



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

OFFICE ORDER NO. 14 – 2012

Subject: REVISED GUIDELINES FOR THE IMPLEMENTATION OF BOT RESOLUTION NO. 712 S. 2004 REQUIRING ALL STUDENTS TO HAVE PLANTED AND NURTURED FIVE (5) TREES BEFORE GRADUATION TO ACCOMMODATE THE CHANGES IN THE UNIVERSITY ORGANIZATIONAL STRUCTURE AS PER BOR RESOLUTION NO. 184, S. 2012.

Date: August 22, 2012

1. To accommodate the changes in the University Organizational Structure approved by the Board of Regents of the University as per Board Resolution No. 184, s. 2012, Office Order No. 3, s. 2012 is hereby revised;
2. Effective immediately, the following guidelines shall govern the implementation of BOT Resolution No. 712, s. 2004, “Requiring all students to have planted and nurtured five (5) trees before graduation”, to wit:
 - a. All incoming freshmen and transferee students in this university are required to plant five (5) trees and take care of it up to the time of their graduation.
 - b. The National Service Training Program (NSTP) shall be the implementing, monitoring and certifying office related to the proper implementation of the aforementioned policy.
 - c. The NSTP, in consultation with the 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 graduation;
 - e. The NSTP shall maintain a campus nursery where the seedlings will be sourced out to be given to students;
 - f. The NSTP 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;
 - 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 NSTP 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 1st semester of the school year a student is scheduled/ expected to graduate. Any student who will be re-planting only during the second 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 NSTP Director and College Deans and post said reports in Bulletin Boards in conspicuous places for students to see and be reminded of.

- k. Notwithstanding item j above, it is the responsibility of the student planters to regularly visit, maintain and care for the trees they have planted and re-plant those that died;
 - l. The tree planting coordinators and/ or advisers must conduct a final validation/ inspection of the planted trees towards the end of the 2nd Semester of the School Year for all graduating students and issue 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 (for failing 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 student.
 - n. The National Training Service Program office of the University is tasked to lead the strict implementation of this policy.
3. For the information and strict compliance of all concerned.


SERAFIN L. NGOHAYON, PH.D.
University President

Cc: All ADCO Members