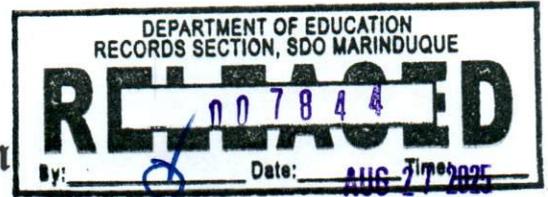




Republic of the Philippines
Department of Education
MIMAROPA REGION

SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2025-024

TO: Asst. Schools Division Superintendent
Chief ES, CID and OIC CES, SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **CONVERGENCE MEETING ACTIVITIES AND RECOGNITION OF 2025 BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS**

DATE: August 20, 2025

1. This Office through the School Governance and Operations Division – Social Mobilization and Networking Section shall hold a series of Convergence Meeting activities dubbed as “*Kapihan*” that endeavors cooperation with stakeholders in the implementation of various Programs, Projects and Activities.
2. This year, this activity has the following objectives:
 - a. provide information or feedback on the issues, challenges, gaps and best practices in the implementation of various DepEd Programs, Projects and Activities (PPAs);
 - b. communicate with stakeholders the priorities and goals as well as strategies to take in the implementation of the PPAs, attuned to the recalibrated Division Education Development Plan (DEDP); and
 - c. provide opportunities for collaboration and establish shared goals for supporting education of the children.
3. Participants in this activity are the School Parent-Teachers Association (SPTA) presidents. School Heads are requested to invite their respective SPTA presidents to join the said activity and provide them necessary assistance.
4. Also, this Office shall conduct the Recognition of 2025 Brigada Eskwela Best Implementing Schools on November 28, 2025, from 9:00 until 11:00 o'clock in the morning at the SDO Conference Hall, DepED Building, Malusak, Boac Marinduque.

/SGOD-SM&N-MMM



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • **Fax No.:** (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

5. Interested schools are invited to submit hard copy of their BE 2025 Implementation Reports to School Governance and Operations Division attn: Social Mobilization and Networking Section. Deadline for submission of required documents shall be on or before **November 7, 2025**.

6. The following are the attachments to this issuance:

- a. Enclosure 1 Schedule of Activities
- b. Enclosure 2 Activity Matrix of Recognition of 2025 Brigada Eskwela Best Implementing Schools
- c. Enclosure 3 Activity Matrix of the “*Kapihan*”
- d. Enclosure 4 Executive and Working Committees
- e. Enclosure 5 Mechanics and Guidelines for the Recognition of 2025 BE Best Implementing Schools
- f. Enclosure 6 Compliance Form for the Recognition of 2025 BE Best Implementing Schools

7. Wide and immediate dissemination of the contents of this Memorandum is desired.

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SCHEDULE OF ACTIVITIES
"Kapihan"

PARTICIPANTS	DATE	TIME	Venue
Convergence - Kapihan			
NGAs, LGUS, PGM, CSOs, Private	September 25, 2025	9:00 AM – 12:00NN	SDO Conference Hall, Malusak Boac
School PTA Presidents			
Gasán & Buenavista	September 26, 2025	8:00 AM 11:00 AM	Bangbang Elementary School Hall, Bangbang Gasán
Torrijos		1:00 PM 4:00 PM	Torrijos Central School Hall, Poblacion, Torrijos
Sta Cruz S, N, & E	September 30, 2025	8:00 AM 11:00 AM	Sta Cruz East Central School Hall Lapulapu, Sta Cruz
Mogpog		1:00 PM 4:00 PM	Mogpog Central School Hall Gitnang Bayan, Mogpog
Boac North & South			
Punong Barangays			
Boac	September 16, 2025	8:00 AM 11:00 AM	SDO Conference Hall Malusak, Boac
Mogpog		1:00 PM 4:00 PM	Mogpog ABC Hall Mogpog Municipal Bldg. Gitnang Bayan, Mogpog
Gasán	September 17, 2025	8:00 AM 11:00 AM	Gasán ABC Hall Gasán Municipal Bldg. Brgy. Uno, Gasán
Buenavista		1:00 PM 4:00 PM	Buenavista ABC Hall Buenavista Municipal Bldg. Poblacion, Buenavista
Sta Cruz	September 18, 2025	8:00 AM 11:00 AM	Sta Cruz ABC Hall Pag-asa, Sta Cruz
Torrijos		1:00 PM 4:00 PM	Torrijos MDRRM Hall Torrijos Muncipal Bldg. Poblacion, Torrijos
Recognition of 2025 BE Best Implementing Schools	November 28, 2025	1:00 PM 4:00 PM	SDO Conference Hall Malusak, Boac

