

RELEASED

BY: [Signature] No: 370
DATE: JUL 08 2024 TIME: 12:40



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

4 July 2024

DIVISION MEMORANDUM

No. 370, s. 2024

**2024 DIVISION BRIGADA ESKWELA KICK-OFF CEREMONY AND
LOCAL STAKEHOLDERS' CONVERGENCE**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors/In-Charge of the Districts
Public Elementary and Secondary School Heads
District/School Partnerships Focal Persons
All Others Concerned

1. Pursuant to DepEd Order No. 003, s. 2024 titled Amendment to DepEd Order No. 022, s. 2023, which states the implementing guidelines on the School Calendar for SY 2024-2025, this is to highlight that the National Schools Maintenance Week dubbed as *Brigada Eskwela* shall be conducted from July 22-27, 2024 following the same implementing guidelines stated in DepEd Order No. 021, s. 2023 with the same theme: **"Bayanihan Para sa MATATAG na Paaralan"**. This year's Brigada Eskwela will underscore the country's volunteer initiatives to ensure a clean, safe, inclusive, and child-friendly learning environment for learners and teaching and non-teaching personnel, and strengthen resiliency of schools and basic education aligned to the MATATAG Agenda.

2. In view of the above, this Office, through the SGOD-Social Mobilization and Networking Unit shall be conducting the 2024 Division Brigada Eskwela Kick-Off Ceremony and Local Stakeholders' Convergence on **July 17, 2024** to be hosted by Palta National High School, Virac South District. The motorcade shall start at **6:30 a.m.** at the **DepEd SDO Athletic Complex** and will end at **Palta National High School**.

3. The objective of this activity is to promote massive awareness and engage all education partners to contribute their time, efforts and resources in ensuring that all public elementary and secondary schools are set in time for the opening of classes comes July 29, 2024.

4. Participants in the said activity are the **SDS, ASDS, CID and SGOD Chiefs, Education Program Supervisors, Public Schools District Supervisors and In-Charge of the Districts, Section/Unit Heads, District Partnerships Focal Persons, Program Management Team, and one (1) representative per school from Virac North and South District** preferably those with motorcycles/service vehicles.

5. The participants are enjoined to wear the MATATAG shirt or any previous BE white shirt and may bring something voluntarily for the host school as part of the bayanihan spirit.



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6. The 2024 Brigada Eskwela collaterals can be found in this link: <https://bit.ly/2024BrigadaCollaterals>.
7. Food and other incidental expenses are chargeable against BPLP Fund while travelling expenses of the participants shall be charged to school MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
8. Teachers who will volunteer as members of the Technical Working Committee (TWC) and who will join the said activity shall be granted with service credits/compensatory overtime credit for their service rendered on Saturday, Sunday, and on holiday/s in preparation for the activity, pursuant to paragraph 3, 5.3, letter K on the Joint Circular of the Civil Service Commission (CSC) and the Department of Budget and Management (DBM) dated October 4, 2004.
9. Enclosed are the Program Matrix, Program Management Team and Terms of Reference, Motorcade route, and List of Priority Needs of the Host School to be raised through Partnerships.
10. For queries/clarifications, you may contact Marife B. Brequillo, SEPS Social Mobilization and Networking Unit at 09394513915 or email at socmob.ctd@deped.gov.ph.
11. For immediate dissemination, guidance, and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Encl. : As stated
References : DepEd Order No. 003, s. 2024
DepEd Order No. 021, s. 2023

To be indicated in the Perpetual Index

Under the following subjects:

ADOPT-A-SCHOOL PROGRAM BRIGADA ESKWELA
PARTNERS VOLUNTEERISM

SGOD/mbb
7/4/2024



San Roque, Virac, Catanduanes

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Enclosure No. 1 to Division Memorandum No. 330, s. 2024

