



BU-25635

8/1/23

Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

August 1, 2023

DIVISION MEMORANDUM

NO. 312, 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;
- c. 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.



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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, Division Technical 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 Perpetual Index

Under the following subjects:

PROGRAMS
CAMPAIGNS
SCHOOLS

MBG-EPE/DM No. 012, s. 2023
Bu 25635 / 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: 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: 9:00 A.M.	Opening Program	PMT
09:01 A.M. – 11:00 A.M.	Preliminaries	
	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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	<p>Ceremonial Signing of Memorandum of Agreement</p> <p>Keynote Speaker</p> <p>Awarding of Certificate of Recognition of Keynote Speaker</p> <p>Awarding of T-Shirt Design Contest participants</p> <p>Awarding of Certificate of Recognition to Host LGU and District</p> <p>Intermission Number</p> <p>COMMITMENT WALL SIGNING</p>	<p>RANDY D. PUNZALAN Asst. Schools Division Superintendent</p> <p>GALILEO L. GO Asst. Schools Division Superintendent</p> <p>ELPIDIA B. BERGADO CID, Chief</p> <ul style="list-style-type: none">• Heavenly Culture, World Peace, Restoration of Light (HWPL)• Security Bank Foundation, Inc• Sun Life Foundation <p>JOHN ROMMEL GARCES Chief Branch Manager HWPL Philippines</p> <p>Selected Teachers from Alfonso District</p>
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Part III	Awarding Ceremony of Stakeholders	HON. RANDY A. SALAMAT 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 Management Team and Terms of Reference		
Committee	Terms of Reference	Members
Executive	<ul style="list-style-type: none">• Oversee the program and all the activities that will be conducted during the Division Brigada Eskwela Kick-Off	Rosemarie D. Torres Galileo L. Go Randy D. Punzalan Diana P. Topacio Elpidia B. Bergado
Program/ Planning	<ul style="list-style-type: none">• Prepare all documentary requirements such as, but not limited to, activity proposal• Plan, organize and lead the whole program flow• Coordinate duties and responsibilities of PMT members• Prepare Activity Completion Report	Chairperson: Diana P. Topacio Mary Ann B. Gatpandan Erica P. Ersando Brenda G. Alegre Lynette A. De Leon Rina F. Romilla Ma. Theresa Criste Michael M. de Lima Josie P. Vidallo



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Registration/ Attendance	<ul style="list-style-type: none">• Prepare and secure the accomplishment of registration and attendance sheets (whether printed or online)	<p>Chairperson: Madeleine A. Padura Anna Liza R. Poniente</p> <p>Co-chairperson: Wilma A. de Guia</p> <p>Members: Rhea G. Reduca Ofelia L. Mojica Geraldyn H. Alcazar Jennifer P. Resurreccion Precila B. Pay-oen</p>
Certificates/ Awards and Recognition	<ul style="list-style-type: none">• Prepare and ensure dissemination of certificates for contest winners and participants, stakeholders to be recognized, host LGU and District and PMT members	<p>Chairperson: Ellen G. Lopez Ma. Cecilia A. Andrada</p> <p>Co-chairperson: Jennifer M. Rojo Lilybeth Bartolome Rozelle T. Varias Meibelle C. Anonuevo</p> <p>Members: Hanz S. Diaz Angelita V. Escantilla Ariel V. Pangilinan Ma. Bella Rodrin Philamer P. Arcena Ronalyn R. Garces</p>
Documentation	<ul style="list-style-type: none">• Take photos of significant parts of the event• Prepare a narrative or news report regarding the event• Assist in accomplishing the Activity Completion Report	<p>Chairperson: Lito Camo Jr. Divina J. Anciano</p> <p>Co-Chairperson: Ronalyn P. Salazar Camille R. Ortila</p> <p>Members: Alma C. Rogacion Nenita A. Sarabia Gladys Rae R. Dimapilis</p>



