

LUMINARE'S 40 CHRISTMAS TREES

Institutional Christmas Tree Decorating Activity (8 -10 am, Nov 14, 2018)
Annual Campus Lighting, Luminare (5:45 pm, Nov 24, 2018)

GENERAL GUIDELINES

1. The 40 CHRISTMAS TREES decorating activity is not a contest, it is a community building activity in celebration of our 40th year anniversary. It is open to all DLSZ students and personnel.
2. Each level from Pre-K to G12, BRafeNHS G7-G12, Academic Councils and Offices, with the exception of units directly organizing this event, will be assigned a Christmas tree to decorate.
3. FEPMO will provide the body of the Christmas trees, bare and fabricated from wire mesh. Tree height will be 6 feet for students, and 5 feet for all offices, councils and others. The budget needed for making the trees shall be requested from the participating levels and offices as follows:
 - a. For Pre-K to G12, from contributions of PA level Representatives,
 - b. For BRafeNHS G7-G12, from contributions of PEGTHA level representatives,
 - c. For Academic Council and Offices, from contribution of unit members,

The cost of each tree is Php 2,000. The contribution must be remitted to our Accounting Office, for crediting to the depository of FEPMO REPAIRS by Nov 9, 2018.

4. Upon fabrication, the Christmas trees will be placed strategically along and around the Gate 2 plant box area, surrounding the Christmas GIVING TREE (fundraising project and mechanics c/o ADCOMM) and the LUMINARE (program c/o CMO and CAO). All trees will be numbered and labelled by FEPMO.
5. All participating students and personnel will be gathered to decorate their respective Christmas trees on-site on Nov 14, 2018 from 8:00-10:00 am. Gate 2 parking area will be closed from any vehicular traffic. CLAYGO practice shall be imposed.
6. For Lower Grade School students, select Parents will be allowed to help the students decorate, during the decorating activity, for Upper Grades School, Junior High School, Senior High School and BrafenHS students, select teachers will supervise the group during the decorating activity. A maximum of 20 students or class officers, as it applies, per level shall be assigned by the Team Leaders in coordination with the Art/Art & Design Strand Coordinator, with the final approval of the Vice-Principal/Principal.
7. The use of repurposed and recyclable materials as Christmas decors as well as old Christmas decors is highly encouraged. Styrofoam, as well as hazardous materials are not allowed. Use of Christmas lights shall be allowed provided they are outdoor LED Christmas lights with max. of 1000 Christmas lights bulbs. EMO will be in-charge of all electrical provisions, connections and supply, for lighting of the trees. All decors on the trees should withstand outdoor conditions.
8. Students and personnel can continue decorating and touching-up their Christmas trees only until Nov 16, 2018. The 40 Christmas Trees will be lighted during the Luminare on Nov 24, 2018.
9. These trees, with other Christmas campus decors will be dismantled by FEPMO after Christmas. Students and personnel who wish to retrieve their decorative materials and Christmas lights may get them from FEPMO upon return from the Christmas break. Unclaimed materials by January 11, 2019 shall be disposed or recycled.

PARTICIPATING LEVELS AND OFFICES

1. Pre- Kinder
2. Kinder
3. Grade 1
4. Grade 2
5. Grade 3
6. Grade 4
7. Grade 5
8. Grade 6
9. Grade 7
10. Grade 8
11. Grade 9
12. Grade 10
13. Grade 11
14. Grade 12
15. BRafeNHS G7
16. BRafeNHS G8
17. BRafeNHS G9
18. BRafeNHS G10
19. BRafeNHS G11
20. BRafeNHS G12
21. Grade School Academic Council
22. Junior High School Academic Council
23. Senior High School Academic Council
24. BRafeNHS Academic Council
25. Human Resource and Management Development Department
26. Finance Department
27. Information and System and Technology Services Department
28. Quality Assurance and Monitoring Office
29. Purchasing Office
30. Learning Resource Center
31. Registrar's Office
32. Campus Ministry Office
33. Social Action Office
34. School Counselling Office
35. Safety & Security Office
36. Campus Services Office
37. Instructional Performance and Assessment Office
38. Sports Development Office
39. Zaide
40. Alumni Association