PROGRAM MATRIX

Recognition of 2025 Brigada Eskwela Best Implementing Schools

Time	Activity	Personnel Involved
1:00-1:30	Arrival and Registration	Registration Committee Ushering Committee
1:31-1:41	National Anthem Invocation DepEd Quality Policy Statement SDO Marinduque Hymn	AVR
1:42-1:52	Statement of Purpose	MELANIE M. MENDOZA Senior Education Program Specialist SM&NS
1:53-1:58	Acknowledgement of Participants	BERNADITH R. LACERNA Senior Education Program Specialist P&RS
1:59-2:05	Welcome Remarks	Dr. MABEL F. MUSA Asst. Schools Division Superintendent
2:06-2:11	Message	Dr. LYNN G. MENDOZA OIC, Schools Division Superintendent
2:11-2:16	Intermission Number	RAYMOND M. MAAÑO COS
2:17-2:40	Awarding Proper First Batch	Presenters: DR. MARIAM B. RIVAMONTE Education Program Supervisor, LRMS DR. NESTOR T. RUALO Education Program Supervisor, AP
2:41-3:00	Intermission Number	JULIUS CHRISTIAN M. LLANES COS
3:01-3:20	Awarding Proper Second Batch	Presenters: MARIDEL G. LINCALLO Public Schools District Supervisor, Buenavista FREDDIE M. MALABAYABAS Education Program Supervisor, Mathematics
3:21-3:26	Response and Statement of Support to BE Advocacies	School Head of Recognized School
3:27-3:32	Vote of Thanks	MAITA M. LAZARES Education Program Supervisor OIC, Chief Education Supervisor, SGOD
FATIMA M. VILLANUEVA COS REY R. RAYMUNDO Education Program Specialist, SMME		

PROGRAM MATRIX*"Kapihan"*

September 25, 2025

Time	Activity	Personnel Involved
8:30 – 9:00	Arrival and Registration	Registration Committee Ushering Committee
9:01 – 9:15	National Anthem Invocation DepEd Quality Policy Statement SDO Marinduque Hymn	AVR
9:16 – 9:20	Acknowledgement of Participants	MAYDA N. LAGRAN Education Program Specialist II SM&NS
9:21 – 9:30	Statement of Purpose	MELANIE M. MENDOZA Senior Education Program Specialist SM&NS
9:31 – 9:35	Welcome Remarks	Dr. MABEL F. MUSA Asst. Schools Division Superintendent
9:36 – 9:40	Message	Dr. LYNN G. MENDOZA OIC, Schools Division Superintendent
9:41 – 10:30	Presentation of PPAs <ul style="list-style-type: none"> • Programme for International Student Assessment (PISA) Results • National Achievement Test G6, G10, G12 (NAT G6, G10, G12) • Early Language Literacy and Numeracy Assessment (ELLNA) • Comprehensive Rapid Literacy Assessment (CRLA) • Rapid Math Assessment (RMA) 	To be identified
	• Presentation on the 5-Point Reform Agenda	To be identified
	• Presentation of recalibrated Division Education Development Plan (DEDP)	To be identified
10:31 – 11:15	Open Forum	Moderator: KYLE DAVID V. ATIENZA Senior Education Program Specialist
11:16 – 11:20	Pledge of Commitment	Provincial Federated PTA President
11:21 – 11:25	Closing Remarks	MAITA M. LAZARES Education Program Supervisor OIC, Office of the Chief ES, SGOD
Facilitator MELANIE M. MENDOZA Senior Education Program Specialist, SM&N		

EXECUTIVE AND WORKING COMMITTEES

Stakeholders Convergence

EXECUTIVE COMMITTEE

DR. LYNN G. MENDOZA

OIC, Schools Division Superintendent

DR. MABEL F. MUSA

Assistant Schools Division Superintendent

MAITA M. LAZARES

Education Program Supervisor
OIC, Chief Education Supervisor, SGOD

JOHN M. CHAVEZ

Chief Education Supervisor, CID

MAY BERNADETH O. DE LA ROSA

Administrative Officer V

WORKING COMMITTEES

COMMITTEE/ TEAM	Chairperson	Member/s	Terms of Reference
Planning and Overall Coordination	Melanie M. Mendoza	Mayda N. Lagran	<ul style="list-style-type: none"> - drafts and submits the activity proposal and memorandum for approval of the SDS; - finalizes the activity matrix and communicates the same to all the teams; - acts on concerns and directs such to the executive committee for resolution if needed; - directs the flow of the activity; - performs needed correspondence with stakeholders; and - prepares textual contents of for the program, invitation and certificates.
Technical	Engr. David M. Zoleta, Jr.	Kelvin J. Labaguis	<ul style="list-style-type: none"> - makes sure that all technical needs are provided for the smooth flow of the event; - ensures that the sound system including microphones, projectors, wide screen and VTRs/AVPs to be used work in proper order and are functional; - assists in the preparation of AVPs, if any;