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		<p>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</p>
<p>Technical/ Creative Team</p>	<ul style="list-style-type: none"> • 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 	<p>Chairperson: Lara Vey Cabaya Niño Paulo V. Crispe</p> <p>Co-chairperson: Michael M. Delima John Denzel M. Mangubat</p> <p>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. Añoover Kimberly Grace U. Bagsic</p>
<p>Programme/ Invitation</p>	<ul style="list-style-type: none"> • Design and print the programme and invitation for the guests, stakeholders and participants 	<p>Chairperson: Gregoria S. Atas Kristine A. Salamatín Nora M. Alcedo</p> <p>Co-chairperson: Neil Ivan P. Lontoc</p>



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	<ul style="list-style-type: none"> • Oversee the program proper and program flow • Assist SDO, LGU Officials, KeyNote Speakers and other guests • Ensure the organization of the program flow • Coordinate with the Technical Team for the smooth flow of the program 	<p>Apryl R. Nuestro</p> <p>Members: Mariquita C. Orfanel Maribel Alcazar Wilma A. Varias Ruchelle C. Sanchez Michelle V. Cueto Dhina Cascante</p>
Communication	<ul style="list-style-type: none"> • Coordinate with the committees • Collect the list of guests, stakeholders/ sponsors and participants • Check the attendance of guests and stakeholders • Provide list of guests and stakeholders and present to the emcee • Prepares the letters and other communications • Submit softcopy of letters to the LGU for signature and dissemination to target stakeholders 	<p>Chairperson: Aubrey S. Mojica (LGU) Brenda G. Alegre Ermelinda V. Pegenia</p> <p>Co-chairperson: Sherlie May V. Guiuo</p> <p>Members: Ma. Theresa H. Criste Marieflor E. Hermoso Cherry Mae A. Aure Cherrylou A. Soriano Myra G. David</p>
Venue and Physical Arrangement	<ul style="list-style-type: none"> • Prepare the Floor Plan of the event • Prepare and decorate the stage 	<p>Chairperson: Lynnette A. de Leon Anna Hermoso (LGU-GSO) Mary Ann B. Gatpandan Erica P. Ersando</p>



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	<ul style="list-style-type: none">• 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	<p>Co-chairperson: Josie P. Vidallo</p> <p>Members: Glenda V. Dimapilis Loida G. Varias Arlen D. Vicedo Avelina Rom Rhona Beth B. Capupus Eden G. Mojica Aileen Elchico</p>
Reception and Accomodation	<ul style="list-style-type: none">• Welcome guests/ partners• Lead/ guide guests to their seats	<p>Chairperson: Rochelle C. Binauhan</p> <p>Co-chairperson: Alma G. Penales</p> <p>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</p>



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<p>Safety and Security</p>	<ul style="list-style-type: none">• Secure physical and cyber-safety and security of the participants	<p>Chairperson: Jessele Mark P. Reyes Jun Baurile (LGU-Security/ARESCOM) PMAJ Robert Dimapilis (LGU-Alfonso Police Station)</p> <p>Co-chairperson: Carlo Melo Kevin Herick C. Avila Joel Ayos</p> <p>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</p>
<p>Food and Beverages</p>	<ul style="list-style-type: none">• Oversee the availability and distribution of food to guests, PMT and participants	<p>Chairperson: Marlyn B. Lengson Marilyn B. Anay Anna Hermoso (LGU-GSO) Josie P. Vidallo Maria Luisa Umandap</p> <p>Co-chairperson: Joana A. Peñano</p> <p>Members: Jedalyn R. Ortega Leynette D. Cuaycong Analy A. Zamudio</p>



