



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



**REGIONAL MEMORANDUM**  
**ORD-2025- 307**

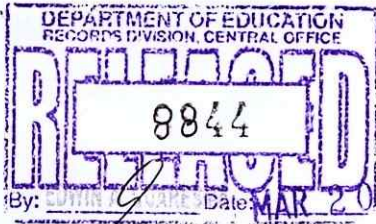
**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
SDO Manila  
SDO Pasay City  
SDO Parañaque City  
Sdo Las Piñas City

**FROM :** **JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

**SUBJECT :** **CALL FOR PARTICIPANTS TO THE CIRCULAR EXPLORER  
PROJECT TRAINING OF TRAINERS (TOT) ON MARCH 29,  
2025**

**DATE :** **March 24, 2025**

1. Attached is a copy of Memorandum CO-EPS-03144 s. 2025 dated March 19, 2025 from Ms. Graciela E. Mendoza, Director IV, External Partnerships Service, re: call for participants to the **Circular Explorer Project Training of Trainers (TOT)** on **March 29, 2025** at the **Century Park Hotel, Pasay City**.
2. The DepEd in partnership with Asia Society for Social Improvement and Sustainable Transformation (ASSIST) are spearheading the said project. The participants from SDO Manila and SDO Pasay City will attend the morning session from 8:00 am to 12:00 pm while the participants from SDO Parañaque City and SDO Las Piñas City will attend the afternoon session from 1:00 pm to 4:00 pm.
3. In this connection, the SDOs concerned are respectfully requested to send three (3) representatives each from the listed schools indicated in the attached Memorandum.
4. Meals will be provided for the participants by the organizer while the transportation expenses can be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. For inquiries, please coordinate with Mr. Franz Gabriel Raña (ASSIST) via email at franz@assistasia.org or mobile no. 0956-0586961.
6. For appropriate action and immediate dissemination.



Republic of the Philippines  
**Department of Education**  
EXTERNAL PARTNERSHIPS SERVICE

CO-EPS-02-44 s. 2025



**MEMORANDUM**

TO : **DR. JOCELYN DR. ANDAYA**  
Regional Director  
National Capital Region

FROM : **GRACIELA E. MENDOZA**  
Director IV *GM*

SUBJECT : **CALL FOR PARTICIPANTS TO THE CIRCULAR EXPLORER PROJECT TRAINING OF TRAINERS (TOT) ON MARCH 29, 2025**

DATE : March 19, 2025

The Department of Education (DepEd) has entered into a Memorandum of Agreement (MOA) with the **Asia Society for Social Improvement and Sustainable Transformation (ASSIST)**, an international non-governmental organization focused on capacity building to promote sustainable practices to address social problems in the developing world.

The **Circular Explorer Project** stands as a flagship initiative of Holcim and One Earth-One Ocean, showcasing a pioneering recycling catamaran powered entirely by renewable energy. Its mission is to safeguard our oceans by retrieving plastic waste from rivers and seas for recycling and reutilization.

In support of this endeavor, ASSIST spearheads the Education Pillar, aiming to empower the next generation of changemakers with enhanced access to learning materials and immersive education experiences focused on circular economy principles and sustainability. DepEd supports the Circular Explorer project in rolling out circular economy modules and materials to public schools in key priority areas to empower students to become "Circularity Heroes," advocates for sustainability who will promote waste reduction, resource efficiency, and community engagement.

The roll-out of the Circular Explorer project will begin with the conduct of a **Training of Trainers (TOT) on March 29, 2025, at the Century Park Hotel in Pasay City**. The morning session will take place from 8:00 AM to 12:00 PM for participants from SDO Manila and SDO Pasay. The afternoon session will be held from 1:00 PM to 4:00 PM for participants from SDO Parañaque and SDO Las Piñas.



The objectives of the TOT are as follows:

- Equip 50-100 teaching and non-teaching personnel with the knowledge and resources to effectively explain Circular Economy concepts to students and youth.
- Provide strategies for integrating the Circular Explorer Toolkit into the School Roll-out for maximum impact.
- Adapt and retrofit teaching approaches based on the trainer's existing skills and the needs of the participants.

In line with this, may we respectfully invite three (3) representatives each from the following schools:

Schools Division Office	List of Schools
Manila	Rizal Elementary School Araullo High School Rafael Palma Elementary School Jose Abad Santos High School Bonifacio Elementary School Raja Soliman High School
Pasay	Pasay City North High School Gotamco Elementary School Pasay City South High School Timoteo Paez Elementary School Kalayaan National High School Pasay City East High School
Parañaque	Parañaque National High School Don Galo Elementary School Tambo Elementary School San Dionisio Elementary School La Huerta Elementary School
Las Piñas	Las Piñas National High School Las Piñas Elementary School Central Dr. Filemon C. Aguilar Memorial College of Las Piñas Las Piñas East National High School

The target participants for the TOT are:

- Teaching Personnel: Primary and Secondary School Teachers, specifically Science Teachers covering topics related to circular economy or waste management
- Non-teaching Personnel: Admin, Facilities, Engineering, and other relevant staff supporting the environmental practices within schools

Meals will be provided for the participants and transportation costs can be charged to the Maintenance and Other Operating Expenses (MOOE) or any other available funding sources.

Participants can register through the following link:  
<https://forms.gle/WZ8EKjf9FuFJqkR46>.

For any questions or clarifications, you may contact Mr. Franz Gabriel Raña of ASSIST via email at [franz@assistasia.org](mailto:franz@assistasia.org) or by mobile at 0956-058-6961. Kindly copy furnish EPS at [external.partnerships@deped.gov.ph](mailto:external.partnerships@deped.gov.ph).

Thank you.

