



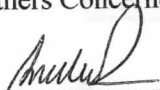
Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



Division Memorandum

No. 226 s. 2018

To : Public Schools District Supervisors
Selected Secondary School Heads
Selected Elementary School Heads
All Others Concerned

From : 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject : **33rd International Coastal Clean-up Day**


Date : September 11, 2018

RELEASED

Received, Division of Catanduanes

RECORDS SECTION

SEP 11 2018

Time: 11:16 AM
Initial/Signature: 

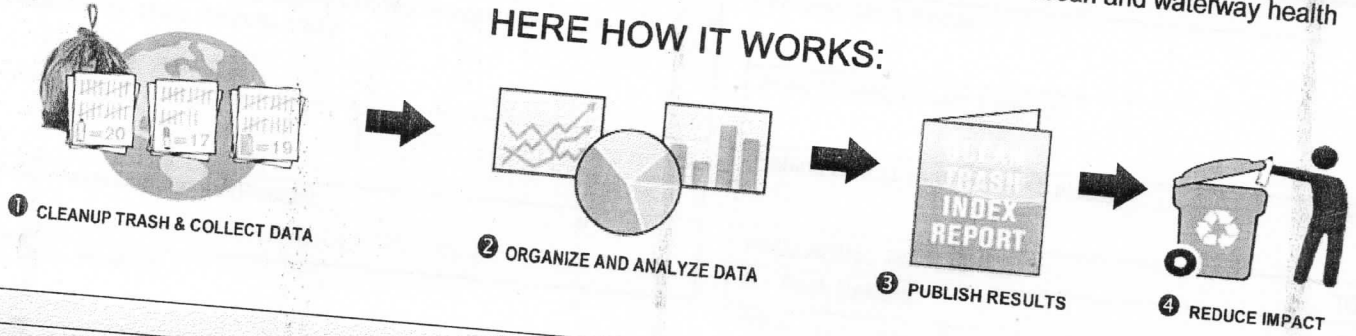
1. **Presidential Proclamation No. 470, s. 2003** declares the third Saturday of September of each year as **International Coastal Clean-up Day** in observance of the Global Coastal clean-up celebration. This coming Saturday, September 15, 2018 will be the **33rd International Coastal Clean-up Day** and the whole province of Catanduanes will be participating in the said activity.
2. In view of this, this office is encouraging **all elementary and secondary schools** to participate in the aforementioned activity. Kindly coordinate with your respective Local Government Units for your site assignments.
3. Attached are Data Forms to be accomplish and that must be submitted at the **SGOD Office – DRRM Unit** not later than **3 o'clock in the afternoon on September 17, 2018**.
4. For immediate and wide dissemination.

VOLUNTEER OCEAN TRASH DATA FORM



Ocean and waterway trash ranks as one of the most serious pollution problems choking our planet. Far more than an eyesore, a rising tide of marine debris threatens human health, wildlife, communities and economies around the world. The ocean faces many challenges, but trash should not be one of them. Ocean trash is entirely preventable, and data you collect are part of the solution. The International Coastal Cleanup is the world's largest volunteer effort on behalf of ocean and waterway health.

HERE HOW IT WORKS:



CLEANUP SITE INFORMATION			
CLEANUP SITE NAME	BARANGAY	CITY/MUNICIPALITY	PROVINCE

TYPE OF CLEANUP (Check one of the boxes below)

Beach/Shores
 River/ Lake/ Waterway
 Inland (no water)
 Underwater
 Watercraft

DATE OF CLEANUP		
	NO. OF VOLUNTEERS WORKING ON THIS FORM	
	Total	
	Children (12 yrs. Old & below)	

MOST UNIQUE ITEMS COLLECTED (indicate no. of each item)

NAME OF YOUR GROUP COORDINATOR	EMAIL ADDRESS	MOBILE NO.

NAME OF SCHOOL/CLUB/ORGANIZATION/COMPANY:			
NAME OF VOLUNTEERS		AGE	NAME OF VOLUNTEERS
1.			6.
2.			7.
3.			8.
4.			9.
5.			10.

- IMPORTANT TIPS:**
- Form a group of 3-5 members
 - Collect trash which you can carry and count.
 - Segregate each item first before counting.
 - Record only those listed in the data form.
 - Be sure other required information is filled in.