2024 DIVISION BRIGADA ESKWELA KICK-OFF CEREMONY AND LOCAL STAKEHOLDERS' CONVERGENCE

Palta National High School | July 17, 2024 | 6:30 AM

PROGRAM MATRIX

TIME	ACTIVITY	IN-CHARGE
6:30 – 7:00 a.m.	Registration	Registration Committee
7:00 – 8:00 a.m.	Motorcade	Felix M. Sorra , SP 1 VSD Partnership Focal Person
8:00 – 8:30 a.m.	Health and Fitness Activity	Palta NHS
Opening Program		
8:30 – 9:00 a.m.	Program Preliminaries <ul style="list-style-type: none"> National Anthem Prayer Catandungan Hymn SDO Catanduanes Hymn 	AVP
9:00 – 9:05 a.m.	Acknowledgement of Participants	Floren P. Clavo SEPS, Planning & Research
9:05 – 9:10 a.m.	Welcome Remarks	Miguelito T. Rodriguez PSDS, Virac South
9:10 – 9:20 A.M.	Surprise Number	Selected Stakeholders
9:20 – 9:30 a.m.	Declaration of Opening of the 2024 Brigada Eskwela and Message	Socorro V. Dela Rosa, CESO V , Schools Division Superintendent
9:30 – 9:40 a.m.	Messages of Support (30-second) and Commitment Signing	Governor Joseph C. Cua Vice Governor Peter C. Cua Cong. Eulogio R. Rodriguez Cong. Jose J. Teves Jr. Municipal Mayors
9:40 – 9:50	Intermission Number	Palta NHS
9:50 – 10:00 a.m.	Messages of Support (30-second) and Commitment Signing	CID Chief Romel G. Petajen Representatives from CatSU, DILG, DOST, EDUCO, City Savings Bank, EastWest Bank, FICELCO, CPIC, China Bank Savings, GNIP, PNP, BFP, PA, First Consolidated Bank, PFPTA President
10:00 – 10:10 a.m.	Ceremonial MOA Signing between Ando Cua Foundation and DepEd SDO Catanduanes	SDS, ASDS, SGOD & CID Chiefs and ACF Representative to be assisted by SocMobNet SEPS and EPS II
10:10 – 10:05 a.m.	Message of Support	ACF Representative



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10:05 – 10:20 a.m.	Closing Remarks/ Acknowledgement	Mary Jean S. Romero SGOD Chief
10:20 – 11:00 a.m.	Ceremonial BE Voluntary Services/Photo Opportunity	Ahdel D. Idanan, Nurse II Floren P. Clavo, SEPS
Emcee:		
11:00 – 1:00 p.m.	Lunch Break	
1:00 – 5:00 p.m.	Brigada Eskwela Voluntary Services to Public Schools	Stakeholders and Volunteers



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Enclosure No. 2 to Division Memorandum No. 370, s. 2024

EXECUTIVE COMMITTEE

SOCORRO V. DELA ROSA, CESO V

Schools Division Superintendent

CECILE C. FERRO, CESO VI

Assistant Schools Division Superintendent

MARY JEAN S. ROMERO

Chief ES, SGOD

ROMEL G. PETAJEN

Chief ES, CID

PROGRAM MANAGEMENT TEAM

COMMITTEE	TERM OF REFERENCE	PERSON/S IN-CHARGE
Program Managers	<ul style="list-style-type: none"> Supervise the planning and implementation of the activity. Oversee the entire project and ensure that it implemented as planned. 	<p>Mary Jean S. Romero SGOD Chief</p> <p>Marife B. Brequillo SEPS, SocMobNet</p> <p>Imaculate T. Latorre EPS II, SocMobNet</p>
Program Flow	<ul style="list-style-type: none"> Prepare/organize and lead the whole program flow Facilitate and ensure that the program is being delivered on time. Host the opening program Prepare and submit activity completion report and other pertinent documents 	<p>Marife B. Brequillo SEPS, SocMobNet</p> <p>Floren P. Clavo SEPS, PRU</p> <p>Ahdel D. Idanan Nurse II, SHN</p> <p>Mark Lester D. Urbano District Partnership Focal Person, Virac North</p> <p>Job A. Samudio Jr. Master Teacher I-Catagbacan ES</p> <p>Dave B. Tantiado Admin Aide I-Calatagan High School</p>
Coordination and Invitation	<ul style="list-style-type: none"> Prepare invitation letters and program to be distributed. Distribute and conduct follow-up to target participants and guests. Coordinate with the Program Managers regarding the availability of the invited guests a day before the event. 	<p>Imaculate T. Latorre EPS II, SocMobNet</p> <p>Ma. Lourdes M. Sorra PDO I, YFD</p> <p>Saul G. Alejandro III District Partnership Focal Person, Bato East</p> <p>All District Partnerships Focal Person</p>



