



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

August 8, 2023

DIVISION MEMORANDUM

No. 335, s. 2022

2023 BRIGADA ESKWELA KICKOFF CEREMONY

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Elementary and Secondary School Heads
School Brigada Eskwela Coordinators
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 021, s. 2023 titled 2023 Brigada Eskwela Implementation Guidelines, the 2023 Brigada Eskwela kickoff shall be conducted in Sinaloc Elementary School on August 11, 2023.
2. The participants in this activity are the Division personnel from SGOD, CID, Section Heads, School Heads, School Brigada Coordinators, SPTA Presidents and other stakeholders.
3. Relative to this, schools are encouraged to provide one vehicle for the motorcade from the Division office going to Sinaloc Elementary School at 7:30 AM.
4. The working committee and program flow are enclosed herewith.
5. This activity shall adhere to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

SGOD/BE/ASP/Agf



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ENCLOSURE 1

WORKING COMMITTEES

Committee	In-Charge	Tasks
Decoration and Physical Arrangement	Chair: Ma. Lou Leah C. Nob, PhD Co-chair: Maristel C. Castaños Members: Sinaloc ES/NHS Teachers	Decorates and sets up the physical arrangement of the venue.
Registration/Attendance	Chair: Jenice Mae L. Malaco Members: Faith C. Colarte Marilou Y. Descallar	Prepares the registration/attendance form and ensures all participants have signed the attendance sheet.
Documentation	Chair: Sammy S. Tres Reyes Co-Chair: Jessica Marie B. Ramos, PhD	Document the entire activity and submit it to the office of the SGOD.
Distribution of Foods and Snacks	Chair: Kevin B. Asequia Members: Medical Team	Distribute the food packs and ensures that everyone will be given their share.
Safety and Security during the Motorcade	Chair: Jurica Ethel L. Estrada	Coordinates with the RTA and PNP to ensure the safety of participants during the motorcade.
Hanging of Tarpaulins	Chair: Esmael V. Malaco Member: James Clarabal	Ensures that tarpaulins are hung properly in front of the vehicles to be used during the motorcade.
QAME	Chair: Maricris P. Quismundo	Prepares the QAME of the activity and gives access the evaluation tool to the participants.

[Handwritten signature]

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ENCLOSURE 2

2023 BRIGADA ESKWELA DIVISION KICK-OFF CEREMONY
Sinaloc Elementary School

PART I. MOTORCADE (From Division Office to Sinaloc Elementary School)
 Assembly Time: 7:00 AM

PART II. REGISTRATION

PART III. PROGRAM PROPER

Invocation.....	Faith Q. Colarte Guidance Counselor II
Singing of the National Anthem.....	AVP
Welcome Remarks.....	Ma. Lou Lea C. Nob, PhD Principal II
Statement of Purpose.....	Rolly B. Labis, EdD SGOD Chief
Intermission Number.....	Sinaloc NHS
Inspirational Message.....	Randolph B. Tortola Schools Division Superintendent
Message of Support.....	Hon. Dhelmar Catiil Barangay Captain-Sinaloc
Intermission Number.....	Arnel A. Superable SIC-KAIS
Message of Support	Hon. Edgar S. Lignes City Mayor
Turnover of Donations	
Affixing of Signatures in the Pledge of Commitment Board	
Photo opportunity	
Closing Remarks.....	Conniebel C. Nistal, PhD Assistant Schools Division Superintendent

PART IV. CEREMONIAL PAINTING

BOB T. PAQUINOL, HT-I
 Master of Ceremony

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