PLEASE RETURN THIS FORM IMMEDIATELY TO YOUR AREA/ SITE COORDINATOR. YOU MAY SUBMIT RESULTS THROUGH THE FOLLOWING:

BY EMAIL: iccphilippines@gmail.com
 ON-LINE: <https://sites.google.com/site/iccphilippines>
 MAIL: PHILIPPINE COAST GUARD AUXILIARY
 Units 8 & 9, CCP Bay Terminal, CCP Complex
 Roxas Blvd., Pasay City 1900

CLEANUP SUMMARY (TOTAL)

No. of Trash Bags Filled:

Estimated Weight: (Kilograms)

Estimated Distance Cleaned: (Kilometers)

MOST LIKELY TO FIND ITEMS:

	TOTAL # ↓
Cigarette Butts:	=
Food Wrappers (coffee/milk/sugar/salt/oil/vinegar/soy sachets; candy, chips, biscuits, etc.):	=
Take Out/Away Containers (Plastic):	=
Bottle Caps (Plastic):	=
Bottle Caps (Metal):	=
Lids (Plastic):	=
Straws/Stirrers:	=
Forks, Knives, Spoons (plastic):	=
Beverage Bottles (Plastic) (water, softdrink) :	=
Beverage Bottles (Glass) (water, softdrink, alcohols):	=
Beverage Cans:	=
Grocery Bags (Plastic):	=
Other Plastic Bags:	=
Paper Bags:	=
Cups & Plates (Paper)	=
Cups & Plates (Plastic):	=
Cups & Plates (Foam):	=

FISHING GEAR:

	TOTAL # ↓
Fishing Buoys, Traps:	=
Fishing Net & Pieces:	=
Rope (1 yard/meter=1 piece):	=
Fishing Line (1 yard/meter=1 piece):	=

PACKAGING MATERIALS:

	TOTAL #
6 - Pack Holders:	=
Other Plastic/Foam Packaging: (shampoo, soap, detergent, toothpaste; fruit net, styrofoam from appliances, etc.)	=
Other Plastic Bottles (oil/soy/vinegar, milk, bleach, detergent, shampoo, motor oil, etc.):	=
Strapping Bands:	=
Tobacco/Cigarette Packaging/Wrappers:	=

PERSONAL HYGIENE:

	TOTAL #
Condoms:	=
Syringes:	=
Diapers:	=
Sanitary Napkins:	=

TINY TRASH LESS THAN 2.5 cm (size smaller than a 25 centavo coin):

	TOTAL #
Foam Pieces:	=
Glass Pieces:	=
Plastic Pieces:	=

OTHER TRASH:

	TOTAL #
Appliances (TV, refs, radio, computer, etc.) (Note: whole, not pieces)	=
Balloons:	=
Cigar Tips (Note: these are not cigarette butts)	=
Cigarette Lighters:	=

OTHER TRASH:

	TOTAL #
Construction Materials (wood, bars, nails, brush, etc.):	=
Fireworks:	=
Tires (whole not pieces):	=
Shoes/Slippers:	=

LIST OF DEAD / INJURED WILDLIFE

STATUS (Dead Injured)	ENTANGLED (Yes or No)	CAUSE OF ENTANGLEMENT (line, net, plastics)



international
coastal cleanup
PHILIPPINES



2018 ICC GUIDELINES FOR VOLUNTEERS

BEFORE THE CLEANUP:

- Register at the website. You will receive an email acknowledging your participation. You may also signify your interest to join by email: iccphilippines@gmail.com
- Check website for available cleanup sites or contact a local ICC coordinator, such as City/Municipal Govt., DENR/CENRO/PENRO, NGOs, socio-civic organizations, resort owners, etc.
- Know the basic information about ICC and its mechanics through the website. Become familiar with the Volunteer Ocean Trash Data Form, the different debris listed and proper recording. Learn how to make proper estimations like: 1 sack of debris \geq 7 kilograms (15 x .45) and 1000 meters=1 kilometer
- If possible, attend an orientation meeting to be given by your Group Coordinator
- Invite your friends, classmates, family and neighbors to join you in the cleanup
- Prepare the following for ICC Day:
 - Rubber or plastic gloves, sacks or net bags, wire scoop nets (for surface/boat cleanup), Volunteer Ocean Trash Data Form, ball pens/pencils, alcohol or hand sanitizer (optional), food and water.
- Attire:
 - Preferably long pants and long sleeves shirt or t-shirt with your school/organization logo and color; rubber shoes or any closed shoes; hat or cap
- Advisories on cancellations and reset date of ICC due to bad weather conditions will be posted at our websites and Facebook. However, rescheduling of local cleanups will be upon the discretion of the local ICC Coordinators.

