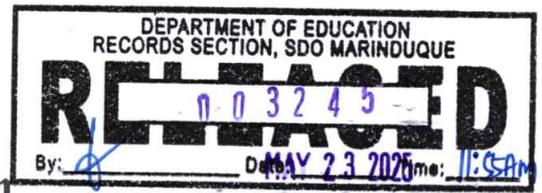




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2025-057

TO : Asst. Schools Division Superintendent
Chief Education Supervisors
SDO Unit and Section Heads
All Others Concerned

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

SUBJECT : **BRIGADA ESKWELA 2025**

DATE : May 21, 2025

1. Consistent with DepEd Memorandum No. 42, s. 2025 titled Conduct of the Brigada Eskwela (BE) for School Year 2025, this annual activity shall be conducted on June 9 -13, 2025, with the theme, "*Brigada Eskwela: Sama-sama Para sa Bayang Bumabasa*".
2. Schools are encouraged to follow the set guidelines to effectively implement Brigada Eskwela 2025, strictly abide by the relative prohibitions and observe prudence in handling administrative and financial matters.
3. To commence the said celebration, kickoff activities shall be simultaneously conducted by all schools of SDO Marinduque which shall be led by their respective school heads to jointly implement school and division kickoffs.
4. The Schools Division Office shall lead a Division Kickoff on June 9, 2025, from eight eleven o'clock in the morning at Poras Elementary School, Brgy. Poras, Boac, Marinduque.
5. The host school shall designate a suitable assembly area for the program and coordinate closely with the School Governance and Operations Division – Social Mobilization and Networking Section for other relevant provisions such as sound system, projector, stage decorations, trompa speaker, vehicles, parade banners, chairs, and other devices.
6. Participants in Division Kickoff are the SDO Unit and Section Heads, Education Program Supervisors, Public Schools District Supervisors, all SGOD Personnel, and head or representative of the following schools:

/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>

Punong National High School
Butansapa National High School
Bagtingon National High School
Tagum National High School
Poras Elementary School

7. Relative to the Division Kickoff, the following details are provided:
- a. SDO Unit and Section Heads are requested to join with two (2) personnel from their respective offices while the head of the host school shall invite at thirty (30) stakeholders each from its feeder barangays;
 - b. the kickoff shall be launched through a caravan that shall be divided into two groups coming from opposite assembly points and converge at Poras Elementary School. Participants from the town proper shall assemble at Barangay Tabi near St. Peter area while those coming from Poras area shall assemble near Lupac-Poras junction;
 - c. participants shall wear white or BE 2025 printed shirt and denim jeans and shall bring cleaning, painting, disinfecting materials, school supplies, and other donations to be turned over to the host school;
8. In support of the learner-centered initiatives as this year's Brigada Eskwela focus, the following activities shall also be launched during the Division Kickoff:
- a. BOOK-as Puso Project with Street Classroom;
 - b. National Health Insurance Program or eKonsulta for learners;
 - c. Health Assessment for learners; and
 - d. National Inventory Day (NID)

9 For clarification and detailed discussion of the Brigada Eskwela 2025 launched feature activities, an online orientation shall be held on June 23, 2025. Participants in this activity are all the heads of public elementary and secondary schools and their respective Administrative Officers who have Brigada Eskwela in their portfolio. All are encouraged to have a spare laptop and a working DepED Partnership Data-based System (DPDS) account. Schools that can no longer access their DPDS accounts or have related issues are advised to contact SGOD-SM&N or the IT Office. The orientation can be accessed through the link <https://tinyurl.com/2025BEorientation>.

10. Schools are encouraged to advocate Division 2025 Brigada Eskwela to encourage participation of the community through applicable means. The 2025 BE collateral can be downloaded from tinyurl.com/2025BrigadaEskwelaMaterials

11. The Social Mobilization and Networking Section shall take the lead in the on-site school monitoring of BE Implementation. Meanwhile, online monitoring shall be employed 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/2025BEMonitoringReport>. The deadline for submission of accomplished tool shall be June 24, 2025. To avoid duplication and/or accidental loss of entries, the following procedure is recommended:

/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>

- a. download the tool to create an offline version of it;
- b. accomplish the form and save it using the pattern;
BE2025MonitoringReport_(School name); and
- c. upload the file to the designated folder to where the school belongs indicated with the district's name.

12. The Division BE Kickoff Program Matrix, and Executive and Working Committee are attached as Enclosures 1 and 2 respectively.

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

PROGRAM MATRIX
2025 DIVISION BRIGADA ESKWELA KICK-OFF ACTIVITY
 June 9, 2025
 Poras Elementary School

TIME	ACTIVITY	PERSONNEL INVOLVED
8:00 – 9:00	Caravan and Refreshment	All identified participants
9:01 – 9:10	2025 Division Brigada Eskwela Kick-Off Teaser	Technical Committee
9:11 – 9:25	Prayer	AVP
	National Anthem	
	DepEd Quality Policy Statement	
	Marinduque Hymn	
	SDO Hymn	
9:26 – 9:30	Welcome Message	AUREA L. MAZO Public Schools District Supervisor
9:31 – 9:40	Opening Remarks	Dr. MABEL F. MUSA Asst. Schools Division Superintendent
9:41 – 9:45	Message of Support	PRESBITERO J. VELASCO JR. Governor, Province of Marinduque
9:46 - 9:50	Intermission Number	c/o Poras Elementary School
9:51 – 9:55	Presentation of Implementing Guidelines of Brigada Eskwela 2025	MELANIE M. MENDOZA Senior Education Program Specialist
9:56 – 10:15	Launching or BE – attached activities	Invited Resource Persons
	• BOOK-as Puso Project	
	• National Health Insurance Program or eKonsulta for learners	
	• Health Assessment for learners;	
	• National Inventory Day	
10:16 – 10:30	Statement of Commitment and Action	Stakeholders
10:31 - 10:35	Partners' Pledge of Solidarity	MARIO C. PERNIA President - Division Federated PTA
10:35 – 10:40	Acceptance and Message	DR. LYNN G. MENDOZA Schools Division Superintendent
10:41 – 10:55	Ceremonial Turnover of Donated materials	Division Office Officials and Stakeholders China Bank Savings, Inc. personnel and heads of recipient schools
	a. China Bank Savings, Inc. Donation Turnover	
10:56 – 11:00	Closing Remarks	MAITA M. LAZARES Education Program Supervisor. SGOD
11:00 – 12:00	Bayanihan sa Paaralan	All Volunteer Participants
Masters of Ceremony		
FATIMA M. VILLANUEVA Contact of Service, HRDS		

EXECUTIVE AND WORKING COMMITTEES
 2024 DIVISION BRIGADA ESKWELA KICK-OFF ACTIVITY
 June 9, 2025

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	Rowena M. Racelis	Poras Elementary School IT	<ul style="list-style-type: none"> - takes charge on 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 for related IT concern

			<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. Luarca Josefina P. Brual Poras 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 Poras 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 Fatima Villanueva	<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	<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	Rowena M. Racelis	Poras 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 Jarrence S. Narito Perry N. Jardiniano Maria Kristine Nicola DM Iglesia Thessie 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	Guiller B. Maulion Poras 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 Poras Elementary School teacher- volunteers	<ul style="list-style-type: none"> - assist guests upon arrival to the venue and finds them to designated seats