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<p>Registration</p>	<ul style="list-style-type: none"> • Monitor and prepare report on the actual list of participants • Prepare, process, and issue certificates to host school, PMT members and participants. 	<p>Rosario R. Vegim PDO I, YFD</p> <p>Alyssa Joy A. Bagadiong District Partnership Focal Person, Caramoran North</p> <p>Ma. Dolores T. Cerdon District Partnership Focal Person, Baras North</p> <p>Lilybeth T. Gualberto District Partnership Focal Person, Baras South</p> <p>Dave B. Tantiado Admin Aide I-Calatagan High School</p>
<p>Venue/Hall Preparation/ Sounds</p>	<p>Facilitates and oversees the venue set-up such as table arrangement, stage decoration and sounds.</p>	<p>Mary Rose V. Sta. Rosa SP I, Palta NHS</p> <p>Jerald D. Sabayle District Partnership Focal Person, Panganiban</p> <p>Al Francis Mendez District Partnership Focal Person, Bagamanoc South</p> <p>Eddie T. Cadag District Partnership Focal Person, San Miguel North</p>
<p>Motorcade, Transportation and Security</p>	<p>Take charge of the transportation, arrangement of vehicles, and Marshalls to and from the venue.</p>	<p>Felix M. Sorra District Partnership Focal Person, Virac South</p> <p>Jenry B. Tayam District Partnership Focal Person, Bato East</p> <p>Rogelio M. Sontillano District Partnership Focal Person, San Andres East</p> <p>Chito Carranza District Partnership Focal Person, Gigmoto</p> <p>Perfecto M. Usero District Partnership Focal Person, Viga West</p>
<p>Stakeholders' Commitment/ Photo Booth</p>	<p>Prepares the commitment wall and photo booth space. Take charge in the signing of commitment/Pledge of Support.</p>	<p>Mary Rose V. Sta. Rosa SP I, Palta NHS</p> <p>Mary Jane T. Valenzuela District Partnership Focal Person, San Miguel South</p> <p>Josephine M. Solero District Partnership Focal Person, Caramoran South</p> <p>Jennifer S. Ariate District Partnership Focal Person, Bagamanoc North</p>



