



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
Heads of Concerned Public Elementary and Secondary Schools
All Others Concerned

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

SUBJECT: **2023 BRIGADA ESKWELA**

DATE: July 25, 2023

1. Pursuant to Regional Memorandum No. 95, s. 2023 titled 2023 Regional Brigada Eskwela Caravan and Kick-off Program, the Schools Division of Marinduque shall spearhead the conduct of 2023 Brigada Eskwela with the theme “*Bayanihan Para sa MATATAG na Paaralan*” from August 14-19, 2023.
2. As part of the activity, this Division shall host the 2023 Regional Brigada Eskwela Kick-Off Program on August 9, 2023 at seven o’clock in the morning at Marinduque National High School as the host school.
3. Kick-off participants from the Regional Office are the Regional Director, Assistant Regional Director, Regional Functional Division Chiefs, and selected personnel. Each of the Seven Schools Division Offices shall be represented by their respective Schools Division Superintendents and Assistant Schools Division Superintendents. SDO Marinduque participants are the Schools Division Superintendent, Assistant Schools Division Superintendent, Chiefs of the two Functional Divisions, Administrative Officer V, Education Program Supervisors, Public Schools District Supervisors, Unit Heads and personnel. Schools shall be represented by twenty (20) heads of schools from each School District preferably those who have motorcycle to use. Representative participants shall be recommended by their respective Public Schools District Supervisors.

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Lead to Excel. Excel to Lead.”*

SGOD-SocMob/MMM



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4. All participating schools for the Extended *Bayanihan sa Paaralan* are requested to submit a copy of their accomplished BE Form 1 on or before August 4, 2023 via link <https://tinyurl.com/yc5ujyji> while the rest of the schools shall accomplish the same on or before August 10, 2023.
5. All schools are encouraged to conduct their respective kick-off ceremonies and advocacy initiatives starting August 9, 2023 and spearhead their respective week-long Brigada Eskwela activities as scheduled. They are enjoined to document their activities and submit narrative report of such by accomplishing the template found in the link <https://tinyurl.com/534eu28s>.
6. As a way of recognizing the schools' exemplary implementation of Brigada Eskwela, this Division shall conduct a Division Search for Brigada Eskwela Best Implementing Schools. Details of the said Search shall be detailed in a separate issuance.
7. The following are attached as Enclosures:
 - a Enclosure 1: Participating Schools to the Extended *Bayanihan sa Paaralan*
 - b Enclosure 2: Executive and Working Committees
 - c Enclosure 3: *Bayanihan sa Paaralan* Volunteer Assignment
 - d Enclosure 4: Program Matrix
8. Wide and immediate dissemination of the contents of this Memorandum is desired.

Enclosure 1**SCHOOLS TO BE VISITED FOR THE EXTENDED BAYANIHAN SA PAARALAN**

2023 Regional Brigada Eskwela Kick-off

No.	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 Memorial School	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
11	Sayao Elementary School	Sayao, Mogpog	Mogpog
12	Sayao National High School	Sayao, 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. NESTOR T. RUALO

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; 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 Alvin L. Ricamara	<ul style="list-style-type: none"> - coordinates with the host school for all technical concerns; - makes sure that all technical needs are provided for the smooth flow of the event; - ensures that the sound system including microphones, projectors,

			<p>wide screen and VTRs/AVPs to be used work in proper order and are functional;</p> <ul style="list-style-type: none"> - coordinates with the RO personnel for the needed AVPs; - assists in the preparation of AVPs, if any; - records, edits and finalizes voice recording of the BE advocacy broadcast to be used in the motorcade; and - installs audio system on the designated vehicle for the motorcade
Registration	Marisol O. Luarca	Misty L. Paguio Eleonor R. Luarca Eva O. La Rosa 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"> - performs necessary coordination for the routing; - secures needed permit and police assistance; - acts on the playing of audio presentation during the motorcade; - designs and executes the order of parade - prepares and facilitates orderly flow of the motorcade
Program Invitation and Certificates	Kyle David V. Atienza	Glaiza T. Palatino Jefrelle F. De Silva Abet R. Faundo	<ul style="list-style-type: none"> - designs and prints program invitations (BE kick-off and Unity Night) and certificates; - takes charge in the distribution of invitations before the event; and - distributes certificates to the guests.
Documentation, Monitoring and Evaluation	Dr. Fretzie P. Alcantara	Charmain J. Mogol John Mark S. Saporna Alvin L. Ricamara School Information Coordinators of concerned schools	<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; and