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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 Design (Booth)	<ul style="list-style-type: none">● Prepare the floor plan of the booths● Prepare, monitor and provide booth needs available in the area	Chairperson: Rodrigo V. Peliña Lynnette A. De Leon Co-chairperson 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 Logistics	<ul style="list-style-type: none">● Maintains, receives, and deliver goods and supplies to all the venues● Ensure availability of supplies needed	Chairperson: Edward Joevan R. Romen Delfin Pillerva Anna Hermoso (LGU-GSO) Co-chairperson: Guilbert Paz Selwyn A. Rom Members: Dan Leo Vicedo Adan Castillo Maximo S. Rotairo Den Mark A. Martonito Aldrin Santos



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		Ron Jasper Romen Alvin F. Sera
Motorcade/ Traffic	<ul style="list-style-type: none">• Plan the route of the motorcade• Coordinate with the LGU, PNP, Barangay Officials and other concerned agencies for the flow and route of motorcade	Chairperson: Jun N. De Castro Noel Dime (LGU-Traffic Mngt. Office) Co-chairperson: Jan Jireh Cuare Members: Alex Villanueva Erwin Peji Cris Noel U. Aure Leonardo C. Reyes Randel A. Yabut Arnold Manalo Bencris Vidallon
Traffic Mgt., Parking and Security	<ul style="list-style-type: none">• Coordinate with LGU focal person for traffic management, PNP and BFP for the smooth flow of motorcade	Chairperson: Jomelito F. Encabo Noel Dime (LGU-Traffic Mngt. Office) Co-chairperson: Enrile Olarve Members: Mark Ryan Aure Crisanto Nuestro Manuel Alamag Roberto O. Legaspi Elpidio Del Mundo Jr. Rolando Credo Ryan Relado Emilio Gasapo Jr.
Supplies and cleanliness	<ul style="list-style-type: none">• Ensure the availability of supplies needed for the conduct of the activity	Chairperson: Carola R. Bagay Co-chairperson: Ma. Leah D. Vicedo



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		<p>Members: Jomerie Paula A. Bitang Myra U. Dimapilis Leo Eliza N. Valencia Rachel G. Hubilla Nanette V. Manalo</p>
Medical and Services	<ul style="list-style-type: none">• Ensure observance of appropriate health and safety standards for physical or face-to-face activities	<p>Chairperson: Angelita C. Orenciano Rainerio U. Reyes Nicanor M. Salazar Angelica Perea (LGU-Municipal DRRM Office)</p> <p>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</p> <p>Members: Raquel E. Fabay Wilma R. De Gala Clarissa A. Trambulo Myrna A. Angat Zarah Joyce N. Pajares Julie G. Limos Mercedita A. Casambros Marites Alcazar Grace B. Villanueva Hera Laiza L. Rivera Ronalyne C. Mojica</p>



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Masters of Ceremony	<ul style="list-style-type: none">• Ensure the smooth flow of the program	Greg Sanggalang Marilyn Encarnacion
Monitoring and Evaluation/ QATAME	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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 Lita A. Peji
Stage Design (incharge in LED Wall monitor and sound system)	<ul style="list-style-type: none">• Decorate the stage• Coordinate to the LGU about the LED Wall monitor and sound system• Ensure the installation of LED Wall and sound	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)	<ul style="list-style-type: none"> • 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 	<p>Chairperson: Bernadeth Dave</p> <p>Co-chairperson: Lorena Blancaflor Leah S. Mojica</p> <p>Members: Fatima C. Rosel April Joy L. Gestiada Leila M. Ferolino</p>
Donor/ Stakeholder Focal Persons	<ul style="list-style-type: none"> • 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. 	<p>Chairperson: Lynette De Leon Ermelinda V. Pegenia</p> <p>Co-chairperson: Leah S. Mojica Josie Vidallo</p> <p>Members: Annie Silvan Myra G. David</p>
T-Shirt	<ul style="list-style-type: none"> • List down names (and sizes) of tshirt recipients and in their respective areas • Ensure the distribution of tshirts 	<p>Chairperson: Lito Camo Jr.</p> <p>Co - Chairperson Mary Grace S. Penales Jennifer D. Novero</p>



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