



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



July 15, 2024

DIVISION MEMORANDUM
No. 234 s. 2024

2024 BRIGADA ESKWELA (BE)

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District In-charge
Secondary and Elementary School Heads
All Others Concerned

1. In preparation for the opening of classes for the School Year (SY) 2024-2025 on July 29, 2024, this Office through the School Governance and Operations Division (SGOD) will spearhead the conduct of the **2024 Brigada Eskwela (BE)** on July 22-27, 2024 (DO 003, s. 2024).
2. Relative to this, the Division ceremonial **Kick-Off** program on the 2024 **BE** will be at **Tangub City National High School** on **July 18, 2024, 8:00 in the morning**. Participants to this BE Kick Off Program are the Division Personnel and School Heads.
3. School heads from other schools will simultaneously facilitate a **school-based kick-off** that will be primarily participated in by the school personnel, the local stakeholders and partners.
4. Narrative report, copy of the approved BE Implementation Plan, records of donation, and pictures shall be submitted at the division office not later than July 31, 2024.
5. Expenses relative to the conduct of this activity shall be charged to the school MOOE fund subject to its availability and to usual accounting and auditing rules and procedures.
6. Attached are the matrix of activities and working committees for the Division ceremonial Kick-Off.
7. Immediate dissemination of this Memorandum is highly desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent *Shambae*



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Enclosure No. 1, DM 274 s. 2024

ACTIVITY MATRIX

Time	Activity
7:00 a.m.- 7:30 a.m.	<ul style="list-style-type: none"> • Arrival and Registration
8:00 a.m.- 9:00 a.m.	<p style="text-align: center;">Program</p> <p>Invocation Nationalistic Song Welcome Address - Christy P. Enoc <i>School Principal</i></p> <p>Acknowledgement of Participants - Dr. Erlinda G. Dael, CESE <i>Assistant Schools Division Superintendent</i></p> <p>Intermission Number - TCNHS select learners Inspirational Message - Dr. Shambaeh A. Abantas-USman, CESO VI <i>Schools Division Superintendent</i></p> <p>Commitment Message- Identified Stakeholder Ceremonial Commitment Signing- Major Stakeholders/School & Division Officials Closing Remarks - Dr. Lorna C. Peñonal <ul style="list-style-type: none"> • <i>SGOD Chief</i> </p>
9:00 a.m.- 10:00 a.m.	<p style="text-align: center;">Bayanihan</p> <ul style="list-style-type: none"> • Classroom & Ground Cleaning • Repainting • Branches Pruning • Tree Planting • Grass cutting • others



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Enclosure No. 2, DM ~~234~~, s. 2024

WORKING COMMITTEES

Steering Committee:

Chair: **Dr. Shambaeh A. Abantas-Usman, CESO VI**
Schools Division Superintendent

Co-Chair: **Dr. Erlinda G. Dael, CESE**
Assistant Schools Division Superintendent

Members: **Dr. Lorna C. Peñonal, SGOD Chief**
Dr. Angelina B. Buaron, CID Chief

Committee	Staff	Task
Overall Head, TWG	<ul style="list-style-type: none"> ● Sheldon F. Honculada ● Redeemer D. Denapo ● Bride Joy M. Candano 	<ul style="list-style-type: none"> ● Prepares the following documents relative to the conduct of the activity: <ul style="list-style-type: none"> -Activity Design -Memorandum -Proposed Budget -Composition of Working Committees ● Coordinates for the arrangement of the venue ● Prepares narrative report of the activity ● Troubleshoots problem areas
Program, Invitation & Tarpaulin	<ul style="list-style-type: none"> ● Rene Boy G. Roxas ● Liegh S. Enayo ● Lorieme L. Lagaret 	<ul style="list-style-type: none"> ● Prepares and distributes programs ● Invites resource persons and delivers letter invitation to the concerned persons ● Prepares tarp for commitment signing
Linkages and Partnership	<ul style="list-style-type: none"> ● Bride Joy M. Candano ● Liegh S. Enayo ● Dorothy P. Neri ● Wilson M. Ozaraga 	<ul style="list-style-type: none"> ● Facilitates in the linkage of partners and stakeholders
Registration/ Attendance	<ul style="list-style-type: none"> ● Lorieme L. Lagaret ● Loulle Cecille A. Gulbe 	<ul style="list-style-type: none"> ● Takes charge of the registration of participants



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	<ul style="list-style-type: none"> ● TCNHS Teachers 	<ul style="list-style-type: none"> ● Prepares Certificates of Appearance and Participation ● Submits the attendance and other documents to the program holder
Documentation	<ul style="list-style-type: none"> ● Mohamad B. Batingolo ● Alden M. Antonio 	<ul style="list-style-type: none"> ● Documents the activity ● Documents the proceedings of the activity
Facilities, Sound System, Hall Preparation	<ul style="list-style-type: none"> ● Christy P. Enoc ● John Lyric D. Poligrates ● Arnold Montefalcon 	<ul style="list-style-type: none"> ● Takes charge of the ICT, sound system and other related functions ● Ensures the availability of the projectors, laptops, sound system, tables, chairs and other facilities
HELP DESK (Health/DRRM /Youth)	<ul style="list-style-type: none"> ● Winnie T. Mendoza ● Jun Clifford C. Estrella ● Mohamad Batingolo ● Boy Scouts 	<ul style="list-style-type: none"> ● Facilitates First Aid and ensures the safe conduct of the activity ● Accepts concerns regarding health, disaster and youth formation
Food/Snacks	<ul style="list-style-type: none"> ● TCNHS ● PSDIC 	<ul style="list-style-type: none"> ● Takes charge in the preparation and distribution of snacks
Tree Planting	<ul style="list-style-type: none"> ● Arniel B. Mehoy ● John Lyric D. Poligrates ● Wilson M. Ozaraga ● Wilfredo B. Cañete 	<ul style="list-style-type: none"> ● Secures seedlings and facilitates in the conduct of tree planting



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