Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

DepED DIVISION OFFICE
BAGUIO CITY
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DIVISION MEMORANDUM
No. 781-2026

DESIGNATION OF PANSA-NOPEN TAYO INSTITUTIONAL FELLOW AND YOUTH/STUDENT FELLOW IN ALL PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY SCHOOLS

To: Assistant Schools Division Superintendent
CID Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private Elementary and Secondary Administrators
All Others Concerned

1. In support of the environmental sustainability initiatives of the Department of Education and the City Government of Baguio through the *Pansa-Nopen Tayo Circular Economy Program*, the Schools Division of Baguio City hereby enjoins all public and private elementary and secondary schools to participate in the establishment of the **Pansa-Nopen Tayo Institutional Fellows Network**.

2. This initiative aims to establish a network of school representatives and youth leaders who will champion and coordinate circular economy initiatives and promote the integration of circular economy principles into school programs, projects, and activities.

3. Each school shall designate one Institutional Fellow and one Youth/ Student Fellow who shall perform the following roles and responsibilities:

a. Institutional Fellow shall:

1) Serve as the school's focal person for the Pansa-Nopen Tayo Circular Economy Program;
2) Lead the planning, implementation, and monitoring of school-based circular economy initiatives;
3) Coordinate with stakeholders in promoting circular economy practices; and
4) Guide and support the Youth/Student Fellow in initiating and implementing related activities.

b. Youth/Student Fellow shall:

1) Assist the Institutional Fellow in implementing school-based circular economy activities;
2) Promote waste reduction, segregation, reuse, recycling, and upcycling among fellow learners;

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Email Address. baguio.city@deped.gov.ph
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3) Initiate and participate in student-led campaigns and activities promoting sustainable practices; and
4) Encourage active learner participation in circular economy initiatives.

4. Schools shall submit the names of their designated fellows through the **Pansa-Nopen Tayo Institutional Fellows Form** at https://forms.gle/PfeAqYMHLtEA48aW9 on or before November 20, 2026.

5. For queries and clarifications, please contact Juliet C. Sannad, Chief Education Supervisor, Curriculum Implementation Division, through telephone number (074) 619-3491.

6. Immediate and wide dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

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