



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 254, s. 2019

March 28, 2019

**Designating the School Brigada Eskwela/Adopt-A-School Program Coordinator and Submission of a Copy of the Designation Order and Contact Details**

To: All School Heads

1. In order to establish a smooth flow of communication and enhance the network of school and division personnel involved in support programs such as Brigada Eskwela and Adopt-A-School, all school heads are hereby instructed to do the following:
  - 1.a. Select a school personnel or teacher who manifests a good disposition for partnership;
  - 1.b. Issue a designation order for the selected personnel or teacher. If a coordinator has been previously selected but no designation order was issued, formalize the designation through a written order;
  - 1.c. Orient the person of his or her duties and responsibilities.
2. Submit a copy of the Designation Order of the coordinator to the Division Brigada Eskwela/ASP Coordinator, Mr. Peter-Jason C. Senarillos, including the DepEd email address and mobile number of the school coordinator. Deadline shall be on April 5, 2019.
3. For your guidance and compliance.

**WINNIE E. BATOON, EdD**  
Officer in Charge  
Office of the Schools Division Superintendent

*For and in the absence of the  
Schools Division Superintendent*

*[Signature]*  
SOLLIE B. OLIVER, LLB  
Chief, ES-SGOD  
ac

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
31630  
DATE: 28 MAR 2019 TIME: 1:29  
BY: [Signature]

Encls: Regional Memorandum

References:

To be indicated in the Perpetual Index under the following subjects:  
GOVERNANCE                      DESIGNATION

SCHOOL BRIGADA COORDINATORS

PJSENARILLOS: Designating the School Brigada Eskwela/Adopt-A-School Program Coordinator and Submission of a Copy Of The Designation Order And Contact Details  
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