



209  
JUL 27 2023  
4402 f

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V  
SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

DIVISION MEMORANDUM  
No. 196, s.2023

July 25, 2023

**2023 BRIGADA ESKWELA CULMINATING ACTIVITIES, MEDICAL  
CARAVAN AND BUILDING COMMUNITY PARTNERSHIP**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd), as articulated in **MATATAG-Bansang Makabata**, Batang Makabansa agenda, has committed to a learning recovery program to address learning losses arising from, among others, the COVID-19 pandemic and in consonance with Republic Act 8525 'AN ACT ESTABLISHING AN ADOPT-A-SCHOOL PROGRAM, PROVIDING INCENTIVES THEREOF, AND FOR OTHER PURPOSES', this Office announces the **2023 Brigada Eskwela Culminating Activities, Medical Caravan and Building Community Partnership** on August 17, 2023 (8:00 a.m. to 5:00 p.m.) at San Isidro Elementary School, Naga City.

2. This activity aims to:
- promote public awareness and encourage involvement in Adopt-a-School Program (ASP) by strengthening partnership and volunteerism;
  - generate resources, both materials and manpower or volunteer services;
  - strengthen partnership engagements with partners and stakeholders that complement DepEd efforts to ensure quality basic education;
  - creation of networks and community-based organization to get total community commitment for collaborative programs and projects including but not limited to the conduct of bayanihan in the school, as articulated in **MATATAG-Bansang Makabata**, Batang Makabansa agenda; and
  - recognize and acknowledge the spirit of volunteerism and exerted effort shared by the school heads, school partnership coordinators, technical working committee, volunteers and stakeholders in the strong implementation of Bayanihan and Partnership Initiatives

DO 31, s 2019 DM



ss :Roxas Avenue, Triangulo, Naga City  
o. :(054) 871 34  
:naga.city@deped.gov.ph

DEPED DIVISION OFFICE NAGA CITY

23061206  
31 JUL 2023

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
BY: \_\_\_\_\_





Republika ng Pilipinas

## Kagawaran ng Edukasyon

REHIYON V

SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

3. Participants, Timeline of Activities and Technical Working Groups are attached here as enclosures 1,2 and 3.
4. Expenses relative to the conduct of the activity shall be charged against PSF-ASP Support Funds/ Division MOOE (*for the division*), School MOOE for (*school based activity*), and other local funds subject to the usual accounting and auditing rules and procedures.
6. For further details and information, please contact the Social Mobilization and Networking Section at +639065154861.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.

**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent

23061206  
31 JUL 2023

DO 31,s 2019 DM



ss :Roxas Avenue, Triangulo, Naga City  
o. :(054) 871 34  
:naga.city@deped.gov.ph





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V  
SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

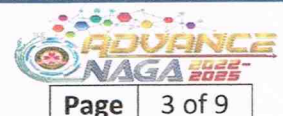
Enclosure No. 1 List of Participants

<b>Brigada Eskwela Culminating Activities</b>	
Office	No. of Participants
OSDS (SDS, ASDS, AOs, ITO, Accounting)	10
SGOD – Chief	1
EPS	1
SEPS SocMob, HRD, M&E, Planning & Research	4
EPS 2 SocMob, HRD, M&E	3
PDO II & I	3
POIII	1
Education Facilities	2
Health and Nutrition	11
CID – Chief	1
EPS	11
PSDS	10
ALS	2
<b>Public Elementary School</b>	
School Heads	30
School ASP/Partnership Coordinators (1 per school)	30
Teaching, Non-Teaching Personnel and Stakeholders (20 per school)	600
<b>Public Secondary School</b>	12
School Heads	12
School ASP/Partnership Coordinators (1 per school)	12
Teaching, Non-Teaching Personnel and stakeholders (20 per school)	60
Guests/DO Partners/ Brgy LGU/Speakers	20
Private Partners and Stakeholders	150
OSDS Non-Teaching Personnel	50
Technical Working Group/Performers	30
<b>Total</b>	<b>1,594</b>

DO 31,s 2019 DM



ss :Roxas Avenue, Triangulo, Naga City  
o. :(054) 871 34  
:naga.city@deped.gov.ph



23061206  
31 JUL 2023



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V  
SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure No. 2 Timeline of Activities and Venue