			<ul style="list-style-type: none"> - assists in the preparation of final AVP for file and submission to the RO, if applicable.
Welcome and Send-off Committee	Maita M. Lazares	<u>Balanacan Port:</u> (Arnold)pickup, (Ramil) fuego, (Edwin) Pajero Ma. Cecilia S. Manay Arnold M. Moreno Garry Monteagudo Abet R. Faundo School Heads of Mogpog Rolito M. Dela Cruz <u>Gasán (van DepEd):</u> Eligio Elizer L. Mayangitan, Jr. Dr. Elvin C. Perlas Mayda N. Lagran School Heads of Gasán	<ul style="list-style-type: none"> - welcomes P guests (with tarpaulin and lei) at the Balanacan and Gasán ports (August 8, 2023 afternoon) - sends guests to Balar Hotel - sends off guests (August 11, 2023 morning)
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 (c/o Mr. Democrito M. Nazareno)	<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 - provides list of materials to be used to the host school - prepares the rooms (Narra Bldg. for the SOW)
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. Eborá Jarrence S. Narito Perry N. Jardiniano Maria Kristine Nicola DM Iglesia Thessie P. Oracion Joy Eltona N. 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 - responds to emergency situations
Unity Night/ Socialization	Dr. Nestor T. Rualo	Education Program Supervisors/ Public Schools District Supervisors	<ul style="list-style-type: none"> - renders Putong - facilitates conduct of the Unity Night Program

		Unit heads and select SGOD and Admin personnel	
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 Ushers	<ul style="list-style-type: none"> - prepares plans for the accommodation and food of the guests - coordinates with the contracted supplier for timely serving - works with the Ushering Committee during the Unity Night
Transportation	May Bernadeth O. Dela Rosa	Maridell F. Hermosa Anthony M. Macutong Glen Mark J. Labaguis Ma. Concepcion 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 Sherly M. Labayna Nebar Q. De Torres	<ul style="list-style-type: none"> - prepares design for the venue - prepares the venue (SDO Hall) according to the design and layout, Aug. 9 (evening) Unity Night Aug. 10-ManCom - takes charge in the logistical requirement of the materials to be used - provides 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 MNHS Teachers Mr. Democrito M. Nazareno	<ul style="list-style-type: none"> - ensures that food and refreshment are available - facilitates orderly serving of food during kick-off program

Service-on-Wheels	Admin Concerns	Maridell F. Hermosa Jinky L. Meron	- assist the Regional Office personnel in their specific service areas (August 9-10, 2023) at Marinduque National High School	
	SGOD Concerns	Rey R. Raymundo Marisol O. Luarda Abet R. Faundo		
	GSIS, Pag-ibig Philhealth	Nathalie Balanza		
	Legal	Atty. Ayzel Lea R. Palmero/IBP		
	PHO/RHU/RC	Dr. Rica Mai O. Larga		
Ushering Head: Maita M Lazares	- assists visitor/s as they come settling in at Balar Hotel - assists respective guest assignment during the: (1) motorcade; (2) Bayanihan sa Paaralan; (3) Unity Night; (4) Mancom; (5) SOW; and (6) send-off - prepares/labels of vehicle assignment (BE Bayanihan sa Paaralan)			
	Team	Officials	In-charge	
	A	CO		Ma. Cecilia S. Manay Dr. Josephine V. Marciano
		Dr. Nicolas T. Capulong, Regional Director		Dr. Nestor T. Rualo Florie M. Regencia
		Cherrylou D. Repia ARD		Maita M. Lazares Mariam B. Rivamonte
	B	Dr. Ma. Luisa D. Servando, SDS Dr. Rafael G. Manalo, ASDS		John M. Chavez Josefina P. Brual
	C	Dr. Loida P. Adornado, SDS Rodel S. Magnaye, ASDS		Dr. Maria Lourdes P. Ricohermoso Alternate: SDO van Dr. Fretzie P. Alcantara
	D	Susana M. Bautista, SDS Cynthia Eleonor G. Manalo, ASDS		Dingson A. De Sena Alternate: SDO van Bernadith R. Lacerna
	E	Roger F. Capa, SDS Dr. Mabel F. Musa, ASDS		Dr. Elvin C. Perlas Alternate: SDO van Kyle David V. Atienza
	F	Laida L. Mascareñas, SDS Dr. Marites P. Perez, ASDS		Pablito L. Alcober Glaiza T. Palatino
	G	Dr. Elsie T. Barrios, SDS Rufino B. Foz, ASDS Dr. Arnaldo G. Ventura, ASDS		Cristina R. Raza Myra R. Labay
	H	Dr. Lynn G. Mendoza, SDS Felix M. Famaran, ASDS		Arnold M. Moreno John Mark Saporna
	I	Gloria M. Cruz Jenyl Roma D. Rodriguez		Constancia R. Vasco Alternate: SDO van Marisol O. Luarda
J	Florinda B. Dimansana Miraflor B. Musa		Maridel G. Lincallo Alternate: SDO van Abet R. Faundo	
K	Atty. Joanne Rose T. Labuguen Sherelyn T. Laquindanum		Warlito P. Constantino Alternate: SDO van	

