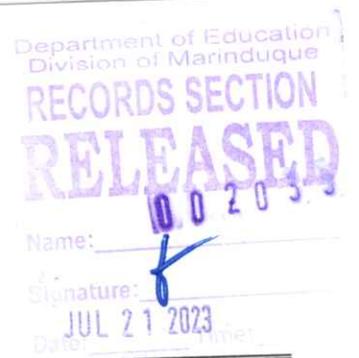




Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, SGOD/Officer-In-Charge, CID
Public Schools District Supervisors
Unit Heads
Heads of the Concerned Schools
All Others Concerned

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

SUBJECT: **PREPARATION MEETING FOR THE HOSTING OF BRIGADA ESKWELA
REGIONAL KICK-OFF, REGIONAL MANAGEMENT COMMITTEE
MEETING AND LAUNCHING OF SERVICE-ON-WHEELS**

DATE: July 20, 2023

1. In preparation for the hosting of the above-mentioned activities, this Office shall hold a meeting on July 24, 2023 at two o'clock in the afternoon at the SDO – Marinduque Conference Hall, Malusak, Boac Marinduque.
2. Attendees of the meeting shall be the heads of the schools considered for the Extended Bayanihan sa Paaralan activity, members of the committees formed, Mr. Democrito M. Nazareno, Principal IV of Marinduque National High School, Mr. Garry M. Monteagudo – Principal II of Balanacan Elementary School, and Mr. Erlan M. Maming – Principal I of Gasan Central School.
3. The list of schools considered for the Extended Bayanihan sa Paaralan and the Executive and Working Committees formed are found in Enclosures 1 and 2 respectively.
4. Immediate and wide dissemination of the contents of this Memorandum is desired.

*“DepED Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*

SocMob/MMM



Malusak, Boac, Marinduque

Email: deped_marinduque@yahoo.com • Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Enclosure 1**SCHOOLS TO BE VISITED FOR THE EXTENDED BAYANIHAN SA PAARALAN**
2023 Regional Brigada Eskwela Kick-off

	School Name	School Address	District
1	Tanza Elementary School	Tanza, Boac	Boac North
2	Bangbangalon Elementary School	Bangbangalon, Boac	Boac South
3	Pili-Balogo Elementary School	Pili, Boac	Boac North
4	Poras Elementary School	Poras, Boac	Boac North
5	Lupac-Tabigue Elementary School	Lupac, Boac	Boac North
6	Don Severino Lardizabal MS	Ihatub, Boac	Boac South
7	Janagdong Elementary School	Janagdong, Mogpog	Mogpog
8	Nangka Elementary School	Nangka, Mogpog	Mogpog
9	Laon Elementary School	Laon, Mogpog	Mogpog
10	Capayang Elementary School	Capayang, Mogpog	Mogpog

EXECUTIVE AND WORKING COMMITTEES

Hosting of Brigada Eskwela Regional Kick-Off, MIMAROPA Regional Management Committee Meeting, and Service – On – Wheels

EXECUTIVE COMMITTEE

DR. LYNN G. MENDOZA

OIC, Schools Division Superintendent

FELIX M. FAMARAN

Assistant Schools Division Superintendent

MA. CECILIA S. MANAY

Chief Education Supervisor, SGOD

DR. MARIAM B. RIVAMONTE

Officer In-Charge, 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 direct such to the executive committee for resolution if needed; - directs the flow of the activity; and performs needed correspondence with stakeholders.
Registration	Marisol O. Luarca	Misty L. Paguio Eleonor R. Luarca Other MNHS Teachers	<ul style="list-style-type: none"> - provides registration form both for the BE Kick-off and Mancom activities and makes sure all participants are registered; and - furnishes the program owner the records of the attendance.
Motorcade	Engr. Arnold M. Moreno	Edgar H. Loto MNHS teachers	<ul style="list-style-type: none"> - perform necessary coordination for the routing - secure needed permit and police assistance - acts on the playing of audio presentation during the motorcade
Program Invitation and Certificates	Kyle David V. Atienza	Glaiza T. Palatino Jeffrelle F. De Silva Abet R. Faundo	<ul style="list-style-type: none"> - designs and prints program invitations and certificates.

