



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 398

To : Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Division Brigada Eskwela Coordinator
Unit/Section Heads
All others concerned

Subject : **SDO DIGOS CITY AS THE HOST OF THE 2024 BRIGADA
ESKWELA REGIONAL KICK-OFF**

Date : July, 2024

Attached is Regional Memorandum No. ESSD-2024-289 received July 2, 2024, regarding request to the Schools Division Office of Digos City to be the host for this year's **Regional Brigada Eskwela Kick-Off on July 22, 2024, at Rizal Central Elementary School, Barangay Kapatagan, Digos City.**

In preparation for the event, working committees are hereby created (Annex 1) and their tasks (Annex 2) defined. Committee members are allowed to make preparations two days before the event, on July 20-21, 2024 to set up the venue and accommodation. Since July 20-21, are on a Saturday and Sunday, committee members shall receive Compensatory Overtime Credits or Service Credits for service rendered pursuant to DepEd Order 53, series of 2003, "Updated Guidelines on the Grant of Service Credits".

For your information and guidance.


MELANIE P. ESTACIO, PhD, CESO VI
OIC - Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: JUL 08 2024 TIME: 12:45 PM
BY: 

Enclosed: As stated.

SGOD/SBO/pjs



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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ESSD-2024-289

TO : Schools Division Superintendents
Chiefs of Functional Divisions

SUBJECT : 2024 BRIGADA ESKWELA REGIONAL KICK-OFF

DATE : June 26, 2024

This Office informs Schools Division Offices (SDOs) that the **2024 Brigada Eskwela Regional Kick-Off** is scheduled on **July 22, 2024** at **Rizal Elementary School, Barangay Kapatagan, Digos City**.

In view thereof, the SDO of Digos City is requested to be the host of the Regional Kick-Off.

Expenses for the AM Snack and Lunch of DepEd RO XI personnel, including various cleaning supplies and materials, shall be charged to the Program Support Fund for Building Partnership & Linkages Program in the amount of P100,000.00 to be downloaded to SDO-Digos City the soonest possible time.

Be guided accordingly.

ALLAN G. FARNAZO
Director

ROE2/ajm

DEPARTMENT OF EDUCATION RO XI
RECORDS SECTION
RELEASED

By: [Signature]
Date: 7.2.24 Time: 3:39 PM



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Email Address: region11@deped.gov.ph
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Annex 1

2024 REGIONAL BRIGADA ESKWELA WORKING COMMITTEES

I. Management Committee

1. Melanie P. Estacio, PhD, CESO VI – OIC-Schools Division Superintendent
2. Maria Genevieve T. Francisquete, CESO VI – ASDS
3. Sollie B. Oliver, JD, MATE – Chief ES, SGOD
4. Beverly S. Daugdaug, EdD – Chief ES, CID

II. Food and Accommodation

1. Gemma Salanga – Education Program Supervisor
2. Atty. Rodel Pagayon – Education Program Supervisor
3. Ronald B. Dedace – Senior Education Program Specialist
4. Janice S. Alquizar – Education Program Specialist II
5. Noba Rubion – Principal II
6. Mt. Apo District School Heads
7. Iname R. Romitman – Master Teacher I
8. Denise Imari Casilac – Teacher III
9. Bernadeth C. Pagayon – Administrative Officer-II

III. Program

1. Tito M. Endrina - Education Program Supervisor
2. Cherrie Anne B. Bohol - Education Program Supervisor
3. Gervasio Salinas, Jr. - Education Program Supervisor
4. Thonver Sampaga – Teacher III
5. Marlou Samontina – Teacher III
6. Jay Mark Alocelja – Teacher III
7. Lee Wilson Precellas – Teacher III

IV. Host School Preparation

1. Ida I. Juezan – Public Schools District Supervisor
2. Eleser D. Mateo - Public Schools District Supervisor
3. Noba Rubion – Principal II
4. Eduardo Paller, Jr. – Principal I
5. Rizal Central Elementary School Teachers
6. Kapatagan National High School Teachers

V. Opening Salvo

1. Tito M. Endrina – Education Program Supervisor
2. Angel Bisaga, Jr. - Education Program Supervisor
3. Noba Rubion – Principal II
4. Melvin Anthony A. Sabio – Master Teacher III

VI. Protocol Officers/Usherettes

1. Gervasio Salinas, Jr. – Education Program Supervisor

2. Ronald B. Dedace – Senior Education Program Specialist
3. Rizal Central Elementary School Teachers
4. Kapatagan NHS Teachers

