

Republic of the Philippines Department of Education

REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

August 1, 2023

DIVISION MEMORANDUM NO.314, s. 2023

CONDUCT OF 2023 DIVISION BRIGADA ESKWELA KICK-OFF

To: Assistant Schools Division Superintendents
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Education Program Supervisors
All Public Schools District Supervisors
SEPS and EPS II, Social Mobilization and Networking
Public Elementary and Secondary School Heads
All Concerned

- 1. In preparation with the S.Y. 2023-2024 opening of classes, this Office through the Social Mobilization and Networking Section in partnership with the Local Government Unit of Alfonso and DepEd Alfonso District will be conducting the **2023 Division Brigada Eskwela Kick-Off Ceremony** on **August 12, 2023** (Saturday) at Alfonso Town Plaza at 7:00 A.M. and will be streamed live via DepEd Tayo Cavite Province official Facebook Page.
- 2. Brigada Eskwela shall focus on the following:
 - a. implementation of the year-round schools' maintenance and repair activities, which includes the provision of the immediate needs during disaster or calamities, and the addressing of resource gaps during the reopening of the face-to-face classes;
 - b. strengthened partnership engagements with partners and stakeholders that complement DepEd's efforts to ensure quality basic education;
 - achievement of significant goals which shall contribute in increasing students' participation rate, reducing drop-outs and helping improve learning for both learners and community; and
 - d. creation of a network of community-based organizations to get total community commitment for collaborative programs and projects including the *Brigada Pagbasa* and other support and volunteer/community-based projects.



Ravite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite

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- 3. All the performers and members of essential committees will be conducting a dry-run on **August 10, 2023, 8:00 A.M.** onwards at Alfonso Town Plaza.
- 4. The Brigada Eskwela T-shirt printing is voluntary. The official Brigada Eskwela T-shirt design can be downloaded through this link: https://bit.ly/2023CaviteOfficialBETShirtDesign.
- 5. Attached are the Program of Activities and List of the Program Management Team (PMT).
- 6. Participants to this event are the SDO Officials, Public Schools District Supervisors, Education Program Supervisors, DivisionTechnical Working Group, Alfonso School Heads, Alfonso District Technical Working Group and selected personnel from Alfonso LGU.
- 7. All Division, District, school personnel, teachers, student-leaders, PTA and other stakeholders are encouraged to take part in the Brigada Eskwela 2023 and contribute their time, effort and resources in ensuring that all public schools are safe and ready for the school opening.
- 8. For inquiries and clarifications, you may contact Mary Ann B. Gatpandan, SEPS and Erica P. Ersando, EPS II-Social Mobilization and Networking (SMN) section via email at depedcavite.socmob@deped.gov.ph.

9. Immediate dissemination of this Memorandum is desired.

ROSEMARIE D. TORRES, CESO V

Schools Division Superintendent

Encl.: As stated Reference: As stated

To be included in the <u>Perpetual Index</u> Under the following subjects:

> PROGRAMS CAMPAIGNS SCHOOLS

MBG-EPE/ DM No.912, s. 2023 By 25/35/08/01/2023



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Attachment 1 to Division Memorandum No. ___, s. 2023 entitled, "CONDUCT OF 2023 DIVISION BRIGADA ESKWELA KICK-OFF"

Annex A

Program of Activities and PMT

Date/ Time	Activity	Speaker/ Facilitator
Part I:	D	
6:00 A.M. to 8:00 A.M.	Registration / MOTORCADE to be participated by LGU Officials, SDO Officials and Program Management Team, PSDSs, Alfonso School Heads, Teachers, PTA, Students and other stakeholders	
Part II:	Opening Program	PMT
9:00 A.M.		
	Preliminaries	
09:01 A.M. – 11:00 A.M.	Opening Salvo	Selected Students from Alfonso District
	National Anthem	BOOZ T. GUTIERREZ ASP Coordinator, Naic
	Doxology	Selected SHS Learners from Alfonso District
	Cavite Hymn Opening Remarks	REY GUANSING/ ARVIN MARINDUQUE PSDS, Alfonso
	Message	HON. RANDY A. SALAMAT Municipal Mayor, Alfonso
*	Statement of Purpose	DIANA P. TOPACIO SGOD Chief
	Messages of Support	ROSEMARIE D. TORRES Schools Division Superintendent





