

Balanced Score Card of Florentina Ledesma Elementary School
District III
Every Child An Environment Steward Program (ECAESP) School Policies and Programs


Strategy	Objectives	Events	Budget	Persons Involved	Time Frame	Key Indicator
A.Environmental Policies	To actively promote resource & environment conservation through school programs & classroom instructions	Daily		All Teachers and pupils	2010 & ongoing	FLES pupils handbook
<ul style="list-style-type: none"> Basura Ko, Ilagay Sa Balsa Ko 	To let pupils & other school staff internalize the value of Zero Basura Waste	Daily	none	Teachers, Pupils, Administrator	1997& ongoing	Zero Basura Waste Documentation
<ul style="list-style-type: none"> Collect a Garbage, Redeem a Package 	To give due recognition of those who support in segregating/collecting garbage in school	Quarterly Inventory	School Supplies For the pupil implementors	Class Advisers, ESWM Coordinator,PTA	2009 & ongoing	Amount of garbages reduced
<ul style="list-style-type: none"> Each One, Pick One 	To let each pupil and staff feel that they are a part of garbage collection	Daily Habit	none	Pupils, Teachers & Administrator, LGU	2009& ongoing	Documentation
<ul style="list-style-type: none"> ESWM Police & Tour Guides 	To safeguard and help protect FLES Environment & to be free of distructors	Weekly Reporting To their ESWM Adviser	none	ESWM & Tour Guides Adviser & members	2009 & ongoing	Pictures Documentation
<ul style="list-style-type: none"> Greening Program 	To let the school receive the usefulness &	Check every now and then the	none	EPP Teachers and Pupils	1995 & ongoing	Documentation

	enjoy the aesthetic value of plants & trees which are also beneficial to the health of pupils	survival of plants & trees				
<ul style="list-style-type: none"> Enerhiya Tipirin, Kaunlaran Makamtan Natin 	To encourage the school staff and pupils in helping & promoting energy conservation	Replace incandescent light bulbs with compact fluorescent light & turn off lights when not in use	MOOE funds	Teachers & Pupils	2010	Pictures and Documentation
<ul style="list-style-type: none"> .Sagip Tubig, Ingat Tubig! 	To develop an awareness of the need for water conservation among children & all living things	Promote water conservation @ the workplace	none	Teachers & Pupils	2010 & onwards	Guidelines on Water Conservation
<ul style="list-style-type: none"> . Lupa, Hangin, Tubig: Kalinisan Mo, Kaligtasan Ko 	To prohibit open burning in school & discouraging the use of inorganic fertilizers to plants	Promote Awareness on the effect of open burning to environment	none	Teachers & Pupils	2010 & onwards	Documentation

Strategy	Objectives	Operation/ Events	Budget	Persons Involved	Time Frame	Key Indicator
<ul style="list-style-type: none"> DiKoSap 	To help eliminate, if not, reduce the use of plastics & residuals in school	The school initiates against the use of plastics and residuals	none	Canteen Personnel, Concessionaires, H.E	2010 & ongoing	Documentation

				Teachers & pupils		
• Paper Conservation	To minimize the use of paper/s in daily routines	The teachers instructed the pupils to utilize the back page of their papers	none	Pupil s, School Personnel	2010 & ongoing	Documentation
• Pollution Prevention Program	Promote environmental awareness, care & concern on pollution prevention and control	Give concerns on pollution prevention And control	None	Pupils, All Teachers	2010 and ongoing	Documentation
B. Academic Policies, Rules , Regulations, Procedures and Guidelines						
• Early/Enrolment Program -OPLAN Balik-Eskwela	Conducts advocacy to increase enrolment	Initiated advocacy to increase enrolment	None	Teachers, parents and pupils	2011 and ongoing	Documentation
• Oplan Pagbasa	To Decrease the number of Non- Readers Designed to increase pupils' reading level	Conducted Reading Interventions such as Drop Everything And READ (DEAR)	None	Teachers and Pupils	2011 and ongoing	
• Project Mind Math Is Not Difficult	To decrease the number of Non- Numerates		None	Teachers and Pupils		
• Project Brigada Basa	To decrease the number of Non- Readers and Frustration level pupils	Conducted a 30-minute remedial class during				Pictures Narrative R Reports

		school days				
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<ul style="list-style-type: none"> Peer Tutoring 		High achievers are tapped as tutors to their low-achieving classmates			
<ul style="list-style-type: none"> Team Teaching in Grade III-VI 		Utilize the teachers' strengths in handling their specific subject areas for expertise			
C. Policy & Procedures on Bullying	To maintain a child-friendly and protective environment that is not only conducive to learning, but also to play and healthy interaction	Establish policies and procedures that discourage and confront bullying, harassment and other anti-social behavior of its pupils that disrupt the education process			
D. Canteen Policies <ul style="list-style-type: none"> DiKoSap (Di Ko Sa Plastic) 	To develop healthy, in a responsible, and environment-friendly pupils and interactive parents and teachers in a plastic-free school	The school canteen teacher strictly check and monitor on the food and safety of the food handling and preparation	None		
<ul style="list-style-type: none"> Supplementary Feeding Program 	To improve the	 Supplementary	Dependent upon the	2007 to-date	

<p>“ Tabang Mo, Timbang Ko “</p>	<p>Nutritional Status of the Severely Wasted and Wasted Children</p>	<ul style="list-style-type: none"> ✚ Feeding ✚ Sale of nutritious food/ snacks in the school canteen ✚ Functional and operational Gulayan sa Paaralan ✚ Health and Nutrition Education for pupils, parents and teachers 	<p>number of beneficiaries Latest budget is P69,000.00 funded by the SBFP</p>		<p>Pupils’ Nutritional Status Record School Nutritional Status Report Terminal report</p>
<p>E. Clinic Policies</p> <ul style="list-style-type: none"> • Deworming Program 					
<p>F. School Library Policies</p>	<p>To give educational pupil’s recreation</p> <p>To develop the reading habit</p> <p>To explore more information beside the classroom setting</p> <p>To provide</p>	<ol style="list-style-type: none"> 1. Books and other reading materials must be handled with care 2. Pupils must present their personal reading materials to the library staff when entering and leaving the library for inspection 			

	pupil's productive leisure time	<p>3. Encyclopedias and other reference books and materials must be placed on the table and the pupil is responsible in returning them to proper shelf</p> <p>4. Chairs must be quietly pushed back under the table and bookstands must be properly returned after using</p>			
G. School Records Policy	<p>To keep safe and organized the School Record of the pupils</p> <p>To remain confidentiality of the data</p> <p>To keep and collect data for future use of the school</p> <p>To review and scrutinize records or data</p>	<ul style="list-style-type: none"> ✚ All request should be submitted and recorded at the Principal's office ✚ Records officer facilitates the request at the principal's office every Tuesday from 4:30 to 5:00 PM ✚ Request received during Wednesday will be facilitated and released a week after to accommodate the Monday & Tuesday request. 	None	2011 and ongoing	

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