



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2023-241

To: Assistant Schools Division Superintendent
All Chief Education Supervisors
All Education Program Supervisors
All Public Schools District Supervisors
All Concerned Division Personnel
All School Heads

Subject: **2023 BRIGADA ESKWELA KICK-OFF PROGRAM AND LOCAL STAKEHOLDERS FORUM**

Date: August 7, 2023

1. The Department of Education – Division of Davao del Norte through the School Governance and Operations Division – Social Mobilization and Networking Unit will conduct the **“2023 Division Brigada Eskwela Kick-off Program and Local Stakeholders Forum”** this coming **August 14, 2023** at **Palma Gil Integrated School, Talaingod, Davao del Norte**.
2. All participants are expected to be at the assembly area at the Division Office Grounds at 5:45 in the morning. The activity will start at exactly 6:00 in the morning with a motorcade from the Division Office to Palma Gil IS.
3. The list of participants, 2023 Brigada Eskwela Committees, motorcade route, and the matrix of activities in preparation for the said activity are attached to this memorandum. Meanwhile, Public Schools District Supervisors are advised to identify 3 school heads from their districts, preferably those with vehicles, to attend the activity.
4. Further, all the participants are encouraged to wear their 2023 Division Meet Green Polo Shirt during the said activity.
5. Expenses incurred in relation to the conduct of the activity shall be chargeable against Division/School Maintenance and Other Operating Expenses (MOOE) fund subject to the usual accounting and auditing rules and regulations.
6. Personnel involved in this activity shall be entitled service credits for teaching personnel and compensatory overtime credit for non-teaching personnel for the services rendered during the summer break and weekend as stipulated in DepEd Order No. 53, s. 2003.
7. This office reiterates the strict observance of the IATF health protocols such as social distancing and wearing of face mask.



8. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.
9. Immediate dissemination of and compliance with this memorandum is desired.




REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

SGOD/ncj



LIST OF TWG Member and Division Personnel

No.	NAME	STATION	MALE	FEMALE
1	Reynaldo B. Mellorida, CESO V	Division Office	1	
2	Rebecca C. Sagot, CESO VI	Division Office		1
3	Ramel M. Pilo	Division Office	1	
4	Eduard C. Amoguis	Division Office	1	
5	Ernie M. Aguan	Division Office	1	
6	Bernardo F. Boyles	Division Office	1	
7	Grace Santa T. Daclan	Division Office		1
8	Noli T. De Felipe	Division Office	1	
9	Divina P. Dela Cueva	Division Office		1
10	Exelcis Deo Deloy	Division Office	1	
11	Dominic Dizon	Division Office	1	
12	Marlon G. Ebrado	Division Office	1	
13	Janice A. Fernandez	Division Office		1
14	Allen T. Guilaran	Division Office		1
15	Eric P. Indie	Division Office	1	
16	Medos O. Jala	Division Office	1	
17	Liezl Josol	Division Office		1
18	Evelyn Grace H. Labasan	Division Office		1
19	Edgar Manaran	Division Office	1	
20	Ronnie A. Publico	Division Office	1	
21	Ana N. Redaniel	Division Office		1
22	Gloria B. Subong	Division Office		1
23	Clemente E. Timbal	Division Office	1	
24	Ernie Caas	B.E. Dujali CES/DO	1	
25	Lourdes A. Navarro	Division Office		1
26	Norma B. Gacote	Division Office		1
27	Shiela D. Sionosa	Division Office		1
28	Niel Edward D. Diaz	Division Office	1	
29	Charline V. Udani	Division Office		1
30	Elvin A. Anajao	Division Office	1	
31	Jillian April A. Casal	Division Office		1
32	Cristopher B. Gonzalez	Division Office	1	
33	Suzanne Marie G. Dacuycuy	Division Office		1
34	Elielou P. Jumawan	Division Office		1
35	Norhan C. Jalmaani	Division Office	1	
36	Arnel F. Labasan	Division Office	1	
37	Danilo Q. Lumayno	Division Office	1	
38	June Angelo B. Mercado	Division Office	1	
39	Melanie O. Mandin	Division Office		1
40	Romela T. Pangandoyon	Division Office		1
41	Mary Kristine C. Sagot	Division Office		1
42	Gay P. Taguiran	Division Office		1
43	Maregine T. Atabelo	Division Office		1
44	Constant Dave G. Caberto	Division Office	1	
45	Hazel B. Calotes	Division Office		1
46	Alrene C. Calotes	Division Office	1	
47	Zaida Camid	Division Office		1
48	Catherine P. Cantalejo	Division Office		1
49	Marilou Pintor	Division Office		1
50	Jocelyn C. Cardinal	Division Office		1



