



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

Department of Education
Division of Marinduque

RECORDS SECTION
RELEASED

Name: 0004511

Signature: [Signature]

Date: FEB 07 2024 Time: [Time]

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Heads of All Public Elementary and Secondary Schools
All Others Concerned

From: 
LYNN G. MENDOZA, EdD
Schools Division Superintendent

Subject: **CORRIGENDUM TO THE UNNUMBERED DIVISION MEMORANDUM
TITLED SCHOOL RECOGNITION OF COMMENDABLE BRIGADA
ESKWELA IMPLEMENTATION**

Date: 05 February 2024

1. Please be informed of the changes on the date of the School Recognition activity reflected on the issued Unnumbered Memorandum titled "Recognition of Commendable Brigada Eskwela (BE) Implementation" to wit:
 - a. School Recognition activity originally scheduled on February 9, 2024, is moved to March 6, 2024, as the latter date is declared as a Special Non-working Day Throughout the Country by virtue of Proclamation No. 435, 2. 2024.
2. The schools that will be recognized shall be announced in a separate issuance. Attendance of the Heads of the schools to be recognized is highly expected.
3. Moreover, Stakeholders' Recognition shall be conducted to coincide with the School Recognition activity. All participants are requested to be in their smart casual attire.
4. Schools Division Office participants in the activity are the Asst. Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, and Administrative Officer V.
5. Attached to this Memorandum are the following enclosures:
 - a. BE Document Review Committee;
 - b. Activity Matrix; and
 - c. Executive and Working Committees.
6. All the details of the Memorandum, except the date of its conduct, remain the same.
7. Immediate and wide dissemination of the contents of this Memorandum is desired.

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Enclosure 1

REVIEW COMMITTEE

School Recognition of Commendable Brigada Eskwela Implementation

Overall Chair:	Ma. Cecilia S. Manay
Co-Chair	Maita M. Lazares
Committee of Document Review	
Chair:	Melanie M. Mendoza
Members:	Mayda N. Lagran
	Abet R. Faundo
	Glaiza T. Palatino

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ACTIVITY MATRIX

School Recognition of Commendable Brigada Eskwela Implementation

Time	Activity	Committee/Personnel In- Charge
8:30 - 9:00 am	Registration	Registration Committee
9:00 - 9:15 am	Preliminaries	Technical Committee
	<ul style="list-style-type: none"> • National Anthem • Invocation 	SGOD Chorale
9:15 – 9:25 am	Opening Number	GENER J. VITTO Head Teacher I MARIE ANTONETTE A. ROMASANTA Head Teacher III
9:25 – 9:30 am	Welcome Message	DR. MABEL F. MUSA Asst. Schools Division Superintendent
9:30 – 9:35 am	Statement of Purpose	MELANIE M. MENDOZA Senior Education Program Specialist, SM&NS
9:35 – 10:15 am	Awarding: <ul style="list-style-type: none"> • Stakeholders • School Recognition of Commendable Brigada Eskwela Implementation 	Presenters: MELANIE M. MENDOZA Senior Education Program Specialis. SM&NS KYLE DAVID V. ATIENZA Senior Education Program Specialis. HRDS Presenters: DR. MARIAM B. RIVAMONTE Education Program Supervisor, LRMSD DR. NESTOR T. RUALO Education Program Supervisor, AP/EsP To award: DR. LYNN G. MENDOZA Schools Division Superintendent DR. MABEL F. MUSA Asst. Schools Division Superintendent JOHN M. CHAVEZ Chief Education Supervisor, CID MA. CECILIA S. MANAY Chief Education Supervisor, SGOD MAY BERNADETH O. DELA ROSA Administrative Officer V
10:15 –10:25 am	Intermission Number	Select School Heads
10:25 – 10:30 am	Message	DR. LYNN G. MENDOZA Schools Division Superintendent
10:30 – 10:50 am	Responses	HON. ADELYN M. ANGELES Vice Governor HON. PRESBITERO J. VELASCO, JR. Governor
10:50 – 10:55 am	Vote of Thanks	MA. CECILIA S. MANAY Chief Education Supervisor, SGOD
10:55 – 11:00 am	Community Singing	
DR. FRETZIE P. ALCANTARA Senior Education Program Specialist, SMME		REY R. REYMUNDO Education Program Specialist, SMME Masters of Ceremony