Registration	Marisol O. Luarca	Josefina P. Brual	<ul style="list-style-type: none"> - provides registration forms both for the activity and makes sure all participants are registered; and - furnishes the program owner with the records of the attendance (meal and registration)
Program Invitation and Certificates	Kyle David V. Atienza	Glaiza T. Palatino	<ul style="list-style-type: none"> - designs and prints program invitations and certificates; - takes charge of the distribution of invitations before the event; and - distributes certificates to the guests
Documentation, Monitoring and Evaluation	Dr. Fretzie P. Alcantara	Charmain J. Mogol	<ul style="list-style-type: none"> - records the proceedings including photographs and videos; compiles all the documentation relative to the activity; - documents (recordings and jotting down notes), organizes, and submits the narrative report with photos to the Executive Committee for approval and record – keeping
Physical Arrangement and Decoration	Engr. Arnold M. Moreno	Guiller Maulion Edgar H. Loto	<ul style="list-style-type: none"> - prepares design for the venue in a festive layout, - informs the program owner on the materials to be used - prepares the venue according to the design and layout, - takes charge in the logistical requirement of the materials to be used
Outsourcing and Resource Mobilization	Mayda N. Lagran	Melanie M. Mendoza	<ul style="list-style-type: none"> - takes charge in all partnership activities
Food and Refreshment	Ruby M. Tan	Jessie Labayna	<ul style="list-style-type: none"> - ensures that food and refreshment are available - facilitates orderly serving of food
Health and Emergency Management	Dr. Rica Mai O. Larga	Ma. Concordia M. Ebor Jarence S. Narito Perry N. Jardiniano	<ul style="list-style-type: none"> - attends to emergency concerns
Knowledge Source	SGOD, Bernadith R. Lacerna CID,	Marisol O. Luarca Jessarene Madronio	<ul style="list-style-type: none"> - generates information/inputs to be presented in the Kapihan - consolidates information for presentation

MECHANICS AND GUIDELINES

Recognition of 2025 Brigada Eskwela Best Implementing Schools

Participating to the Recognition Activity shall be guided by the following Guidelines and Mechanics:

Guidelines

1. The Search is open to all Elementary, Integrated and Secondary schools.
2. All indicators stipulated in the Mechanics must be satisfied to be considered.
3. Recognition will be based on compliance with the indicators and presentation of supporting documents.
4. All indicators marked “compliant” must be accompanied with supporting documents as required. Unsupported indicator shall not be considered so shall be marked non-compliant and consequently be disqualified.
5. Only **original copies** of the supporting documents will be considered; hence, all photocopied documents will be disqualified.
6. Brigada Eskwela pre- and implementation stages shall only include related activities conducted from June 1-14, 2025.
7. Entries to be included in the Compliance Form must be based strictly on the Mechanics detailed below.
8. Documents must be compiled with the Compliance Form as the first page thereof. All supporting documents must be clearly indexed.

Mechanics

Indicators	Description	Supporting Document/s Needed
Volunteer Support	This is the record of the attendance of volunteer support forged for the implementation of school maintenance. Here, the signature of the volunteers must be reflected.	Accomplished BE Form 4
Volunteer Diversity	This shows diversity of volunteers which reflects the different entities or groups who joined the <i>Brigada Eskwela school maintenance</i> . The records must reflect the name of entity/group, its members, and services they rendered. The members must have signed up on the BE Form 4.	<ul style="list-style-type: none"> • Report on Volunteer Groups who participated in the maintenance activities. Each group must be clearly reflected in tabular form and indicated with the number volunteered. Such should be crossed – tallied with accomplished BE Form 4

Resources Generated	This is the receipt of planned resource generation to support the improvement activities to be accomplished during the weeklong Brigada Eskwela.	<ul style="list-style-type: none"> • Record of all donations received supported by the name of donors reflected in the report • Accomplished BE Form 5
Completion of Planned Scope of Works reflected in BE Form 1	This shall reflect the accomplishment of planned improvements as targeted. Accomplishment must match the target.	<ul style="list-style-type: none"> • Accomplished BE Form 1 • Accomplished BE Form 6 • Before and after photographs
Advocacy Efforts	This indicates the advocacy efforts to inform the public of the activities and invite community to volunteer their services and resources.	Photographs showing hanging or posting of tarpaulin
Conduct of BE Kick-off	This pertains to the conduct of School -based BE Kick-off that marks the start of the week-long BE.	Narrative report Photographs during conduct of the kickoff
BE Working Committee	This pertains to presentation in form of a chart of the school's BE working committees	BE Working Committee chart signed by the School Head

Enclosure 6

COMPLIANCE FORM

Recognition of 2025 Brigada Eskwela Best Implementing Schools

Direction:

	Indicators	Compliance		Document Presented
		Compliant	Non-complaint	
a	Volunteer Support			
b	Volunteer Diversity			
c	Resources Generated			
d	Completion of Planned Scope of Works reflected in BE Form 1			
e	Advocacy Efforts			
f	Conduct of BE Kick-off			
g	BE Working Committee			

This form must be placed on the front page of the report.