51	Ma. Luisa O. Cuyos	Division Office		1
52	Garry D. De Vera	Division Office	1	
53	Mercy M. Dela Cruz	Division Office		1
54	Ma. Febe G. Enad	Division Office		1
55	Rodillo M. Galvez	Division Office	1	
56	Mae Ann N. Llana	Division Office		1
57	Armi H. Mulit	Division Office		1
58	Doreen G. Opiana	Division Office		1
59	Angeline C. Paulma	Division Office		1
60	Hanna Grace C. Pelaez	Division Office		1
61	Annaliza L. Sepe	Division Office		1
62	Rosalinda N. Dionio	Division Office		1
63	Relyn B. Gallardo	Division Office		1
64	Lili Ann R. Siason	Division Office		1
65	Ma. Lourdes M. Quesada	Division Office		1
66	Jayson J. Jumangit	Division Office	1	
67	Aldrin S. Gevilla	Division Office	1	
68	Paul Arsolon	Division Office	1	
69	Rowena Inutan	Division Office		1
70	Franklin Maynucas	Division Office	1	
71	Rey Mascarinas	Division Office	1	
72	Guillermo Cadusale	Division Office	1	
73	Dennis Duenas	Division Office	1	
74	Peter Gaum	Division Office	1	
75	Arturo Salva	Division Office	1	
76	Jan N. Gabero	Division Office	1	
77	Crystal Faith Sumatra	Division Office		1
78	Joanna Mari Borbon	Division Office		1
	Invited Guests and Stakeholders/TWG		9	9
Total			46	50
			96	

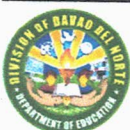
School Heads

District	Number of School Heads
Asuncion	3
B.E. Dujali	3
Carmen	3
Kapalong East	3
Kapalong West	3
Langilan	3
Sto. Tomas East	3
Sto. Tomas West	3
Talaingod	All
San Isidro	3
New Corella	3



**MATRIX OF ACTIVITIES IN PREPARATION FOR THE UPCOMING DIVISION BRIGADA
ESKWELA KICK-OFF PROGRAM AND LOCAL STAKEHOLDERS FORUM**

Activity	Date	Persons Involved	Venue
Ocular Visit	August 9, 2023	Romela T. Pangandoyon Norhan C. Jalmaani Jillian April A. Casal Dennis Dueñas	Palma Gil IS
Venue Set-Up and Program Preparations	August 12-13, 2023	Host School	Palma Gil IS
Tech-Run	August 13, 2022	Romela T. Pangandoyon Norhan C. Jalmaani Jillian April A. Casal Danilo Q. Lumayno Joana Mari Borbon Paul Arsolon Franlyn Maynucas June Angelo Mercado Crystal Faith Sumatra *Selected School Heads from Talaingod District *Selected Teachers from Palma Gil IS Guillermo Cadusale	Palma Gil IS



2023 BRIGADA ESKWELA COMMITTEE

EXECUTIVE COMMITTEE

Chairperson	:	Reynaldo B. Mellorida, CESO V
Vice-Chairperson	:	Rebecca C. Sagot, CESO VI
Members	:	Ramel M. Pilo (Chief ES, SGOD) Eduard C. Amoguis (Chief ES, CID) All PSDS All EPS All Division Section Heads All SGOD Personnel