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EXECUTIVE AND WORKING COMMITTEES

School Recognition of Commendable Brigada Eskwela Implementation

EXECUTIVE COMMITTEE

LYNN G. MENDOZA, EdD
Schools Division Superintendent

MABEL F. MUSA, PhD
Assistant Schools Division Superintendent

MA. CECILIA S. MANAY
Chief Education Supervisor
School Governance & Operations Divisions

JOHN M. CHAVEZ
Chief Education Supervisor
Curriculum Implementation Division

MAY BERNADETH O. DE LA ROSA
Administrative Officer V

JOHN DHELTER P. PASTRANA
Accountant III

ARLENE M. MARASIGAN
Administrative Officer V

AYZEL LEA R. PALMERO
Attorney III

DAVID M. ZOLETA, JR.
IT Officer I

WORKING COMMITTEES

Committee	Chairperson	Co-Chairperson	Member/s
Planning and Overall Coordination	Melanie M. Mendoza	Mayda N. Lagran	Edgar H. Loto
Registration	Marisol O. Luarca	Fina P. Brual	Melannie M. Llasos
Technical	David M. Zoleta	Kelvin J. Labaguis	
Creatives	Jelly L. Sore	Charmain. J. Mogol	Eva La Rosa
Refreshment	Ruby M. Tan	Glyniz Lyzette D. Paz	Julius Allen L. Fellizar Paul Angelo M. Rianzares
Venue and Decoration	Engr. Arnold M. Moreno	Edgar H. Loto	Audie Nacawili Irene Malimata Jefrelle F. De Silva
Ushering	Maita M. Lazares	Bernadeth R. Lacerna	Kym Luzette M. Saet Loida M. Ordillano Ma. Concordia M. Eborra
Program and Invitation	Maridell F. Hermosa	Aleli L. Arceo	Alvin L. Ricamara Glaiza T. Palatino
Monitoring & Evaluation	Fretzie T. Alcantara	Rey R. Raymundo	Mayda N. Lagran
Health and Emergency	Dr. Rica Mai O. Larga	Jarenz S. Narito	Ma. Kristin Nicola DM Iglesia Perry N. Jardiniano

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1. The Executive Committee – serves as overall decision and policy making body in coordination with the working teams.
2. The Planning and Overall Coordination Committee – drafts and submits the activity proposal for approval; does correspondence tasks, finalizes the activity matrix and communicates the same to all the teams; and directs the flow of the activity.
3. The Registration Committee – provides registration form and makes sure all participants are registered; keeps the records of attendance of the participant to be submitted to the program owner.
4. The Technical Committee – makes sure that all technical needs and assistance are provided for the smooth flow of the event; takes charge of the sound system such as microphones, speakers, provide laptop, projector, wide screen and ensure all the VTRs to be used are in proper order and are functional; works hand in hand with the Creative team for the photo and video documentations; and assists in the preparation of Audio Visual Presentations.
5. The Creative Committee – records the proceedings; takes photographs, compiles all the documents relative to the activity; organizes the documentation (recordings and jotting notes) and submits the same to the executive team; captures important proceedings in pictures and in videos.
6. The Refreshment Committee – ensures snacks are available and takes charge in its distribution.
7. Venue and Decoration Committee - submits design/layout of the venue for proper action; prepares the place (SDO Hall); decorates the stage; and ensures that tables and chairs are sufficient for the guests.
8. The Ushering Committee - assists upon entry the guests to the registration area, hands in the Program Invitation to them; and leads them to their table assignments.
9. The Program and Invitation Committee- designs and prints program invitations and certificates and facilitates distribution of certificates and plaques to the recipients during awarding proper. Texts/contents of the certificates shall be provided by the program owner.
10. Monitoring and Evaluation Committee - ensures that quality standards and regulations are met by the organizing committee in the conduct of the activity; consolidates feedback/evaluation; and submits reports of the event to the program owner.

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