<b>TIME</b>	<b>ACTIVITIES</b>	<b>PERSON IN CHARGE</b>
July 28, 2023	Brigada Eskwela and Partnership Engagement Orientation <i>(Virtual)</i>	<b>ARTURO A. ARMEA</b> EPS II, Division Brigada Eskwela Coordinator
August 11- 20, 2023	BE Caravan and Medical Mission <ul style="list-style-type: none"><li>• NCSAT – August 11, 2023</li><li>• Carolina ES – August 12, 2023</li><li>• RV Maramba ES – August 13, 2023</li><li>• Dr. Domingo ES - August 14, 2023</li><li>• Tabuco CS – August 15, 2023</li><li>• Balatas ES – August 16, 2023</li><li>• San Isidro ES and San Isidro NHS – August 17, 2023</li><li>• Naga Central School 2 – August 18, 2023</li><li>• Triangulo ES – August 19, 2023</li><li>• Grandview ES – August 20, 2023</li></ul>	SocMobNet, Partners and Stakeholders Noel Perez  Maria Theresa Ruizo  Grace Orbeta  Rosario De Leon  Luis Marasigan  Flora Ocbian  Jesus Pascual Aguilar  Ramon Geronimo, Jr.  Juliet Curva  Esmeralda Delos Reyes  Juliet Mercado

DO 31,s 2019 DM



ss :Roxas Avenue, Triangulo, Naga City  
o. :(054) 871 34  
:naga.city@deped.gov.ph

23061206  
31 JUL 2023



Page | 4 of 9



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V  
 SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

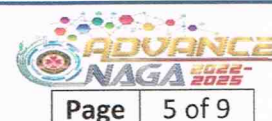
<b>TIME</b>	<b>ACTIVITIES</b>	<b>PERSON IN CHARGE</b>
August 17, 2023	BE Culminating Activities and Building Community Partnership	San Isidro Elem and San Isidro National HS
<b>PART 1</b>		
6:30-7:30 a.m.	Motorcade	
7:30-8:00	Arrival/Registration	SIES/SINHS BE Coordinators
<b>PART 2</b>	<b>PROGRAMME</b>	
8:00 a.m	Preliminaries <ul style="list-style-type: none"> <li>• AVP</li> <li>• National Anthem</li> <li>• Prayer</li> <li>• Naga City Hymn</li> <li>• Bicol March</li> </ul>	
8:15 to 9:00AM	<b>Welcome Remarks</b>	<b>JESUS PASCUAL B. AGUILAR</b> School Head, San Isidro Elem School
	<b>Acknowledgment of Participants</b>	<b>RAMON G. GERONIMO, Jr</b> OIC-School Head, San Isidro NHS
	<b>Brigada Eskwela Overview</b>	<b>ARTURO A. ARMEA</b> EPS II, Division BE Coordinator
	<b>Intermission Number</b>	<b>Cheza and Tala</b> Invited Guest Performer
9:00 a.m. to 10:00. a.m.	<b>Talk show</b> <b>Press Briefing</b>	SDS Susan Collano Mayor Nelson Legacion Cong. Gabby Bordado NCPTA and Guests
10:00 a.m.	<b>PLEDGE OF COMMITMENT SIGNING</b>	<b>PARTNERS, GUESTS AND OTHER STAKEHOLDERS</b>
<b>PART 3</b>		
<b>10:15 a.m. to 11:15 a.m.</b>	<b>PROGRAM PRESENTATION</b>	<b>Invited Guests</b> <ul style="list-style-type: none"> <li>• Plastic Bank Ph Implementation of the Ban on Single-Use Plastic in the Schools</li> <li>• Bicol Medical Center -Vocal Health Clinic</li> <li>• Department of Agriculture -Gulayan sa Paaralan</li> </ul>

DO 31,s 2019 DM



ss :Roxas Avenue, Triangulo, Naga City  
 o. :(054) 871 34  
 :naga.city@deped.gov.ph

23061206  
31 JUL 2023





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V  
SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

		<ul style="list-style-type: none"><li>• GIBO /SIDECO Entrepreneurial</li><li>• Naga City Police Mobile Force Company- Community Peace and Order</li><li>• Nestle Philippines -Health and Wellness Program</li><li>• QUEEN 4Ps Beneficiaries Sanggawadan</li></ul>
<b>11:15 to 4:00 p.m</b>	<ul style="list-style-type: none"><li>• Brigada Exhibit Launch (Per School)- Ribbon Cutting</li><li>• Clean Up Drive</li><li>• School Maintenance</li><li>• Distribution of QUEEN Support (42 Schools)</li><li>• Medical Mission</li><li>• Blood Letting</li><li>• Bike-Adopt-Program – LGU</li><li>• DepEd Raffle Bonanza 2023</li></ul>	<b>Parents, Stakeholders and Guests</b>
4:00 PM	<b>Wrap-up and Word of Thanks</b>	<b>JEROME H. BALDEMORO PhD</b> Senior Education Program Specialist Social Mobilization and Networking
4:20 PM	<b>Awarding of Certificates</b>	SocMobNet, Partners and Stakeholders
5:00 PM	<b>Adjournment</b>	
	Hosts:	<b>Gilie G. Reboya</b> <b>Ian Ray Barcelo</b> <b>Engr. Ian Reymond Morata</b>
	Event Director:	<b>Jobert P. Narvadez EdD</b>