ORGANIZING COMMITTEE

Chairperson	:	Reynaldo B. Mellorida, CESO V
Vice - Chairperson	:	Rebecca C. Sagot, CESO VI
Members	:	Eduard C. Amoguis (Chief ES, CID) Ramel M. Pilo (Chief ES, SGOD)
Executive Chairpersons :		Ronnie A. Publico (PSDS) Romela T. Pangandoyon (SEPS, SMN) Norhan C. Jalmaani (EPS II, SMN) Mary Kristine C. Sagot (PDO II, DRRM)

A. Technical Committees

Executive Chairperson	:	Reynaldo B. Mellorida, CESO V
Executive Co-Chairperson	:	Rebecca C. Sagot, CESO VI
Members	:	All Sub-Committee Chairpersons & Co-Chairpersons

1. Secretariat

Chairperson	:	Norhan C. Jalmaani
Co-Chair	:	Jillian April A. Casal
Members		Mary Kristine C. Sagot June Angelo A. Mercado Jan N. Gabero

1a. Registration, Attendance

*Jillian April A. Casal
June Angelo A. Mercado
Jan N. Gabero*

1b. Production of Certificates (CA & CP)

*Norhan C. Jalmaani
Mary Ann C. Cabajar
Rizza Mae de Leon*

1c. Correspondences (Letters, Invitations, Memorandum, Minutes)

*Norhan C. Jalmaani
Mary Kristine C. Sagot*

1d. Coordination

*Romela T. Pangandoyon
Norhan C. Jalmaani*

1e. Lay-out Artists

*Paul E. Arsolon
Franklin N. Maynucas
Elvin A. Anajao*

1f. Leis

*Jillian April A. Casal
Myra M Udi*

B. Facilitating Committees

Executive Chairperson : Reynaldo B. Mellorida, CESO V
Executive Co-Chairperson : Rebecca C. Sagot, CESO VI
Executive Vice-Chairpersons: Ramel M. Pilo (Chief ES, SGOD)
Eduard C. Amoguis (Chief ES, CID)
Members : All Sub-Committee Chairpersons &
Co-Chairpersons

1. Lights and Sounds, DLP, Generator Set

Chairperson : Paul Arsolon
Co-Chair : Franklin Maynucas
Member/School In-Charge: Joanne Grace C. Hombed

2. Hall/Stage/Ground/ Preparation, Decoration & Restoration

Chairman : Roneil D. Ignalig
Co-chair : Mary Ann C. Cabajar
Rizza Mae De Leon
Members : All Teaching & Non-Teaching Staff of Palma Gil IS

3. Traffic, Marshall, Motorcade and Transportation

Chairperson : Cristopher B. Gonzales
Co-Chair : Arnel F. Labasan
Members : Elvin A. Anajao
Danilo Q. Lumayno
June Angelo A. Mercado
Justine Gale LLoren
Hamber Diansay

4. Food (Pica-Pica & Lunch)

Chairperson : Romela T. Pangandoyon
Co-Chair : Roneil D. Ignalig
Members : Melanie O. Mandin
Suzanne Marie Dacuycuy
Grace Z. Consencino
Janlie P. Lagang

5. **Gulayan sa Paaralan Set-up and Preparation**

Chairperson : Constant Dave Caberto
Co-Chair :
Members : Beverly Mae T. Cabajar
Irene C. Bacus

6. **Ways and Means**

Chairperson : Romela T. Pangandoyon
Members : Norhan C. Jalmaani
Jillian April A. Casal
Mary Kristine C. Sagot

Media & Documentation

Chairperson : Paul E. Arsolon
Co-Chair : Neil Edward C. Diaz
Members : Franklin N. Maynucas

7. **Health and Medical Committee**

Chairperson : Dr. Angielyn Paulma
Members : All School Health Services Personnel

8. **Drivers**

: Rey B. Mascariñas
Arturo A. Salva
Guillermo L. Cadusale Jr.
Peter B. Gaum
Dennis Dueñas

C. **Event Committee**

Executive Chairperson : Reynaldo B. Mellorida, CESO V
Executive Co-Chairperson : Rebecca C. Sagot, CESO VI
Members : All Sub-Committee Chairpersons &
Co-Chairpersons