	L	Dr. Esmeraldo G. Lalo Hanz M. Formento	Mayda N. Lagran Melanie M. Mendoza
	M	Liza Marie Victoria M. Dillena Ardee DC. Ramilo	Jelly L. Sore John Dhelter P. Pastrana Alternate: SDO Van
	N	Dr. Wendell I. Formalejo Dr. Melbert S. Broqueza	Rolito M. Dela Cruz Dr. Ma. Shiela S. Saet
		Thessie P. Oracion Joy Eltona N. Raza Kym Luzette S. Maming Loida M. Ordillano Melanie M. Mendoza Mayda N. Lagran	- assists guests during the Unity Night
Service On Wheels			
Head: Abet R. Faundo		Elsie P. Pareño Teodorico O. Salido III Robina Mae D. Payao Herald Harris Cauba	Dr. Jay P. Peña Maridell F. Hermosa Jinky L. Meron

Enclosure 3

BAYANIHAN SA PAARALAN VOLUNTEER ASSIGNMENT

Brigada Eskwela Kick-off

1:30 PM - 3:30 PM

School	Address	Assigned Volunteer (Team)
Marinduque National High School	Malusak, Boac	A & N
Tanza Elementary School	Tanza, Boac	D
Bangbangalon Elementary School	Bangbangalon, Boac	G
Pili-Balogo Elementary School	Pili, Boac	B
Poras Elementary School	Poras, Boac	J
Lupac-Tabigue Elementary School	Lupac, Boac	C
Don Severino Lardizabal MS	Ihatub, Boac	K
Janagdong Elementary School	Janagdong, Mogpog	E
Nangka Elementary School	Nangka, Mogpog	I
Laon Elementary School	Laon, Mogpog	F
Capayang Elementary School	Capayang, Mogpog	H
Sayao Elementary School	Sayao, Mogpog	L
Sayao National High School	Sayao, Mogpog	M

Enclosure 4

ACTIVITY MATRIX
 Hosting of Regional 2023 Brigada Eskwela Kick-Off and
 Launching of Service - On - Wheels
 August 9, 2023

Time	Activity	Personnel Involved
7:00 am - 8:00 am	Motorcade	Motorcade Committee
8:00 am - 8:30 am	Registration and Refreshment	Registration Committee Food and Refreshment Committee
8:30 am - 11:00 am	Program Proper	
	Opening Salvo	
	Interfaith Prayer	
	National Anthem	
	MIMAROPA March	
	Welcome Message	Dr. Lynn G. Mendoza OIC, Schools Division Superintendent Schools Division of Marinduque
	Statement of Purpose	Cherrylou D. Repia Director III Assistant Regional Director MIMAROPA Region
	Call for Stakeholders' Support	Dr. Nicolas T. Capulong Director IV Regional Director MIMAROPA Region
	Response	Hon. Armi DC. Carrion Municipal Mayor, Boac Hon. Adeline M. Angeles Vice Governor Province of Marinduque Hon. Presbitero J. Velasco Governor Province of Marinduque Hon. Lord Allan Jay Q. Velasco Representative, Lone District Marinduque
	Symbolic Presentation and Signing and Commitment of Support	All invited guests
11:00 am - 11:30 am	Launching of Service-On-Wheels	Dr. Wendell I. Formalejo Chief Education Supervisor, FTAD MIMAROPA Region
11:30 am - 11:40 am	Vote of Thanks	Felix M. Famaran Asst. Schools Division Superintendent
11:40 am - 12:00 pm	Bayanihan sa Paaralan (host school)	
12:00 pm - 1:30 pm	Luncheon	
1:30 pm - 4:00 pm	Extended Bayanihan sa mga Paaralan	All Volunteer Teams
6:00 pm onwards	Unity Night	Guests and Stakeholders