



Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
Nayon, Lamut, Ifugao

*file*

**OFFICE ORDER NO. 3 – 2012**

**Subject: IMPLEMENTING GUIDELINES OF BOT RESOLUTION NO. 712 S. 2004  
“REQUIRING THAT ALL STUDENTS PLANT AND NURTURE FIVE (5)  
TREES BEFORE GRADUATION”.**

**Date: January 25, 2012**

1. By the authority vested in me as President of the Ifugao State University by R.A 9720 and R.A 8292 and for the purpose of putting the aforesaid policy into full operation and ensure its proper implementation in support to the government’s program for environmental protection and conservation, these implementing guidelines are hereby specified:
  - a. All incoming freshmen and transferee students in this university are required to plant five (5) trees and nurture before their graduation.
  - b. The Department of Environment Conservation and Management (DECM) is the responsible office in the proper and strict implementation of the aforesaid policy.
  - c. The DECM, in consultation with the NSTP and Planning Office of the university/ campuses and the different College Deans, shall identify the area/s to be planted, landscaped or beautified and assign the students per college/ campus;
  - d. Students are to plant the required trees when they are enrolled in the NSTP program as a part of the course, be it in CWTS or ROTC, and nurture them until their graduation;
  - e. The DECM in tandem with the NSTP shall maintain a campus nursery where the seedlings will be sourced out to be given to students;
  - f. The DECM in consultation with the Colleges or vice versa must schedule a general tree planting of students enrolled in the program and in compliance to BOT Resolution No. 712, s. 2004. Students who fail to join the general tree planting activity are responsible to schedule and plant on their own;
  - g. Seedlings needed for any re-planting due to poor maintenance or neglect will be borne by the student/s either by buying them from the campus DECM nurseries or somewhere;
  - h. Students must establish and maintain fire breaks to protect the intrusion of fire in the areas they have planted to ensure the protection of their trees from fires;
  - i. Re-planting will be allowed only during the 1<sup>st</sup>-semester of the school year a student is scheduled/ expected to graduate. Any student who will be re-planting only during the 2<sup>nd</sup> semester of the School Year he/she is to graduate must pay a maintenance fee of Php 50/ tree (in the Accounting office) for the maintenance of his/her newly planted trees;
  - j. The tree planting coordinators and/or advisers are responsible in maintaining a list of students who planted, conduct a once a semester monitoring on the status of the trees planted, prepare a status report and submit the same to the DECM Director, NSTP Director and College Deans and post said reports in Bulletin Boards in conspicuous places for students to see and be reminded of.

- l. The tree planting coordinators and/ or advisers must conduct a final validation/ inspection of the planted trees towards the end of the 2<sup>nd</sup> Semester of the School Year for all graduating students. Those who satisfactorily complied with the requirement shall be issued a **Tree Planting Compliance Certificate** stating among others the number of trees planted, their status (how many years old), what are the names/ varieties of the trees planted and in what area were the trees planted.
  - m. Student/s with **NO** Tree Planting Compliance Certificate (i.e. failed to comply with the required number of Trees Planted) during the Academic Council deliberation of their candidacy/ candidacies for graduation must make the painful decision of choosing from the following courses of action:
    1. Defer graduation until the required number of Trees Planted are substantially complied with;
    2. Pay a Tree Planting Fee of PhP 200.00/ tree (in the accounting office) to be used by the implementing office in hiring someone to plant and nurture five trees for and in behalf of the non-compliant student.
  - n. Any question on the implementation of these implementing guidelines must be directed to the University President for his appropriate action.
2. Any provision, in whole or in part, of these implementing guidelines that is contrary to policies, rules and regulations promulgated by higher authorities are deemed without force and effect.
  3. For the information and compliance of all concerned.



SERAFIN L. NGOHAMON, PH.D.  
*University President*

*Cc: ADCO Members, Department Chairpersons, Records, File*