VII. Health, Safety and Security

1. Lyra O. Pilarte, Medical Officer III
2. Jasmine Asarak – Dentist II
3. Myracel Dalope – Dentist II
4. Jayzon Cardines – PDO II
5. All HNU Nurses

VIII. Documentation

1. Leilani Senires – Education Program Supervisor
2. Thonver Sampaga – Teacher III
3. Marlou Samontina – Teacher III
4. Jay Mark Alocelja – Teacher III
5. Lee Wilson Precellas – Teacher III
6. Rex C. Sayson – Master Teacher I

IX. Resource Generation

1. Peter-Jason C. Senarillos – Senior Education Program Supervisor
2. Ronald B. Dedace - Senior Education Program Supervisor
3. Eduardo Paller, Jr. – Principal II
4. Mt Apo District School Heads

X. Secretariat

1. Mark Castañares – Administrative Officer II
2. Evangeline Marata - Administrative Assistant III
3. Lermalyn Luayon – Administrative Aide VI
4. Claire Marris N. Moral – Administrative Officer II
5. Mt Apo District AO-II and PDO I

Annex 2**TERMS OF REFERENCE OF 2024 BRIGADA ESKWELA REGIONAL KICK-OFF WORKING COMMITTEES**

Working Committee	Terms of Reference	Responsible Persons	Timeline
Communication	-Preparation of letters to donors, sponsors, partners, stakeholders and local officials	Peter-Jason C. Senarillos	June 24 – July 19
Food and Accommodation	-Coordinate with caterers -Arrange sponsorships for food -Manage preparation of food and meal area	HRD, Gemma Salanga, Rodel Pagayon	June 28 – July 22
Program	-Prepare program flow -Manage program participants -Provide cues to speakers -Manage lay out and preparation of program invitation -Facilitate the preparation of learners' special intermission number -Prepare the showcase of learners' outputs	Cherrie Anne B. Bohol, Tito M. Endrina Doc Gervasio Salinas - Emcee	June 28 – July 22

Host School	<ul style="list-style-type: none"> -Prepare venue for the activity -Mobilize community stakeholders in support of the activity -Provide areas for different activities like program/activity area -Provide area to be cleaned by the participants from the region, division, and other volunteers -Provide the tools and materials for volunteers -Provide the meal area -Select 60 learners who will be beneficiaries of the 60 packs/bags of supplies 	Mount Apo PSDSs, Eduardo Paller, Jr. Noba Rubion, Kapatagan NHS Teachers	June 28 – July 22
Opening Salvo	<ul style="list-style-type: none"> -Identify involved personnel -Make the necessary preparation 	Tito Endrina, Kapatagan NHS	July
Protocol Officers/Usherettes	<ul style="list-style-type: none"> -Provide guidance to guests to take them to the areas and their proper seating -Ensure they are attended to and taken cared off 	Rizal CES Teachers Kapatagan NHS Teachers	July 22

	-Provide information and directions when needed		
Health, Safety and Security	-Serve as Nurses On Duty (NOD) -Prepare security and safety plan -Coordinated with concerned government security offices and personnel	HNU, DRRM	July 15 – July 22
Brigada Eskwela Cleaning Activity	-Assign areas to be cleaned by RD, ARD, SDSs, ASDSs, and RO personnel -Provide materials, gear, and tools	Rizal Central ES	June 28 – July 22
Resource Generation	-Engage donors and sponsors for needed supplies and materials -Generate material and financial resources for the hosting -Produce needed materials for the activity	PSDSs, School Heads, Host school, SEPS-SMN, EPS	June 28 – July 22
Management and Supervision	-Oversees preparation, actual implementation, and post-activity tasks -Provide inputs, directions, and	SDS, ASDS, Regional Focal, Chiefs	June – July

	<p>ensures full readiness</p> <p>-Approves and makes the final decision for implementation</p>		
Documentation and Technical Team	<p>-Capture photo and video footages to be used in infographics campaign and advocacy</p> <p>-Designs and lay-out posters, tarps, infomaterials for social media dissemination</p> <p>-Produce other materials as needed.</p>	<p>EPS Leilani Senires, Rex Sayson, Thonver Sampaga, Marlou Samontina, Jay Mark Alocelja, Lee Wilson Precellas</p>	<p>June - July</p>