



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

DepEd DIVISION OF TANGUB CITY  
CITY OF TANGUB  
**RELEASED**  
DATE: 9 MAY 2025 4:22 pm

April 28, 2025

DIVISION MEMORANDUM

No. 163 s. 2025

**2025 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) 2025-2026, this Office, through the School Governance and Operations Division (SGOD) will spearhead the conduct of the **2025 Brigada Eskwela (BE)** on June 9-13, 2025(DO 012, s. 2025).
2. Division ceremonial **Kick-Off** program on the 2024 **BE** will commence at **Silanga Elementary School** on **June 9, 2025, 6:30-10:00 AM**, and division personnel are enjoined to render voluntary services to the school. Hence, school heads from other schools will simultaneously facilitate a **school-based kick-off** that will be primarily participated by the local stakeholders and partners.
3. Narrative report, copy of the approved BE Implementation Plan, records of donation, and pictures shall be submitted at the division office not later than June 18, 2025.
4. Attached are the matrix of activities and working committees for the Division ceremonial Kick-Off.
5. Immediate dissemination of this Memorandum is highly desired.

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



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Enclosure No. 1, DM 143 s. 2025

**ACTIVITY MATRIX**

| <b>Time</b>           | <b>Activity</b>  |
|-----------------------|--|
| 6:00 a.m.-6:30 a.m.   | <ul style="list-style-type: none"><li>• Arrival and Registration</li></ul>   |
| 6:30 a.m.-8:00 a.m.   | <b>Bayanihan</b> <ul style="list-style-type: none"><li>• Classroom &amp; Ground Cleaning</li><li>• Repainting</li><li>• Branches Pruning</li><li>• Tree Planting</li><li>• Grass cutting</li><li>• others</li></ul>  |
| 8:00 a.m.-10:00 a.m.  | <b>Program</b><br><b>Invocation</b><br><b>Nationalistic Song</b><br><b>Welcome Address</b> -<br><i>School Principal</i><br><b>Acknowledgement of Participants</b> -<br><i>Dr. Erlinda G. Dael, CESE</i><br><i>Assistant Schools Division Superintendent</i><br><b>Intermission Number</b> - selected learners<br><b>Inspirational Message</b> -<br><i>Dr. Shambaeh A. Abantas-Usman, CESO VI</i><br><i>Schools Division Superintendent</i><br><b>Commitment Message</b> - Identified Stakeholder<br><b>Ceremonial Commitment Signing</b> - Major<br>Stakeholders/School & Division Officials<br><b>Closing Remarks</b> - Dr. Lorna C. Peñonal<br><i>SGOD Chief</i> |
| 10:00 a.m.-10:30 a.m. | <b>"Courtesy Snacks"</b>   |



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Enclosure No. 2, DM 163s. 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"><li>• Sheldon F. Honculada</li><li>• Mohamad T. Batingolo</li><li>• Redeemer D. Denapo</li><li>• Bride Joy M. Candano</li></ul> | <ul style="list-style-type: none"><li>• Prepares the following documents relative to the conduct of the activity:<ul style="list-style-type: none"><li>-Activity Design</li><li>-Memorandum</li><li>-Proposed Budget</li><li>-Composition of Working Committees</li></ul></li><li>• Coordinates for the arrangement of the venue</li><li>• Prepares narrative report of the activity</li><li>• Troubleshoots problem areas</li></ul> |
| Program, Invitation & Tarpaulin | <ul style="list-style-type: none"><li>• Rene Boy G. Roxas</li><li>• Liegh S. Enayo</li></ul>  | <ul style="list-style-type: none"><li>• Prepares and distributes programs</li><li>• Invites resource persons and delivers letter invitation to the concerned persons</li><li>• Prepares tarp for commitment signing</li></ul>  |
| Linkages and Partnership        | <ul style="list-style-type: none"><li>• Mohamad B. Batingolo</li></ul>  | <ul style="list-style-type: none"><li>• Facilitates in the linkage of partners and stakeholders</li></ul>  |



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|   |  |   |
|---|--|---|
|   | <ul style="list-style-type: none"> <li>• Bride Joy M. Candano</li> <li>• Liegh S. Enayo</li> <li>• Dorothy P. Neri</li> <li>• Wilson M. Ozaraga</li> </ul>   |   |
| Registration/<br>Attendance                         | <ul style="list-style-type: none"> <li>• Loulle Cecille A. Gulbe</li> <li>• Teachers</li> </ul>  | <ul style="list-style-type: none"> <li>• Takes charge of the registration of participants</li> <li>• Prepares Certificates of Appearance and Participation</li> <li>• Submits the attendance and other documents to the program holder</li> </ul> |
| Documentation                                       | <ul style="list-style-type: none"> <li>• Arniel Mehoy</li> <li>• Stephen Amen</li> </ul>   | <ul style="list-style-type: none"> <li>• Documents the activity</li> <li>• Documents the proceedings of the activity</li> </ul>   |
| Facilities,<br>Sound System,<br>Hall<br>Preparation | <ul style="list-style-type: none"> <li>• John Lyric D. Poligrates</li> <li>• Arnold Montefalcon</li> </ul>   | <ul style="list-style-type: none"> <li>• Takes charge of the ICT, sound system and other related functions</li> <li>• Ensures the availability of the projectors, laptops, sound system, tables, chairs and other facilities</li> </ul>           |
| HELP DESK<br>(Health/DRRM/<br>Youth)                | <ul style="list-style-type: none"> <li>• Winnie T. Mendoza</li> <li>• Jun Clifford C. Estrella</li> <li>• Mohamad Batingolo</li> <li>• Boy Scouts</li> </ul> | <ul style="list-style-type: none"> <li>• Facilitates First Aid and ensures the safe conduct of the activity</li> <li>• Accepts concerns regarding health, disaster and youth formation</li> </ul>   |
| Food/Snacks   | <ul style="list-style-type: none"> <li>• Silanga ES BE TWG</li> </ul>  | <ul style="list-style-type: none"> <li>• Takes charge in the preparation and distribution of snacks</li> </ul>  |