DO 31,s 2019 DM



ss :Roxas Avenue, Triangulo, Naga City  
o. :(054) 871 34  
:naga.city@deped.gov.ph



Page | 6 of 9

23061206  
31 JUL 2023



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V  
 SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure No. 3 Executive and Technical Working Committees

a. EXECUTIVE COMMITTEE

<b>SUSAN S. COLLANO, CESO V</b>	Schools Division Superintendent
<b>CECILE C. FERRO CESO VI</b>	Assistant Schools Division Superintendent
<b>ANNA LIZA F. ABULOC</b>	Chief, CID
<b>MICHAEL A. DEL ROSARIO</b>	OIC-Chief, SGOD
<b>MARY ANN B. ROSAURO</b>	AOV, PERSONNEL ADMINISTRATION

b. TECHNICAL WORKING GROUP

<b>Supervising Committee</b>			
Name	Designation	Terms of Reference	Output
Jobert P. Narvadez	Chair for Planning	Lead the Committee	Contingency Plan Checked reports
Jerome H. Baldemoro Arturo A. Armea Joseph M. Condono	Co-Chair(s) for Planning	Supervise the progress of each committee,	

<b>Committee on Project Implementation and Partnership</b>			
Name	Designation	Terms of Reference	Output
Jerome H. Baldemoro	Chair for Planning	Lead the Committee	Designation of assignments
Arturo A. Armea Marie Christine Ignacio Edelaine Manlapaz Joan R. Dulong Joseph M. Condono Ramon F. Geronimo, Jr Jesus Pascual B. Aguilar	Co-Chair(s) for Planning	Orient the committees Prepare the Procurement Documents etc. Check the technical facilities materials, food and venue Coordinate with involved personnel Link with partners and other stakeholders for possible partnership Record and report all the resources received from partners	PR and related documents Gathered resources

<b>Committee on Coordination, Documentation, and Registration</b>			
Name	Designation	Terms of Reference	Output
Arturo A. Armea	Chair for Planning	Lead the Committee	Completed attendance sheets
Marie Christine C. Ignacio Rochellene Estrela Gilie G. Reboya Honeylet P. Alfon Elma M. Llagas Jamelou Losani	Co-Chair(s) for Planning	Prepare attendance/ registration sheets Secure that all participants be logged in the registration sheets Prepare Narrative Report	and accomplishment reports two weeks after the event Certificates, communication letters

DO 31,s 2019 DM



ss :Roxas Avenue, Triangulo, Naga City  
 o. :(054) 871 34  
 :naga.city@deped.gov.ph



23061206

31 JUL 2023



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V  
SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

<b>Committee on Coordination, Documentation, and Registration</b>			
<b>Name</b>	<b>Designation</b>	<b>Terms of Reference</b>	<b>Output</b>
Marites C. Nacario Maybelle Saavedra			

<b>Committee on Finance</b>			
<b>Name</b>	<b>Designation</b>	<b>Terms of Reference</b>	<b>Output</b>
Salvacion T. Verona	Chair for Planning	Lead the Committee	Allocation of fund Settle all financial requirements to suppliers
Mary Ann Encila Edna S. Porteria Melita Canton Allan Leonem	Co-Chair(s) for Planning	Conduct the review of the budget requirement Facilitate Financial transactions, liquidation reports, program, and Attendance Prepare the Certificates Accomplish Reports	

<b>Committee on Monitoring and Evaluation</b>			
<b>Name</b>	<b>Designation</b>	<b>Terms of Reference</b>	<b>Output</b>
Maria Teresa R. Rentoy	Chair for Planning	Lead the Committee	Tools and consolidated report
Maybelle Saavedra Janet Barrios	Co-Chair(s) for Planning	Conduct the survey for evaluation, quality assurance	

<b>Committee on School Physical Needs Assessment</b>			
<b>Name</b>	<b>Designation</b>	<b>Terms of Reference</b>	<b>Output</b>
Junmar Rey B. Aguilar	Chair for Planning	Lead the Committee	Complete Hall Set-up
Arturo A. Armea Michael B. Hernandez Dennis Rodriguez Manuel Luna Jr. San Isidro ES and San Isidro NHS Teaching and non-teaching staff	Co-Chair(s) for Planning	Prepare hall and stage design Coordinate in the use of venue Dismantle Hall after the event Check physical condition of school classrooms and other facilities	