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RANDY D. PUNZALAN

Asst. Schools Division Superintendent

GALILEO L. GO

Asst. Schools Division Superintendent

ELPIDIA B. BERGADO

CID, Chief

Ceremonial Signing of Memorandum of Agreement

- Heavenly Culture, World Peace, Restoration of Light (HWPL)
- Security Bank Foundation, Inc
- Sun Life Foundation

Keynote Speaker

JOHN ROMMEL GARCES

Chief Branch Manager HWPL Philippines

Awarding of Certificate of Recognition of Keynote Speaker

Awarding of T-Shirt Design Contest participants

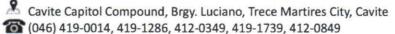
Awarding of Certificate of Recognition to Host LGU and District

Intermission Number

COMMITMENT WALL SIGNING

Selected Teachers from Alfonso District





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	SCHOOLS DIVISION OFFICE OF	
Part III	Awarding Ceremony of	HON. RANDY A. SALAMAT
	Stakeholders	Municipal Mayor
		ROSEMARIE D. TORRES
		SDS, DepEd SDO Cavite
		GALILEO L. GO
		RANDY D. PUNZALAN
		ASDS, DepEd SDO Cavite
Part IV	Visitation of Recipient	
	Schools and conduct	
	of Brigada Eskwela	
	Activities (Pajo	
	Elementary School	
	and Taywanak	
	National High School)	
XIV. Program Ma	anagement Team and Terr	ns of Reference
Committee	Terms of Reference	Members
Executive	 Oversee the program 	Rosemarie D. Torres
	and all the activities	Galileo L. Go
	that will be conducted	Randy D. Punzalan
	during the Division	Diana P. Topacio
	Brigada Eskwela	Elpidia B. Bergado
	Kick-Off	
Program/	Prepare all	Chairperson:
Planning	documentary	Diana P. Topacio
	requirements such as,	Mary Ann B. Gatpandan
	but not limited to,	Erica P. Ersando
	activity proposal	Brenda G. Alegre
	Plan,organize and lead	Lynette A. De Leon
	the whole program	Rina F. Romilla
	the whole program flow	Ma. Theresa Criste
w.		
*,	flow Coordinate duties and	Ma. Theresa Criste Michael M. de Lima
* ,	flow • Coordinate duties and responsibilities of PMT	Ma. Theresa Criste
-	flow • Coordinate duties and responsibilities of PMT members	Ma. Theresa Criste Michael M. de Lima
	flow • Coordinate duties and responsibilities of PMT	Ma. Theresa Criste Michael M. de Lima





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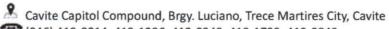


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	SCHOOLS DIVISION OFFICE OF	CAVILLINOVINCE
Registration/	 Prepare and secure 	Chairperson:
Attendance	the accomplishment of	Madeleine A. Padura
	registration and	Anna Liza R. Poniente
	attendance sheets	Co-chairperson:
	(whether printed or	Vilma A. de Guia
	online)	Members:
		Rhea G. Reduca
		Ofelia L. Mojica
		Geralyn H. Alcazar
		Jennifer P. Resurreccion
		Precila B. Pay-oen
Certificates/	Prepare and ensure	Chairperson:
Awards and	dissemination of	Ellen G. Lopez
Recognition	certificates for contest	Ma. Cecilia A. Andrada
	winners and	Co-chairperson:
	participants,	Jennifer M. Rojo
	stakeholders to be	Lilybeth Bartolome
	recognized, host LGU	Rozelle T. Varias
	and District and PMT	Meibelle C. Anonuevo
	members	Members:
		Hanz S. Diaz
		Angelita V. Escantilla
		Ariel V. Pangilinan
		Ma. Bella Rodrin
		Philamer P. Arcena
		Ronalyn R. Garces
Documentation	 Take photos of 	Chairperson:
	significant parts of	Lito Camo Jr.
	the event	Divina J. Anciano
	 Prepare a narrative or 	
	news report regarding	Co-Chairperson:
35.	the event	Ronalyn P. Salazar
	• Assist in	Camille R. Ortilla
	accomplishing the	=
	Activity Completion	Members:
	Report	Alma C. Rogacion
	*	Nenita A. Sarabia
		Gladys Rae R. Dimapilis





