



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

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED
Name: 002300
Signature: 
Date: JUL 15 2024

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO : Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Unit and Section Heads
Heads of Public Elementary and Secondary Schools
All Others Concerned

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

SUBJECT : **BRIGADA ESKWELA 2024**

DATE : July 9, 2024

1. Pursuant to DepEd Memorandum No. 33, s. 2024 titled Conduct of the Brigada Eskwela (BE) for School Year 2024, this annual activity shall be conducted on July 22-27, 2024, with the theme, "*Bayanihan Para sa MATATAG na Paaralan*".
2. To commence the said celebration, a Kickoff activity shall be led by the Schools Division Office on July 22, 2024, from eight o'clock to eleven o'clock in the morning at Laon Elementary School, Brgy. Laon, Mogpog, Marinduque.
3. Participants in this undertaking are SDO Unit and Section Heads, Education Program Supervisors, all SGOD Personnel, heads of all elementary and secondary schools of the District of Mogpog, and other select school heads.
4. Relative to the Kickoff, the following details are provided:
 - a. SDO Unit and Section Heads are requested to join with two (2) personnel from their offices while school head participants shall invite one (1) stakeholder from their respective communities;
 - b. the kickoff shall be launched through a caravan that shall be divided into two groups coming from opposite assembly points and converge in Laon Elementary School. Participants from Mogpog shall assemble at the highway corner Ulong road while those coming from Boac area shall gather at Mogpog Covered Court;

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- c. participants shall wear white or BE 2024 printed shirt and denim jeans. They shall bring cleaning, painting, disinfecting materials and other donations to be turned over to the host school; and
 - d. host school is requested to coordinate closely with School Governance and Operations Division – Social Mobilization and Networking Section personnel for necessary preparations.
5. Schools may opt to conduct their respective School Kickoff in the afternoon of July 22, 2024 or simultaneously with the Division's and thereafter may begin their school BE activities. Public Schools District Supervisors shall lead the conduct of Kickoffs in their respective district assignments.
6. For the relative information and guidance, all heads of Elementary Schools are enjoined to attend an online Orientation on 2024 Brigada Eskwela Implementing Guidelines on July 12, 2024, Friday at nine o'clock in the morning to twelve o'clock in the afternoon via google meet at meet.google.com/qhc-vsht-khf.
7. Schools are enjoined to advocate Division 2024 Brigada Eskwela to encourage participation of the community through applicable means. The 2024 BE collaterals can be downloaded through <https://bit.ly/2024BrigadaCollaterals>.
8. The Social Mobilization Section shall take the lead in the on-site school monitoring of BE Implementation. Meanwhile, online monitoring shall be in place to ensure effective implementation of BE activities and adherence to the guidelines set for the purpose. Hence, schools are requested to accomplish the monitoring tool found in the link <https://tinyurl.com/2syzfxs2>. Deadline of submission of accomplished tool shall be on August 30, 2024. To avoid duplication and/or accidental loss of entries, the following recommended:
- a. download the tool to create an offline version;
 - b. accomplish the form and save it using the pattern BE2024MTool_(School name); and
 - c. upload the file to the designated folder indicated with the District name to where the school belongs.
9. The following are attached as Enclosures:
Enclosure 1 School Head Participants
Enclosure 2 Program Matrix
Enclosure 3 Executive and Working Committees
10. As a way of recognizing the schools' exemplary implementation of Brigada Eskwela, this Division shall conduct a 2024 Division Recognition of Exemplary Brigada Eskwela Implementation. Details of the said Recognition shall be detailed in a separate issuance.
11. Wide and immediate dissemination of the contents of this Memorandum is desired.

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Enclosure 1

SCHOOL HEAD PARTICIPANTS
2024 DIVISION BRIGADA ESKWELA KICK-OFF ACTIVITY
July 22, 2024

Name	School
Marivic L. Zamora	Bognuyan National High School
Norminda S. Mabao	Bangbang National High School
Rosalie M. Pernia	Maranlig National High Schho
Aniceto P. Regencia Jr.	Tambangan National High School
Marijecel R. Sadim	Malibago National High School
Tonette L. Ornedo	Bocboc Elementary School
Pinky L. Mabiog	Mainit Elementary School
Freddie M. Malabyabas	Mahinhin Elementary School
Jason M. Luna	Balanacan National High School
Michael Lou L. Monsanto	Argao National High School
Heads of all Elementary and Secondary Schools of Mogpog	