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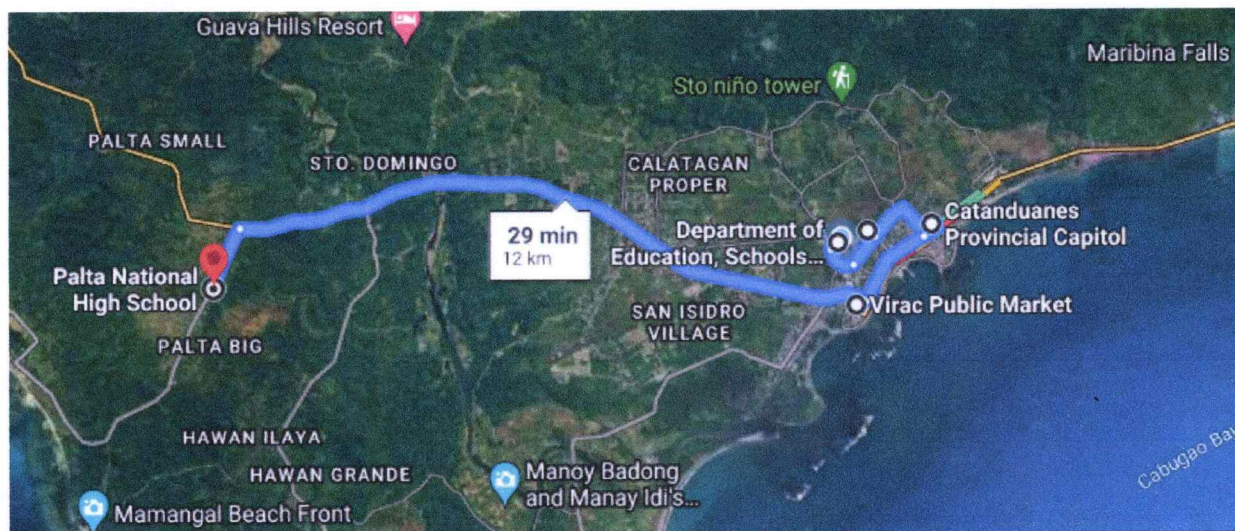
TANGGAPANG PANSANGAY NG CATANDUANES

Documentation	Documents the proceedings of the learning sessions. Provides livestreaming, takes photos of the different parts of the program delivery, and updates it on timely manner at the official social media of the division.	Jennifer B. Metica ITO I, ICTU John Bryan Laguda, Admin Aide I (Agban CES) Jessie James Tanael T3 (Agban CES) Orlando M. Alejandro T3 (Mayngaway NHS) John Michael Sarte T3 (SAVS)
Foods	Ensures that meals are served on time.	Hezil T. Tumala District Partnership Focal Person, Viga East Geraldine T. Sunga District Partnership Focal Person, Pandan West Rona Mel Suaiso COS, SGOD
Flaglets	Facilitate the preparation of the flaglets and ensure that it is available a day before the activity	Joy Suaiso COS, SGOD Maria Elaine Magtangob COS, SGOD
Welfare	Ensure that provision for health and wellness are properly taken care of.	Dr. Kristine G. Santelices Medical Officer III Assigned Nurses
Safety and Security	Ensure that the venue is safe and secure during the conduct of the activity.	Maria Audrea L. Vivo PDO II, DRRM
M & E	Implement monitoring and evaluation activities and prepares the report.	Achilles V. Alberto I EPS II, SMM&E

**2024 DIVISION BRIGADA ESKWELA KICK-OFF CEREMONY AND LOCAL
STAKEHOLDERS' CONVERGENCE**

JULY 17, 2024 | 6:30 A.M.

MOTORCADE ROUTE



Assembly Area: In front of SDO

Motorcade Route: From SDO main gate passing VPES, CNHS, JMAMES, Capitol Compound to Virac Public Market, VTC, CATSU to Palta National High School

Order of the Motorcade:

- Virac MPS lead car
- DepEd Pick-up (sounds)
- Virac North & South Representatives
- Stakeholders, Volunteers & Education Partners
- SDO Personnel
- Virac MDRRMO



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Enclosure No. 4 to Division Memorandum No. 330, s. 2024

LIST OF SCHOOL'S PRIORITY RESOURCES TO BE RAISED THROUGH PARTNERSHIPS

Teacher and Personnel Needs	Learner's Needs	Teaching-Learning Needs	Learning Environment, Health and Safety Standard-related Needs
Laptop/computer Printer External Drive (<i>ex. Hard drive/ Save Drive/ Flash Drive</i>)	White t-shirt School supplies Safety kits/emergency kits/hygiene kits Chairs and working tables	White board and white board markers Chemicals for Laboratory activities Math and Science equipment Laptop/Tablets Smart televisions Reference materials for Senior High School GAS, TVL and STEM students	Paint and paint brush Cleaning materials Glass window blades replacement Water storage tank and chlorine CCTV camera and monitor