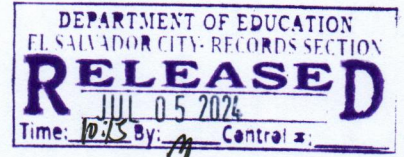




Republic of the Philippines  
**Department of Education**

**REGION X- NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY**



**Office of the Schools Division Superintendent**

**July 4, 2024**


**DIVISION MEMORANDUM**

No. 263, s. 2024

**2024 BRIGADA ESKWELA KICKOFF CEREMONY**

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

1. Pursuant to DepEd Order No. 003, s. 2024 which cited that 2024 Brigada Eskwela Implementation will be from July 22-27, 2024, thus the 2024 Brigada Eskwela kickoff shall be conducted in Sambulawan Elementary School on July 22, 2024.
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 Sambulawan Elementary School at 8:00 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/CDG



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**ENCLOSURE 1**

**WORKING COMMITTEES**

<b>Committee</b>	<b>In-Charge</b>	<b>Tasks</b>
Decoration and Physical Arrangement	Chair: Rosemarie Saguing Co-chair: Joey Oco Members: Sambulawan ES/NHS Teachers	Decorates and sets up the physical arrangement of the venue.
Registration/Attendance	Chair: Karen Rose Serrania Members: Marilou Y. Descallar Sambulawan ES and Sambulawan NHS Teachers	Prepares the registration/ attendance form and ensures all participants have signed the attendance sheet.
Documentation	Chair: Ivy Mae P. Bergado 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 Member: Maricris P. Quismundo	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: Cheriemy D. Generalol	Prepares the QAME of the activity and gives access the evaluation tool to the participants.

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**ENCLOSURE 2**

**2024 BRIGADA ESKWELA DIVISION KICK-OFF CEREMONY**  
**Sambulawan Elementary School**

**PART I. MOTORCADE** (From Division Office to Sambulawan Elementary School)  
 Assembly Time: 8:00 AM

**PART II. REGISTRATION**

**PART III. PROGRAM PROPER**

- Invocation.....**Marilou Y. Descallar**  
Guidance Counselor II
- Singing of the National Anthem..... AVP
- Welcome Remarks.....**Rosemarie Saguing**  
School Head
- Statement of Purpose.....**Rolly B. Labis, EdD**  
SGOD Chief
- Intermission Number.....**Sambulawan ES**
- Inspirational Message.....**Randolph B. Tortola**  
Schools Division Superintendent
- Message of Support.....**Hon. Paul Z. Valmoría**  
Barangay Captain-Sambulawan
- Message of Support .....**Hon. Edgar S. Lignes**  
City Mayor
  
- Affixing of Signatures in the Pledge of Commitment Board
  
- Photo opportunity
  
- Closing Remarks.....**Irish Jane B. Nuyda**  
SPTA Federated President

**PART IV. CEREMONIAL PAINTING**

JOVIT D. COMON, MT I  
 Master of Ceremony

SGOD/BE/ASP/CDG



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