ICC DAY:

- Be at the cleanup site by 6:00 AM and proceed to your assigned station to register. Members of a volunteer group do not have to register individually since a pre-registered list will be submitted by the Group Coordinator. Meanwhile, walk-in volunteers may register at any stations or PCGA manned stations. Ocean Trash Data forms and sacks will be available at some stations.
- Observe order during the kick-off ceremony
- Before proceeding to the cleanup area, **SAFETY FIRST** is the number 1 rule for all volunteers. Watch out for sharp and pointed objects, as well as, slippery surfaces. Children volunteers will be tightly observed.

Apply what you have learned on debris/trash collection and data recording. Remember what debris to record, use of tick-marks and proper estimations. **DO NOT RECORD NATURAL ITEMS**, such as, coconut husk, driftwood, seaweed, & water lilies. Report to your coordinator any dead or entangled wildlife. If possible, recyclable items, such as, glass bottles, plastic bags and water bottles will be segregated.

- Take as many photos as you can
- Go over the trash data form, check for missing information (i.e., site name and location, name of school and coordinator, weight of trash, number of bags, etc.) before submitting it to your Coordinator or the Receiving Area. Every detail of data is important.

IMPORTANT TIPS ON TRASH COLLECTING:

Group yourselves into 4-5 members and collect only the debris you can carry. Do the segregation and recording in an area where it is shady, safe and far from the water or waves. One member will be in charge of data recording. Use tick marks and numbers, not words for the total count. Concentrate data recording in just 1 sack or bag. After recording, return trash back into the sack or bag. Determine its weight using a scale or estimations (i.e., 1 sack of trash=7 kg). Be sure filled sacks are brought to the hauling area.

AFTER ICC DAY:

- If unable to submit your trash data form during ICC Day, you can send it by:
E-mail: iccphilippines@gmail.com
On-line: <https://sites.google.com/site/iccphilippines>
- You may also submit a mobile shot of your data form by email, provided it is clear and complete.
- Send your high-resolution pictures and videos, as well as, stories during the cleanup by email. We may use your pictures for the Philippine ICC Report to Ocean Conservancy.
- Inquire about individual certificates from your **Group Coordinator**

ICC NATIONAL COORDINATORS:

ICC PHILIPPINES

Email: iccphilippines@gmail.com ; cleanup_philippines@yahoo.com

Mobile No.: 0917-372-87-02

Website: <https://sites.google.com/site/iccphilippines>

Facebook: www.facebook.com/coastalcleanupphilippines; facebook.com/CoastalCleanupPH

Blog: <http://coastalcleanupphilippines.blogspot.com/>

PHILIPPINE COAST GUARD AUXILIARY

Email: gerrypreyes@gmail.com

Mobile No.: 0916-411-64-46

Website: <https://sites.google.com/site/coastalcleanuppcga>



2018 ICC GUIDELINES FOR SITE COORDINATORS (responsible for a single site)

BEFORE THE CLEANUP

1. Register at the website or send an email to signify your participation (iccpilippines@gmail.com; cleanup_philippines@yahoo.com; gerrypreyes@gmail.com). You will receive an email acknowledging your participation as a Site Coordinator.
2. Identify a cleanup site. Obtain permit to access the site for the ICC event from proper authorities (i.e. Local Government Unit, City ENRO, Municipal ENRO, or Barangay LGU)
3. Know the basic information about ICC and its mechanics through the website
4. Invite organizations, companies, schools and clubs for an ICC orientation meeting and to organize plans for ICC Day
5. Contact sponsors to support your cleanup
6. Promote the ICC event
7. Conduct a Group ICC Coordinators' Meeting to finalize plans for ICC Day.
8. Arrange for tents, tables, chairs, PA system, portable toilet, water for washing, and first-aid / health emergency personnel, weighing scale, and trash haulers. Ask assistance from the local government.
9. Do a final ocular survey of the cleanup sites to determine proper location of each tent/station for registration, first aid, ICC materials distribution, drinking and washing and cleanup area assignments of volunteer groups
10. Assign people to document the event
11. In case of severe weather disturbance, have informed volunteers about the cancellation of the Cleanup. Rescheduling of ICC will be the discretion of the local Site Coordinator upon the advice of the ICC National Coordinator.