PROGRAM MATRIX
2024 DIVISION BRIGADA ESKWELA KICK-OFF ACTIVITY
 July 22, 2024

TIME	ACTIVITY	PERSONNEL INVOLVED
8:00 – 9:00	Caravan and Refreshment	All identified participants
9:00 – 9:10	2024 Division Brigada Eskwela Kick-Off Teaser	Technical Committee
9:10 – 9:25	Prayer	AVP
	National Anthem	
	DepEd Quality Policy Statement	
	Mimaropa Hymn	
	SDO Hymn	
9:25 – 9:35	Welcome Message	WARLITO P. CONSTANTINO Public Schools District Supervisor
9:35 – 9:45	Opening Remarks	Dr. MABEL F. MUSA Asst. Schools Division Superintendent
9:45 – 10:00	Message of Support	PRESBITERO J. VELASCO JR. Governor, Province of Marinduque
10:00 – 10:10	Brigada Eskwela through the years	VTR
10:10 - 10:15	Intermission Number	c/o Laon Elementary School
10:15 - 10:20	Presentation of Implementing Guidelines of Brigada Eskwela 2024	MELANIE M. MENDOZA Senior Education Program Specialist
10:20 - 10:45	Statement of Commitment and Action	Stakeholders
10:45 - 10:50	Partners' Pledge of Solidarity	WILLIE R. NOCHE President - Division Federated PTA
10:50 - 11:00	Acceptance and Message	DR. LYNN G. MENDOZA Schools Division Superintendent
11:00 – 11:15	Ceremonial Turnover of Donated materials	Division Office Officials and Stakeholders
	a. China Bank Savings, Inc. Donation Turnover	China Bank Savings, Inc. personnel and heads of recipient schools
11:15 – 11:20	Closing Remarks	Ma. Cecilia S. Manay Chief Education Supervisor. SGOD
11:20 – 11:45	Bayanihan sa Paaralan	All Volunteer Participants
Masters of Ceremony		
DR. FRETZIE P. ALCANTARA Senior Education Program Specialist, SMM&E and KYLE DAVID V. ATIENZA Senior Education Program Specialist, HRDS		

EXECUTIVE AND WORKING COMMITTEES
 2024 DIVISION BRIGADA ESKWELA KICK-OFF ACTIVITY
 July 22, 2024

EXECUTIVE COMMITTEE

DR. LYNN G. MENDOZA
 OIC, Schools Division Superintendent

DR. MABEL F. MUSA
 Assistant Schools Division Superintendent

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

JOHN M. CHAVEZ
 Chief Education Supervisor
 Curriculum Implementation Division

MAY BERNADETH O. DE LA ROSA
 Administrative Officer V

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 Rei J. Labaguis Laon Elementary School IT	<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, wide screen and VTRs/AVPs to be used work in proper order and are functional; - coordinates with the Planning Committee

			<p>personnel for the needed AVPs;</p> <ul style="list-style-type: none"> - assists in the preparation of AVPs, if any
Registration	Bernadith R. Lacerna	Marisol O. Luarda Josefina P. Brual Laon Elementary School teacher-volunteers	<ul style="list-style-type: none"> - provides registration form both for the and makes sure all participants are registered; and - furnishes the program owner the records of the attendance.
Caravan	Engr. Arnold M. Moreno	Edgar H. Loto Laon Elementary School community and teacher-volunteers	<ul style="list-style-type: none"> - performs necessary coordination for the routing; - secures needed permit and police assistance; - designs and executes the order of parade - prepares and facilitates orderly flow of the caravan
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 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	Rey R. Raymundo Charmain J. Mogol Atty. John Mark S. Saporna	<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 - furnish the program owner with the evaluation report for future use
Physical Arrangement and Decoration	Francis L. Pacia	Laon Elementary School community teacher-volunteers	<ul style="list-style-type: none"> - prepares design for the venue in a festive layout, - prepares the venue according to the design and layout, - takes charge in the logistical requirement of the materials to be used - install additional sun shade/canopy for possible sudden downpour
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 Jarence S. Narito Perry N. Jardiniano Maria Kristine Nicola DM Iglesia Tessie P. Oracion Joy Eltona N. Raza Susan P. Fatalla 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
Transportation	May Bernadeth O. Dela Rosa	Maridell F. Hermosa Almira C. Ingco Jesse M. Labayna	<ul style="list-style-type: none"> - ensures availability of vehicles to transport participants to the host school - facilitates staff work for vehicle assignment
Food and Refreshment	Ruby M. Tan	Paul Angelo M. Rianzares Guiller B. Maulion Zara Vanessa H. Jasmin Laon Elementary School teacher- volunteers	<ul style="list-style-type: none"> - coordinates with supplier for the delivery of foods - ensures that food and refreshment are available - facilitates orderly serving of food
Ushering	Maita M. Lazares	Aleli L. Arceo Michelle Malabunga Kym Luzette S. Maming Loida M. Ordillano Laon Elementary School teacher- volunteers	<ul style="list-style-type: none"> - assist guests upon arrival to the venue and finds them to designated seats