1. **Events and Programs**

Chairperson : Romela T. Pangandoyon
Co-Chair : Norhan C. Jalmaani
Members : Roneil D. Ignalig
Danilo Jr. Q. Lumayno
Mary Kristine C. Sagot
Gellaine A. Tabale

AVPs : Franklin N. Maynucas

Acknowledging of Guests:
upon arrival in the Venue : Roneil D. Ignalig
Rizza Mae de Leon

Opening Salvo : School Heads of Talaingod Districts
Intermission No. : Crystal Faith Sumatra
June Angelo Mercado
Ruthel M. Fementira and all Teaching Staff of
Palma Gil IS

Community Singing & Dancing		Rizza Mae De Leon Selected Learners
Usherettes		
Chairperson	:	Rhoda N. Rosete
Co-Chair	:	Girlie M. Limbadan
Members	:	Geric Bryle B. Lascaña Junmar B. Laab Jeanette B. Peñapil Dexter B. Soriano Elsie P. Lucino

Tasks and Functions

1. Secretariat

- ✓ Take charge of the coordination with other offices and dissemination and sending out of letters and communications
- ✓ Draft letters, invitations, and other correspondence in view of the 2023 Brigada Eskwela Kick-Off Program
- ✓ Prepare Attendance Sheet
- ✓ Take charge of the registration of participants
- ✓ Takes charge of the lay outting and printing of certificates, plaques, and tarpaulins
- ✓ Prepare Leis for the Guests
- ✓ Perform other tasks that may be assigned by the Executive Committee

A. FACILITATING COMMITTEES

1. Lights and Sounds, DLP, Generator Set

- ✓ Ensure the availability of the Functional Sound System, DLP, and Generator Set
- ✓ Ensure the availability of the 2 unit's Outdoor Speakers which will be used during the caravan
- ✓ Coordinates with the Programs, and Events Committee as to the requirements during the tech-run & program proper
- ✓ Coordinate with the program owner on the official BE jingle that will be played during the caravan

2. Hall/Stage/Mess Hall Preparation, Decoration & Restoration

- ✓ Takes charge of the maintenance of the Physical Preparation and Restoration
- ✓ Coordinates with the Creative, Programs, and Events Committee as to the requirements of the stage, grounds, and venues for the event(s)
- ✓ Prepares ground, hall, stage, and other physical and logistical requirements
- ✓ Prepare the area for the Pica-Pica/Coffee and Water Station
- ✓ Prepare the set-up of the mess hall for the fellowship lunch
- ✓ Prepare the Presidential Table
- ✓ Ensure the availability of Chairs and Tables Needed
- ✓ Prepares a checklist to ensure that all requirements/needs of the function are well attended to prior to the function
- ✓ Ensures that all equipment, paraphernalia, fixtures, add-ons, etc. used during the function are well accounted for after the function

3. Traffic, Marshall, Motorcade, and Transportation

- ✓ Ensures that all participants are safely transported to and from the venue
- ✓ Arrange the vehicles for the motorcade