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Technical/ Creative Team	Livestream the event from start to end Collect/ prepare/ assist in preparation and lead in playing of audio-visual presentations and materials to be used Prepare videos necessary for the event like development of beneficiary schools during BE Provide technical assistance on setting up and managing the platform to be used for livestream and actual BE event Design tarpaulins Create video teaser Design and print the	Jona Mae Grace T. Tambao Ma. Charlota C. Pel Ma. Mannilyn Tacud Maribel S. Cabrales Marissa P. Ginete Princess Bhea R. Rosanes Jade Ann J. Rogador Apple R. Garcia Khay P. Noveloso April Joy L. Gestiada Chairperson: Lara Vey Cabaya Niño Paulo V. Crispe Co-chairperson: Michael M. Delima John Denzel M. Mangubat Members: John Aceson Jimenez Wilberto Bernales Annie C. Silvan Michael Joseph Lapid John Traviezo Mark Bernaldez Jimmy Ray Cimafranca Sandie Abito Rowel Orbon Erwin De Raya Arnold Jay V. Añover Kimberly Grace U. Bagsic
Invitation	programme and invitation for the guests, stakeholders and participants	Gregoria S. Atas Kristine A. Salamatin Nora M. Alcedo Co-chairperson: Neil Ivan P. Lontoc





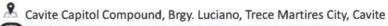
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	0 11	A
	Oversee the program	Apryl R. Nuestro
	proper and program	Members:
	flow	Mariquita C. Orfanel
	• Assist SDO, LGU	Maribel Alcazar
	Officials, KeyNote	Wilma A. Varias
	Speakers and other	Ruchelle C. Sanchez
	guests	Michelle V. Cueto
	• Ensure the	Dhina Cascante
	organization of the	Dima Cascante
	program flow	
	• Coordinate with the	
	Technical Team for the	
	smooth flow of the	
	program	
Communication	Coordinate with the	Chairperson:
Communication	committees	Aubrey S. Mojica (LGU)
	Collect the list of	Brenda G. Alegre
	guests, stakeholders/	Ermelinda V. Pegenia
	sponsors and	Ermemida v. regema
	participants	Co-chairperson:
	• Check the attendance	Sherlie May V. Guiuo
	THE ACTION OF THE PROPERTY OF	Sherile May V. Guido
	of guests and	Members:
	stakeholders	Ma. Theresa H. Criste
	Provide list of guests	Marieflor E. Hermoso
	and stakeholders and	(1) The state of t
	present to the emcee	Cherry Mae A. Aure
	Prepares the letters	Cherrylou A. Soriano
	and other	Myra G. David
	communications	
	 Submit softcopy of 	
	letters to the LGU for	
	signature and	
75 .	dissemination to	
	target stakeholders	
Venue and	• Prepare the Floor Plan	Chairperson:
Physical	of the event	Lynnette A. de Leon
Arrangement	Prepare and decorate	Anna Hermoso (LGU-GSO)
9	the stage	Mary Ann B. Gatpandan
		Erica P. Ersando





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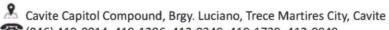


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	CHOOLS DIVISION OFFICE OF	CAVITETROVINCE
	 Ensure the availability, cleanliness and orderliness of venues Ensure the proper physical arrangement of tables, chairs and other furniture, fixtures and equipments (FFE) in all the venues Coordinate with Logistics Committee for the transporting of necessary physical materials and equipment 	Co-chairperson: Josie P. Vidallo Members: Glenda V. Dimapilis Loida G. Varias Arlen D. Vicedo Avelina Rom Rhona Beth B. Capupus Eden G. Mojica Aileen Elchico
Reception and Accomodation	Welcome guests/ partners Lead/ guide guests to their seats	Chairperson: Rochelle C. Binauhan Co-chairperson: Alma G. Penales
		Members: Sheena M. Mondala Katrina Ivanne A. Miralo Mharon Grace C. Bitang Racielle Anne D. Vidallon Riah B. Liwanag Joyfe E. Rolle Kimberly B. Romasanta Bernadette M Cuadra Melrose Digma Carmina Sol D. Garcia Rubylyn G. Cortez Margie S. Alcachupas Honeylyn B. Go Catherine M. Cerujano





