



April 21, 2017

DIVISION MEMORANDUM
NO. 089 S. 2017

DIVISION IMPLEMENTATION OF BRIGADA ESKWELA 2017

To: OIC, Assistant Schools Division Superintendents
CID Chief
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
SGOD Social Mobilization & Networking Unit
All Concerned

1. In compliance with DepEd Memorandum No.43, s. 2017 entitled 2017 Brigada Eskwela Implementing Guidelines also known as National Schools Maintenance Week scheduled on May 15 to 20, 2017 with the theme: "Isang DepEd, Isang Pamayanan, Isang Bayanihan Para sa Handa at Ligtas na Paaralan", all stakeholders are encouraged to participate and to contribute their time, effort and resources to ensure that all the public schools shall be ready for the opening of classes in June.
2. School heads shall take the lead role in the planning activities which shall focus on making the school disaster-prepared, ecologically conscious, clean and conducive to learning. Refer to DepEd Memo No. 43, s. 2017 for the conduct of *Brigada Eskwela 2017*.
3. Refer to Enclosures 1 and 2 for the 2017 Brigada Eskwela Kick-off and Caravan Committees and program of activities.
4. Schedules of activities for the 2017 Brigada Eskwela Implementation are as follows:

| ACTIVITY | SCHEDULE | PERSONS INVOLVED |
|-----------------------------------|--|--|
| a. Brigada Eskwela Week | May 15-20, 2017 | SDS, ASDS, CID CHIEF, EPS, PSDS, SEPS & EPS, School Personnel, Stakeholders, Public and Private Sectors |
| b. Kick-off & Program and Caravan | May 15, 2017 *Shall be done simultaneously in each cluster. | SDS, ASDS, CID CHIEF, 10 EPS, 4 SEPS and EPS of SocMob, DRRM, 6 SDO Unit Heads, 3 principals and 3 ASP Coordinators per municipality, 32 PSDS, 19 mayors, 19 stakeholders (1 per municipality) |



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



| ACTIVITY | SCHEDULE | PERSONS INVOLVED |
|--|------------------|---|
| c. Brigada Eskwela Implementation and Monitoring of Schools | May 15-20, 2017 | SDS, ASDS, SGOD, PDO- DRMM, SEPS/EPS-SOCMOB |
| d. Deadline of submission of schools consolidated BE accomplishment report | June 9, 2017 | ASP/BE School Coordinators |
| e. Submission of schools entries/candidates | May 22-24, 2017 | ASP/BE School Coordinators |
| f. Checking and validation of documents of all enties/candidates | May 25-29, 2017 | EPS, SEPS and EPS SocMob and DRRM |
| g. Announcement of BE Best School Implementer/Qualifiers | May 31, 2017 | EPS, SEPS and EPS SocMob, CID Chief, SDS and ASDS |
| h. Evaluation and validation period for BE Best School Implementer/Qualifier | June 13-20, 2017 | PSDS, EPS, SEPS and Mob |
| i. Conduct of Brigada Eskwela Division Awarding Ceremony | August 2017 | SDS, ASDS, CID Chief, PSDSs School Heads, ASP/BE Coordinators |

5. DepEd officials and employees are encouraged to join the Brigada Eskwela activities and render their support to the public schools near their residence. Interested personnel are given two (2) days to do the volunteer work on official time, provided that such work is approved by their respective head office.

6. The Brigada Eskwela Accomplishment Reports shall be submitted by the school to the Social Mobilization & Networking Unit not later than June 9, 2017. Refer to DepEd Memo No. 41, s. 2015 for BE forms.

7. The official t-shirt and tarpaulin designs shall be uploaded at the DepEd Learning Leaders FB group.

8. Expenses relative to the conduct of this activity shall be charged to local funds/ASP Fund subject to the usual accounting and auditing rules and regulations.

