sdovalenzuela@deped.gov.ph](mailto:sdovalenzuela@deped.gov.ph)  
Official Website: <https://www.depedvalenzuela.com>

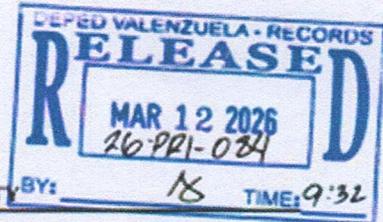




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



**Office of the Schools Division  
Superintendent**

March 10, 2026

**CARLITAS BONDOC**  
Digital Schools Product Owner  
Plastic Bank

Sir:

This is in reference to your letter dated March 5, 2026, regarding your request to formalize a partnership with SDO-Valenzuela City. We acknowledge your proposal to implement the **Plastic Bank Schools Recycling Program** across our public elementary and secondary schools to strengthen solid waste management and support compliance with the DepEd 3-Star WinS (Water, Sanitation, and Hygiene in Schools) Policy.

Relative to this, the Plastic Bank is instructed to strictly observe the following guidelines:

1. Compliance with DepEd Order No. 9, s. 2005, "No Disruption of Classes Policy";
2. Strict observance of the Data Privacy Act of 2012 to ensure the confidentiality and protection of teachers' and learners' personal information;
3. Compliance with DepEd Order No. 19, s. 2008, "No Collection Policy in Public Schools";
4. Proper coordination with the concerned school before the conduct of the activity;
5. Securing written parental consent for the voluntary participation of learners in the activity; and
6. For your reference and coordination, the attached school directory may be used.

Thank you.

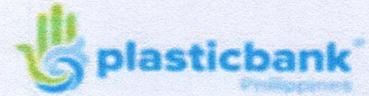
Very truly yours,

**NOEL D. BAGANO**  
Schools Division Superintendent

Division Letter No. 034, s. 2026  
SGOD-SMN/ECP

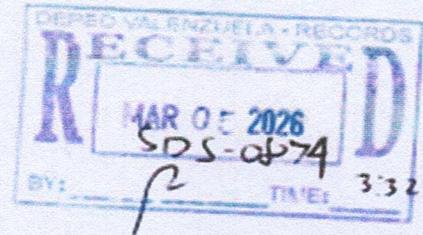


Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



March 5, 2026

DR. NOEL D. BAGANO, CESO VI  
Schools Division Superintendent  
SDO Valenzuela  
P. Valenzuela St., Marulas, Valenzuela City



Dear Dr. Bagano,

Good day!

On behalf of Plastic Bank, we respectfully seek the **partnership of Navotas Schools Division Office** for the implementation of the **Plastic Bank Schools Recycling Program**, a practical, trackable, and school-based plastic recovery initiative that can support and strengthen the existing DepEd WinS Program on solid waste management in schools. This initiative is supported by the ZUG-SIG Project and is proposed for rollout in public and private schools within your Division.

The **ZUG-SIG Project** is a collaboration supported by **ZUG (Zukunft – Umwelt – Gesellschaft)**, a German government-owned, non-profit project management agency established by Germany's Federal Ministry for the Environment. ZUG is mandated to implement and supervise environmental and climate-related programs, including international initiatives on waste reduction and marine litter. ZUG partners with SIG, a global packaging solutions company, to support projects that ensure recyclable materials are properly recovered and recycled.

Through this collaboration, the ZUG-SIG Project works across Southeast Asia to reduce plastic waste and promote responsible recycling by supporting schools, communities, and institutions with practical, trackable, and incentive-based waste recovery systems.

**Alignment with DepEd Memorandum No. 068, s. 2021 and DepEd Order No. 10, s. 2016 (WinS)**

DepEd Memorandum No. 068, s. 2021 encourages schools to strengthen solid waste management and adopt innovative environmental programs. Likewise, DepEd Order No. 10, s. 2016 (Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene in Schools Program) mandates schools to practice proper solid waste management, including:

- **Mandatory waste segregation**; and
- **Establishing functional waste management systems and partnerships.**

The Plastic Bank Schools Program directly supports these requirements by providing a structured and trackable waste recovery mechanism that schools can readily integrate into their existing solid waste management initiatives.

Plastic Bank Philippines

B/F We Work, Uptown Tower 3, 36th street cor. 11th Avenue, BGC, Taguig City



Address: Pio Valenzuela St., Marulas, Valenzuela City  
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
Email Address: [sdovalenzuela@deped.gov.ph](mailto:sdovalenzuela@deped.gov.ph)  
Official Website: <https://www.depedvalenzuela.com>



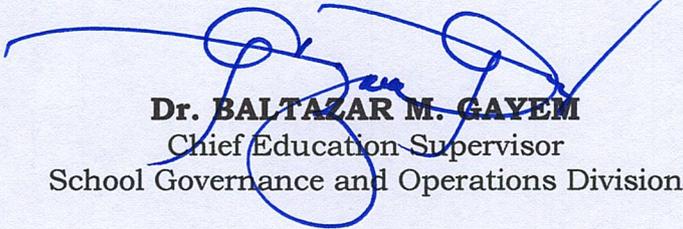


Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

---

## CERTIFICATE OF APPEARANCE

This is to certify that **Mr./Ms.** \_\_\_\_\_ of \_\_\_\_\_ has personally appeared and attended the **Plastic School Recycling Program: Onboarding Orientation activity**. The activity was held on March 18, 2026, from 1:00 p.m. onwards at the Dalandanan National High School, G. Lazaro St., Dalandanan, Valenzuela City.

  
**Dr. BALTAZAR M. GAYEM**  
Chief Education Supervisor  
School Governance and Operations Division



Address: Pio Valenzuela St., Marulas, Valenzuela City  
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
Email Address: [sdovalenzuela@deped.gov.ph](mailto:sdovalenzuela@deped.gov.ph)  
Official Website: <https://www.sdovalenzuelacity.deped.gov.ph>



PRIME-HRM

LEVEL II ACCREDITED