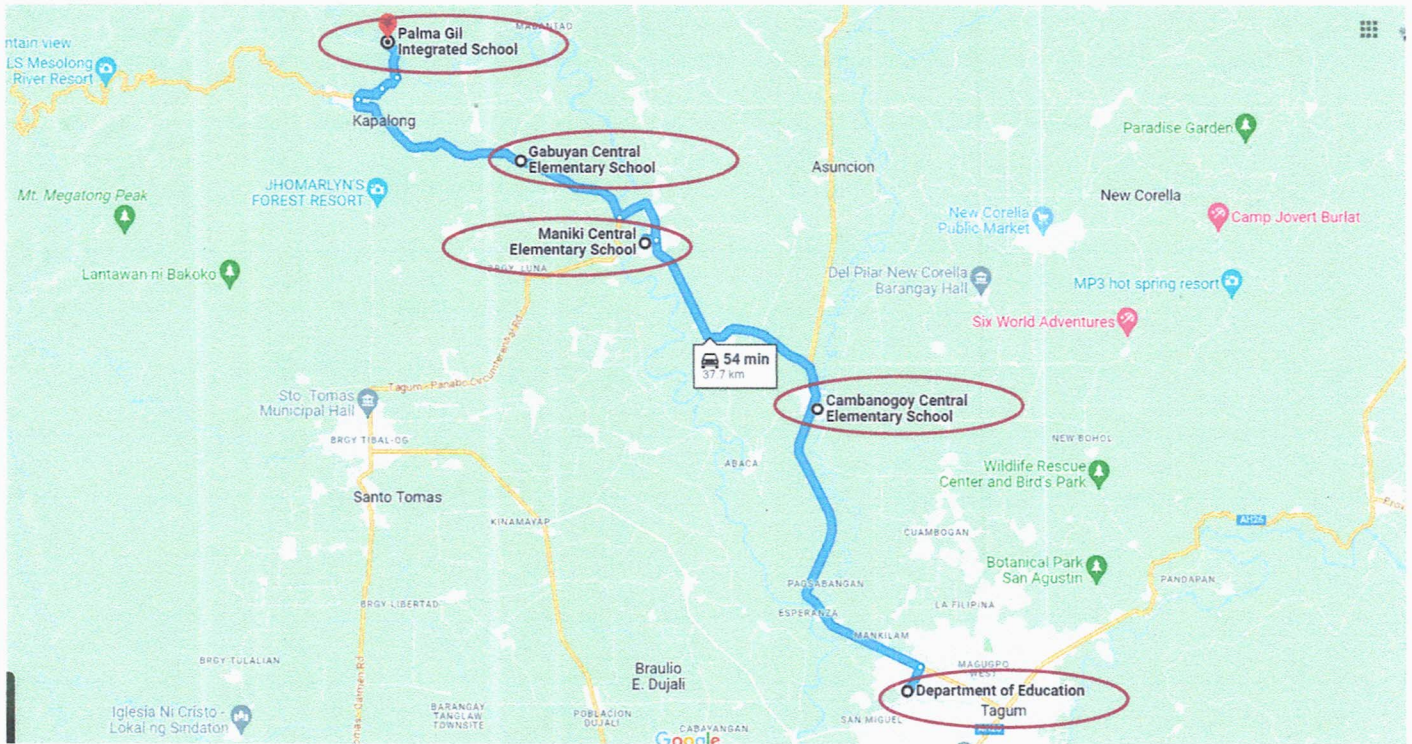
- ✓ Distribute balloons and tarpaulin for the selected vehicles
 - ✓ Ensure the availability of all Division Vehicles for the motorcade
 - ✓ Coordinate with the PSDS for the availability of three vehicles per district
 - ✓ Request Marshall from PNP
 - ✓ Prepare the Route for the Motorcade
 - ✓ Coordinate with PNP and PGU for Assistance and Permission
4. Food (Pica, Snacks, and Lunch)
- ✓ Ensures the provision of food/meals for the participants
 - ✓ Coordinates with the Health and Medical Committee to ensure food safety and quality
5. Ways and Means
- ✓ Complements the shortages of resources, if any, for the activity
 - ✓ Forges partnerships in support of the activity
6. Media & Documentation
- ✓ Publishes the 2023 Division Brigada Eskwela Kick-Off Program on the official social media platforms
 - ✓ Takes charge of the picture and video coverage of the 2023 Division Brigada Eskwela Kick-Off Program
7. Health and Medical
- ✓ Sets up a medical team in the venue
 - ✓ Ensure the availability of an ambulance in cases of emergency
 - ✓ Works with the food security and distribution committee in helping ensure food safety and quality

B. EVENT COMMITTEES

1. Events and Program

- ✓ Takes charge of the overall coordination of the 2023 Division BE Kick-Off Program
- ✓ Usherette shall welcome attendees as they arrive at the venue, guide guests to their designated seating arrangement, distribute event programs, and help performers and presenters with their needs before and during the event

MOTORCADE ROUTE



Start: **DepEd Division of Davao del Norte Office**
6:00 a.m.

Pass by: Cambanogoy CES
6:20 a.m.

Maniki CES
6:40 a.m.

Gabuyan CES
7:00 a.m.

Arrive: **Palma Gil IS**
7:20 a.m.

