



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

September 28, 2020

DIVISION MEMORANDUM

NO. **286** s. 2020

To: OIC, Schools Division Superintendents
Chief, Curriculum and Implementation Division
Chief, School Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisors
Senior and Education Program Specialists
Division Units and Personnel
Division Cavite Federation of Adopt A-School (DASP)
Division Cavite Federation of Teachers (DCFT)
Division Cavite Federation of Parents-Teachers Association (DCFPTA)
Division Cavite Federation of Guidance Counselors Association (DCFGCA)
All Concerned

2020 DIVISION BRIGADA OPISINA IN THE NEW NORMAL

1. With reference to DepEd Memorandum No. 53, s. 2020 titled “Joint Implementing Guidelines on the 2020 Brigada Eskwela and Oplan Balik Eskwela,” this Office shall conduct the **2020 Division Brigada Opisina on October 9, 2020 (Friday), 7:00 a.m. onwards at the Schools Division Office (SDO), Barangay Luciano, Trece Martires City.**
2. The objective of this activity is to bring all external and internal stakeholders of DepEd Cavite Province to participate and contribute their time, effort, and resources to ensure the cleanliness and orderliness of the Schools Division Office. Hence, all DepEd Cavite Division personnel as well as Cavite Federations Officers are encouraged to join the Brigada Opisina.
3. Expected participants are encouraged to bring their own cleaning materials i.e. broom, liquid detergent, bleach, and disinfectant sanitize, and the like, while other **available materials for the activity shall be provided by the Supply Office.**
4. In light of the COVID19 pandemic, the health and safety protocols such as wearing of facemask and face shield, social distancing, and frequent hand washing shall be strictly observed.



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
www.depedcavite.com.ph
deped.cavite@deped.gov.ph



“Serbisyong Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

5. Attached to this Memorandum is the schedule and assignment of area to avoid crowding of people.
6. Immediate dissemination of this Memorandum is highly directed.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MAP/DM no. 286, s.2020
092820-162/ 09/ 28/ 2020



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
www.depedcavite.com.ph
deped.cavite@deped.gov.ph



“Serbisyong Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Attachment to Division Memorandum No. 286, s. 2020 DIVISION BRIGADA OPISINA IN THE NEW NORMAL

SCHEDULE AND AREA OF ASSIGNMENT

| | | |
|-----------------|--|--|
| 7:00- 8:00 A.M. | OSDS Personnel, Accounting, Cashier and Budget Offices | Respective Office, Lobby and front of the SDO Office |
| 8:00- 9:00 A.M. | CID | CID Office, inside and outside of Silid Ugnayan and Bulwagan Tanglaw |
| 9:00-10:00 A.M. | ASP and Guidance Counselors | Covered Court and Kumedor area |
| | TEA and GPTA | Back of Komedor, SDO Gulayan Garden and SGOD building |
| 10:00-11:00 A.M | Supply office and ALS | Back and front of Bulwagan Tanglaw and Silid Ugnayan building |
| | SGOD | Front of SGOD building and office |
| | Medical and Dental sections | Respective office and gardens |
| Documentation | ICT office | |



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
www.depedcavite.com.ph
deped.cavite@deped.gov.ph



“Serbisyong Tapat at Sapat para sa Batang KABITENYO”