9. For your information and strict compliance.

ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
for **CHERRYLOU D. DE MESA**
OIC-Schools Division Superintendent



Republic of the Philippines
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Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Enclosure No 1

Brigada Eskwela 2017 Kick-off and Caravan Division Committee

EXECUTIVE COMMITTEE

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

ELIAS A. ALICAYA, JR., ED.D.
OIC, Asst. Schools Division Superintendent

ELPIDIA B. BERGADO, ED.D
Chief, Curriculum Implementation Division

PROGRAM MANAGEMENT STAFF

Planning Committee

Chair: **Marlene P. Panganiban, SEPS, SocMob**
Co-chair: **Theresa C. Bautista, EPS, SocMob**

Host, Program, Food and Accommodation
Munting Ilog National High School

Stakeholders Invitation
Public Schools District Supervisors

Certificate
Theresa C. Bautista, EPS SocMob

Brigada Eskwela Jingle
Luis Y. Ferrer Jr. Senior High School

Creative Design
Kevin Herick C. Avilla, ADA VI

Documentation
Rey Ann Maramag, PDO I

DIVISION BRIGADA ESKWELA KICK-OFF PROGRAM AND CARAVAN
“IsangDepED, IsangPamayanan, IsangBayanihan Para saHanda at LigtasnaPaaralan”
MuntingIlog National High School, Silang Cavite
May 15, 2017

PROGRAM

| | |
|--------------------------------------|--|
| Part I (6:30- 7:00 am) | BrigadaEskwela Caravan |
| | Starting Point: Premier Plaza, Lucsuhin, Silang, Cavite |
| Part II (8:00- 10:00 am) | Kick-Off Ceremonies |
| I. Philippine National Anthem | Charissa Ann Regis- Calapatia MAPEH Teacher |
| II. Invocation | Eleanor Luceros ESP Teacher |
| III. Cavite Hymn | Charissa Ann Regis- Calapatia MAPEH Teacher |
| IV. Silang Hymn | |
| V. Welcome Remarks | Cristina M. Austria, Ed.D Principal IV |
| VI. Opening Remarks | Cherrylou D. De Mesa OIC-Schools Division Superintendent |
| | Elias A. Alicaya Jr. ,Ed.D OIC, Assistant Schools Division Superintendent |
| VII. Statement of Support | Hon. Aidel Paul G. Belamide Municipal Vice Mayor Hon. Emilia Lourdes “ Omil” C. Poblete Municipal Mayor |
| VIII. Awarding | Christian A. Barbuco |
| BrigadaEskwela Jingle Making Contest | Luis Y Ferrer Jr. SHS |
| 1 st PlaceDivision Level | Composer“ IsangDepEd, Isang |
| 3 rd Place Regional Level | Pamayanan” Coach: Sid Karlson S. Cortez |

IX. Messages

Redel John C. Dionisio
Provincial Administrator, External Affairs

Enrico M.Alvarez
Provincial Administrator, Internal Affairs

Hon. Ivey Jane R. Murillo
Board Member

Hon. Ferdinand Amutan
Board Member

Hon. Roy Loyola
Congressman, 5th District

HON. RAMON “JOLO” REVILLA III
Vice Governor

HON. JESUS CRISPIN C. REMULLA
Governor

X. Special Number

ShadelleSastre
MINHS Alumna

XI. Pronouncement of Formal Opening
Of BrigadaEskwela 2017

Cherrylou D. De Mesa
Schools Division Superintendent
Elias A. AlicayaJr. ,Ed.D
OIC, Assistant Schools Division Superintendent
Elpidia B. Bergado, Ed.D
Chief, Curriculum Implementation Division

Part III

Symbolic Turn-Over and Acceptance
of Support

Cherrylou D. De Mesa
Schools Division Superintendent
Redel John Dionisio
Provincial Administrator
Enrico Alvarez
Provincial Administrator
Hon. Ivey Jane R. Murillo
Board Member
Hon. Ferdinand Amutan
Board Member
Hon. Roy Loyola
Congressman, 5th District
Hon. Ramon “Jolo” Revilla III
Vice Governor
Hon. Jesus Crispin “Boying” C. Remulla
Governor

Mr. Edson Edrosolano&Ms.Shella Javier
Masters of Ceremonies

Executive Committee

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

ELIAS A. ALICAYA, JR.
OIC, Asst. Schools Division Superintendent

ELPIDIA B. BERGADO, ED.D
Chief, Curriculum Implementation Division

DR. MARY ANN M. BATINO
DR. IRMA O. IJANDA
DR. NANCY MARASIGAN
DR. ELEUTERIA M. PASIOLAN
Public Schools District Supervisors- Silang