			<ul style="list-style-type: none"> - takes charge in the distribution of invitations before the event - distributes certificates to the guests. Textual contents shall be handled by the program owner
Documentation, Monitoring and Evaluation	Dr. Fretzie P. Alcantara	<p>Charmain J. Mogol John Mark S. Saporna Alvin L. Ricamara</p> <p>SICs of concerned schools</p>	<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.
Welcome Committee (at the Ports)	Maita M. Lazares	<p><u>Balanacan Port:</u> Ramil Jabat (pickup) Arnold M. Moreno Abet R. Faundo Dr. Elvin C. Perlas <u>Gasán (van):</u> <u>Elizer Mayangitan</u> Mayda N. Lagran Edgar H. Loto Melanie M. Mendoza Teachers of Mogpog and Gasán</p>	<ul style="list-style-type: none"> - welcomes guests (with tarpaulin and lei) at the Balanacan and Gasán ports - sends guests to Balar Hotel
Ushering	Maita M. Lazares	<p>CO – Ma. Cecilia S. Manay/ Bernadith R. Lacerna RD - Dr. Nestor Rualo ARD – Maita M. Lazares RO Guests – Dr. Ma. Shiela S. Saet / Rey R. Raymundo OrMin – John M. Chavez / Glaiza T. Palatino OcciMin – Dr. Maria Lourdes P. Ricohermoso/ Fretzie P. Alcantara Romblon – Dr. Elvin C. Perlas / Kyle David V. Atienza PPC – Pablito L. Alcober / Fina P. Brual Palawan – Myra R. Labay / Christina R. Raza Calapan – Dingson Decena/ Bernadith R. Lacerna To other RO Guests:</p>	<ul style="list-style-type: none"> - assists visitor/s as they come in settling-in at Balar Hotel - assists respective guest assignment (1) during the motorcade (2) during visit to schools (3) during socials (4) during Mancom (5) during send-off

		Chief Melbert Broqueza Wendell Formalejo and Gloria Cruz - Connie Vasco/ Marisol O. Luarca Chief Florinda Dimansana and Mariflor Musa – Maridel G. Lincallo/Abet Faundo Chief Esmeraldo Lalo, Atty. Joie Laboguien, Sherelyn Laquindanum Aurea L. Mazo/Mayda N. Lagran	
Physical Arrangement and Decoration (MNHS)	Engr. Arnold M. Moreno	Edgar H. Loto Engr. Oliver T. Martillano Engr. Jezreel L. Serra Irene Malimata Audie Nacawili MNHS Teachers	<ul style="list-style-type: none"> - prepares design for the venue in a festive layout, - prepares the venue (MNHS) according to the design and layout, - takes charge in the logistical requirement of the materials to be used - provide list of materials to be used for procurement purposes
Outsourcing and Resource Mobilization	Mayda N. Lagran	Melanie M. Mendoza	<ul style="list-style-type: none"> - takes charge in all partnership activities
Health and Emergency Management	Dr. Rica Mai O. Larga	Ma. Concordia M. Ebora Jarenz S. Narito Perry N. Jardiniario Ma. Kristine Nicola DM Iglesia Tessie P. Oracion Joy Eltona Raza Kym Luzette S. Maming Susan P. Fatalla Loida M. Ordillano Rowena M. Malabana	<ul style="list-style-type: none"> - prepares emergency response plan - respectively joins the team that will extend bayanihan to ten schools identified
Mayor's Night/ Socialization	Nestor P. Rualo	Education Program Supervisors/Public Schools District Supervisors	<ul style="list-style-type: none"> - renders Putong during the socials (Mayor's Night)
Food and Accommodation	May Bernadeth O. Dela Rosa	Ruby M. Tan Glynnis Lyzette D. Paz Julius Allen L. Fellizar Paul Angelo M. Rianzares Elayzah R. Mantaring	<ul style="list-style-type: none"> - prepares plans for the accommodation and food of the guests - coordinates with the contracted supplier for timely serving
Transportation	May Bernadeth O. Dela Rosa	Maridell F. Hermosa Anthony M. Macutong Glen Mark J. Labaguis Maricon M. Lozano Cherry Lou G. Morales Diana M. Lineses Jerome L. Malvar Shiela M. Mirones Melody P. Mercene	<ul style="list-style-type: none"> - facilitates dispatch of service vehicles during arrival, during the event as needed and during send off

Physical Arrangement and Decoration (SDO Hall)	May Bernadeth O. Dela Rosa	Aleli L. Arceo Jane Carla F. Jasmin Cherry Lou G. Morales Andro Nikko N. San Diego Michelle M. Malabunga Donna Bell L. Madurog Ana Marie H. Malelang Ruby M. Tan Almira C. Ingco Shirley M. Labayna Nebar Q. De Torres	<ul style="list-style-type: none"> - prepares design for the venue - prepares the venue (MNHS) according to the design and layout, Aug. 9 (evening) socials Aug. 10-ManCom - takes charge in the logistical requirement of the materials to be used - provide list of materials to be used for procurement
Food and Refreshment (kick-off program)	Rolito M. Dela Cruz	Reynaldo N. Lazarte, Jr. Honorio S. Marciano Lea M. Niebla Jennie P. Moraldo Marie Grace M. Osinsao Kelvin M. Larraquel Kristel Jane J. Matining	<ul style="list-style-type: none"> - ensures that food and refreshment are available - facilitates orderly serving of food during kick-off program