ON ICC DAY

1. By 5 am, set up tents/ stations for registration, first-aid, drinking, weighing, washing and hauling. Set up you PA system for the kick-off ceremony. Mark each station to guide volunteers. Post banners or signs to direct participants to the cleanup site. Cleanup materials (sacks and gloves), trash data forms, ballpens, registration forms and a labeled box for returning accomplished forms must be ready at the Registration/ Receiving Area.

Make sure registration and distribution of cleanup materials are in order.

3. Oversee sorting and hauling of trash bags/sacks. If possible, debris items that are recyclable such as, glass bottles and beverage plastic bottles are segregated. Make sure the waste hauler takes all the trash away.
4. The Receiving Area should check that returning data cards are properly filled-out and no information missing (such as, site name, name of school and coordinator, weight of trash, number of bags, etc.) because every detail of data is important. If possible, filled the site name ahead so that volunteers will not misrepresent your site.
5. Secure in a labeled box all accomplished data cards.

AFTER ICC DAY:

1. Summarize all data collected from the volunteers into the Ocean Trash Data Form for Coordinators downloadable at the website. Submission is within a week by email or on-line at the ICC Philippines website. Please notify ICC Philippines by email for an extension request.
2. Recognize your coordinators, sponsors and volunteers with a follow-up thank-you letter or certificate. Templates of the ICC certificate for coordinators, sponsors, institutions and individual volunteers can be downloaded from the website.
3. Submit high resolution pictures and videos, list of sponsors and stories about your ICC. This will be for the Philippine Report to Ocean Conservancy and for the website.

2018 ICC GUIDELINES FOR AREA COORDINATORS (responsible for multiple sites)

BEFORE THE CLEANUP

1. Register at the website. You will receive an email acknowledging your participation. You may also signify your interest to become an Area Coordinator by email: iccphilippines@gmail.com; cleanup_philippines@yahoo.com; gerrypreyes@gmail.com.
2. Identify cleanup sites. Obtain permit to access the sites for the ICC event.
3. Coordinate with your Site Coordinators to organize activities and plans for ICC Day
4. Promote the ICC event
5. Contact sponsors to support cleanups
6. Conduct a site coordinator's meeting and a final meeting of all cleanup coordinators before ICC Day.
7. Assist Site Coordinators in the procurement of tents for registration / medical, tables, chairs, PA system, portable toilet, water for drinking & washing; first-aid / health emergency personnel, weighing scale, and trash haulers. Ask assistance from the local government.
8. Check each cleanup site to determine proper location of stations for registration, etc. and cleanup area assignments of participating organizations and schools

9. In case of severe weather disturbance, inform Site Coordinators and volunteers about the cancellation of the Cleanup. Rescheduling of ICC will be upon the advice of the ICC National Coordinator.

ON ICC DAY

1. By 5 am, set up tents/ stations for registration, first-aid, drinking, weighing, washing and hauling. Set up your PA system for the kick-off ceremony. Mark each station to guide volunteers. Post banners or signs to direct participants to the cleanup site. Cleanup materials (sacks and gloves), trash data forms, ballpens, registration forms and a labeled box for returning accomplished forms must be ready at the Registration/ Receiving Area.
2. Make sure registration and distribution of cleanup materials are in order.
3. Oversee sorting and hauling of trash bags/sacks. If possible, debris items that are recyclable such as glass bottles and beverage plastic bottles are segregated. Make sure the waste hauler takes all the trash away.
4. The Receiving Area should check that returning data cards are properly filled-out and no information missing (such as site name, name of school and coordinator, weight of trash, number of bags, etc.) because every detail of data is important. If possible, fill the site name ahead so that volunteers will not misrepresent your site.
5. Secure in a labeled box all accomplished data cards.

AFTER ICC DAY:

1. Summarize all data collected from Site Coordinators into the Ocean Trash Data Form for Coordinators downloadable at the website. Submission is within a week by email or on-line at the ICC Philippines website. Please notify ICC Philippines by email for an extension request.
2. Recognize your coordinators, sponsors and volunteers with a follow-up thank-you letter or certificate. Templates of the ICC certificate for coordinators, sponsors, institutions and individual volunteers can be downloaded from the website.
3. Submit high resolution pictures and videos, list of sponsors and stories about your ICC. This will be for the Philippine Report to Ocean Conservancy and for the website.

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