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Safety and	 Secure physical and 	Chairperson:
Security	cyber-safety and	Jessele Mark P. Reyes
	security of the	Jun Baurile
	participants	(LGU-Security/ARESCOM)
	participants	PMAJ Robert Dimapilis
		(LGU-Alfonso Police Station)
		Co-chairperson:
		Carlo Melo
		Kevin Herick C. Avila
		Joel Ayos
		Members:
		Mae D. Hernandez
		Princess M. Quiñones
	,	Elmer G. Andaleon
		Judan S. Fructuoso
		Lilian B. DelaTore
		Gloria N. Aure
		Yvonne N. Sagun
		Analyn V. Varias
		Jhona V. Lopena
		Annalisa D. Manaog
		Mary Ann R. Pichay Glenn A. Roduta
Food and	Oversee the	
Beverages	availability and	Chairperson: Marlyn B. Lengson
Deverages	distribution of food to	Marilyn B. Anay
	guests, PMT and	Anna Hermoso (LGU-GSO)
	participants	Josie P. Vidallo
	participants	Maria Luisa Umandap
		Maria Balsa Omandap
.1.		Co-chairperson:
		Joana A. Peñano
		Members:
		Jedalyn R. Ortega
		Leynette D. Cuaycong
		Analy A. Zamudio





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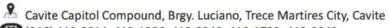
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		Elvy S. Feranil
		Mary Joy D. Angue
		Perla A. Lumadilla
		Marisa R. Ilagan
		Perla Alcazar
		Guadalupe G. Manalo
		Maria De La Paz C. De Ocampo
		Analyn R. Silvan
Layout and	Prepare the floor plan	Chairperson:
Design (Booth)	of the booths	Rodrigo V. Peliña
3 ()	 Prepare, monitor and 	Lynnette A. De Leon
	provide booth needs	Co-chairperson
	available in the area	Booz T. Gutierrez
		Ma. Theresa H. Criste
		Members:
		John Rillo Bacos
		Dennis Zamora
		Marvin Junatas
		Jezer C. Cuare
		Teresa P. Herrera
		Emilio Gasapo Jr.
		Honorio Nuestro
		Dylan Guthrie V. Lescano
		Jerry A. Badilla
Caravan and	Maintains, receives,	Chairperson:
Logistics	and deliver goods and	Edward Joevan R. Romen
, o	supplies to all the	Delfin Pillerva
	venues	Anna Hermoso (LGU-GSO)
	 Ensure availability of 	Co-chairperson:
	supplies needed	Guilbert Paz
		Selwyn A. Rom
		Members:
		Dan Leo Vicedo
		Adan Castillo
		Maximo S. Rotairo
		Den Mark A. Martonito
		Aldrin Santos





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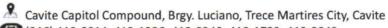


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	SCHOOLS DIVISION OFFICE OF	CATTER A ROTATION
		Ron Jasper Romen
		Alvin F. Sera
Motorcade/	Plan the route of the	Chairperson:
Traffic	motorcade	Jun N. De Castro
	Coordinate with the	Noel Dime (LGU-Traffic Mngt.
	LGU, PNP, Barangay	Office)
	Officials and other	
	concerned agencies for	Co-chairperson:
	the flow and route of	Jan Jireh Cuare
	motorcade	Members:
		Alex Villanueva
		Erwin Peji
		Cris Noel U. Aure
		Leonardo C. Reyes
		Randel A. Yabut
		Arnold Manalo
		Bencris Vidallon
Traffic	 Coordinate with LGU 	Chairperson:
Mgt.,Parking and	focal person for traffic	Jomelito F. Encabo
Security	management, PNP and	Noel Dime (LGU-Traffic Mngt.
	BFP for the smooth	Office)
	flow of motorcade	Co-chairperson:
		Enrile Olarve
		Members:
		Mark Ryan Aure
		Crisanto Nuestro
		Manuel Alamag
		Roberto O. Legaspi
		Elpidio Del Mundo Jr.
		Rolando Credo
	7	
		Ryan Relado Emilio Gasapo Jr.
Supplies and	• Ensure the availability	Chairperson:
cleanliness	of supplies needed for	Carola R. Bagay
Cicaminess	the conduct of the	Carola N. Dagay
	activity	Co-chairperson:
	activity	Ma. Leah D. Vicedo
		wa. Lean D. vicedo