MARLENE P. PANGANIBAN
Division ASP Coordinator

Terms of Reference

The Executive Committee shall:

1. Serve as the overall decision and policy making body in coordination with the working committees.
2. Call and facilitate meeting of working committees
3. Orient chairpersons and members regarding their duties and responsibilities
4. Provide technical assistance to each working group

Working Committees

Chair: Noel D. Anciado

Members: William Garcia
Pilita Narvaez
Shella B. Javier

The Program Committee shall:

1. Design the program from BE Caravan to Kick-off ceremonies
2. Designate persons who will do the assigned part in the program (prayer, national anthem, emcee, etc.)
3. Oversee the flow of the program and assist the masters of ceremonies for the changes if there are

Registration Committee

Chair: Ermelina P. Asuncion

Members: Dona Simpao
Ivy Toledo
Secondary School Heads

The Registration Committee shall:

1. Secure registration form and final list of participants
2. Assist the participants with their needs
3. Provide documentation committee with the list of participants

Communications

Chair: Shella B. Javier

Members: Maritess Aguilar
Maritess Navarro
Elementary School Heads

The Communication Committee shall:

1. Prepare all the letters needed for assistance and financial support
2. Give the organizing committee updates or feedback regarding the flow of the program and some possible flaws

Documentation Committee

Chair: Mariane Bautista

Members: Benipie Atlas
Edith Velasco

The Documentation Committee shall:

1. Consolidate all pictures of BrigadaEskwela Caravan done in each municipality prior to the main BrigadaEskwela Caravan in Silang
2. Prepare and keep all kinds of proceedings before, during, and after the event

Technical Committee

Chair: Efren Reyes

Members: Rex Lara
Joel Hagad
Mark Bernaldez

The Technical Committee shall:

1. Ensure the availability of devices and equipment such as microphone, sound system, etc.
2. Communicate with the provincial government for the setup of the sound system

Food and Beverage Committee:

Chair: Jayzel Carpena

Members:

Selected MuntingIlog NHS- Main and MuntingIlog Elem Teachers

The Food and Beverage Committee shall:

1. Coordinate with the organizing committee for the preparation of food and drinks
2. Ensure that the food and refreshment are enough for the number of participants
3. Ensure that all the food and drinks to be served are properly handled and cooked

Accommodation Committee

Chair: Cristina M. Austria, Ed. D

Members: Margarita U. Navarro
Kap. Jorge Pangilinan
SB Member- MuntingIlog
Jonas G. Castro
Crispin Belen

The Accommodation Committee shall:

1. Assign marshals and their designated place of assignment
2. Ensure that the venue is ready and can accommodate all the participants
3. Prepare all the properties of stage such as tarpaulin and other decorations

Resource Mobilization Committee

Chair: Dina A. Mendoza

Members: Shella Javier
Edson Edrosolano

The Resource Mobilization committee shall:

1. Make letters of request and ASP forms for supports
2. Generate sources, both materials and manpower services for the conduct of BrigadaEskwela Caravan and Kick-off ceremonies
3. Meet potential sponsors for discussion

Administrative and Finance Committee

Chair: Thelma P. Samson

Member: Lyka Regis
Lorena M. Pangilinan
Marjorie M. Labitad

The Administrative and Finance Committee shall:

1. Provide administrative support and manage funds that will be generated for the event
2. Ensure that all financial assistance from public and private sectors are used in accordance with applicable rules

Marshalls:

Chief, PNP Silang
Kap. Medina- Lucsuhin
Kap. TirsoRamelon- Tatiao
Kap. Leo Belando- Iba

The marshalls shall:

1. Ensure smooth flow of traffic during the caravan and after the ceremonies
2. Organize teams for peace and order

Program Implementation and Evaluation Committee

Chair: Dr. Mary Ann M. Batino

Dr. Irma O. Ijanda

Dr. Nancy Marasigan

Dr. Eleuteria M. Pasiolan

Dr. Cristina M. Austria

Members: Ermelina P. Asuncion

Dina A. Mendoza

Thelma P. Samson

Noel D. Anciado

Jayzel D. Carpena

The Program Implementation and Evaluation Committee shall:

1. Direct and monitor the implementation of different activities
2. Provide guidance and directions to work teams in the performance of assigned task
3. Note down things to improve as part of post evaluation