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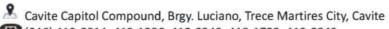


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3	CHOOLS DIVISION OFFICE OF	CAVILE LUCATION
		Members:
		Jomerie Paula A. Bitang
		Myra U. Dimapilis
		Leo Eliza N. Valencia
		Rachel G. Hubilla
		Nanette V. Manalo
26 11 1 1	D 1 C	01.1
Medical and	• Ensure observance of	Chairperson:
Services	appropriate health	Angelita C. Orenciano
	and safety standards	Rainerio U. Reyes
	for physical or	Nicanor M. Salazar
	face-to-face activities	Angelica Perea (LGU-Municipal
		DRRM Office)
		Co-chairperson:
		Lester B. Abad
		Aimee Euegen M.Aure
		Maurine M. Dela Cerna
		Jennifer P. Ersando
		Clorinda P. Garma
		Dorcas D. Romea
		Ellaine H. Subire
		Mark Benson Valdez
		Zyrus Klair Velasco
		Rhodora Matel
		Members:
		Raquel E. Fabay
		Vilma R. De Gala
		Clarissa A. Trambulo
		Myrna A. Angat
	_	Zarah Joyce N. Pajares
		Julie G. LImos
.31		Mercedita A. Casambros
		Marites Alcazar
		Grace B. Villanueva
		Hera Laiza L. Rivera
1		Ronalyne C. Mojica





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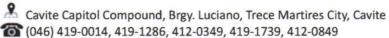
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	CHOOLS DIVISION OFFICE OF	CATTLETROTTION
Masters of Ceremony	• Ensure the smooth flow of the program	Greg Sanggalang Marilyn Encarnacion
Monitoring and Evaluation/ QATAME	Prepare QATAME link/ form Consolidate participants' evaluation of conducted activity and identify areas for improvement Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations	Chairperson: Maria Belen C. Mojica Co-chairperson: Kristine G. Dela Rosa
Jingle /Salvo/ Doxology	Prepare for the presentation of jingle, salvo and doxology Identify the members who will perform during the program proper	Chairperson: Rhina F. Romilla Niño Crispe Co-chairperson: Gina C. Bencito Bernadette Dave Members: Vincent Salazar Rozell T. Varias Charito U. Dillo
Stage Design (incharge in LED Wall monitor and sound system)	Decorate the stage Coordinate to the LGU about the LED Wall monitor and sound system Ensure the installation of LED Wall and sound	Lita A. Peji Chairperson: Josefa V. Gatdula Co-chairperson: Elizabeth J. Glean Members: Elenita S. Giron





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	system before the dry-run and kick-off proper	Gina C. Reyes
Balloons, flaglets and tarpaulins (for Stage and Motorcade/ Caravan)	Coordinate to the LGU about the total number of participants from SDO, Alfonso district and personnel from municipality of Alfonso for the T-shirt printing Decorate the stage and the vehicles for motorcade	Chairperson: Bernadeth Dave Co-chairperson: Lorena Blancaflor Leah S. Mojica Members: Fatima C.Rosel April Joy L. Gestiada Leila M. Ferolino
Donor/ Stakeholder Focal Persons	 Receive the donations Prepare a list of all the donations received Ensure proper documentation of donations Consolidate the list of donations Submit the report of all donations from stakeholders to the Social Mobilization and Networking section. 	Chairperson: Lynette De Leon Ermelinda V. Pegenia Co-chairperson: Leah S. Mojica Josie Vidallo Members: Annie Silvan Myra G. David
T-Shirt	 List down names (and sizes) of tshirt recipients and in their respective areas Ensure the distribution of tshirts 	Chairperson: Lito Camo Jr. Co - Chairperson Mary Grace S. Penales Jennifer D. Novero





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