<b>Committee on Health Measures and Safety</b>			
<b>Name</b>	<b>Designation</b>	<b>Terms of Reference</b>	<b>Output</b>
Joanne G. Sebastian, MD	Chair for Planning	Lead the Committee	Maintained health and safety measures
Dr. Maribel C. Vales Dr. Gemma L. Borromeo Hazel Rose Sumpay Loree May Claveria Ayn Loreste Peteza Vaneza Lo	Co-Chair(s) for Planning and members	Secure and maintain health protocols before and during the event. Provide safety measures and assistance	

DO 31, s 2019 DM



ss :Roxas Avenue, Triangulo, Naga City  
o. :(054) 871 34  
:naga.city@deped.gov.ph



Page | 8 of 9

23061206  
31 JUL 2023





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V  
SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

<b>Committee on Health Measures and Safety</b>			
<b>Name</b>	<b>Designation</b>	<b>Terms of Reference</b>	<b>Output</b>
Sherlyn Abogado Alita Shearmane Santiago Eva Azañes Maria Angela Rustia Ruel Aspe		Provision of 1 <sup>st</sup> Aid and Basic Life Support	

<b>Committee on Learning Resource and Publication</b>			
<b>Name</b>	<b>Designation</b>	<b>Terms of Reference</b>	<b>Output</b>
Cesar Arriola	Chair for Planning	Lead the Committee	Recorded the learning resources displayed and received
Helen Aragon Margie Tuy	Co-Chair(s) for Planning and members	Prepare necessary things for learning resources, publication and IECs. Record and report learning resources displayed and received from the partners	

<b>Committee on Advocacy Campaign / Public Information and Dissemination</b>			
<b>Name</b>	<b>Designation</b>	<b>Terms of Reference</b>	<b>Output</b>
Maybelle C. Saavedra	Chair for Planning	Lead the Committee	Prepared advocacy materials and established media relationship
AZS Production Sarah Jane L. Villamar Marianville D. Pabico Rebecca B. Borromeo Vanessa V. Ballore Maricris I. Navarro Marlyn N. Aguila Kharen C. Ruiz Orlando D. Peras	Co-Chair(s) for Planning and members	Prepare necessary advocacy materials. Coordinate with the SDO Brigada Eskwela Planning Team Facilitate the Advocacy activities to the local AM and FM Radio Stations and local TV Stations. Serve as resource person during the advocacy activities.	

DO 31,s 2019 DM



ss :Roxas Avenue, Triangulo, Naga City  
o. :(054) 871 34  
:naga.city@deped.gov.ph



Page | 9 of 9

23061206  
31 JUL 2023



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V  
**SANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

**CONTEXTUALIZED ONSITE MONITORING & EVALUATION TOOL**  
2023 Brigada Eskwela Culminating Activities and Building Community Partnership

Session Topic: \_\_\_\_\_  
Session Facilitator: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions: Kindly rate the activity, session facilitator and the organizer using the rating scale. Put check or a tick opposite to the column of your response.**

Activity	Strongly Agree	Agree	Disagree	Strongly disagree
<b>A. Compliance to Health Protocols and School Disaster Management</b>				
1. Appropriate ventilation and lighting at the venue was observed				
2. Doctors and nurses were visible in the area				
3. There were entrance and exit signages and directions placed in the conspicuous places				
4. The school/venue was equipped with first aid kits, emergency lights and other supplies necessary in cases of emergency were highly accessible				
5. There were enough parking spaces allotted for guests and other participants				
<b>B. Venue and Physical Arrangement with the Mobilization of WINS</b>				
1. With spacious venue where participants were conveniently accommodated				
2. Enough number of chairs were provided for the participants and guests				
3. Venue was well lighted and with clear audio/video facilities				
4. Provision of potable water supply				
5. Clean comfort rooms were available for guests and participants				
6. Trash bins and other MRF were visible in the area				
<b>C. Session/Discussion</b>				
1. The topic discussed was relevant				
2. The program started and finished on time				
3. The discussion was well-planned				
4. The objectives of the program/discussion were met				



Address: Roxas Avenue, Triangulo, Naga City  
Telephone No.: 054-871-3455  
Email Address: naga.city@deped.gov.ph  
Website: www.depednaga.ph



Page 1 of 2

23061206

31 JUL 2023



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V

**SANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

5. Allotted time per speaker was observed				
6. The participants were able to demonstrate their learning				
<b>D. Speaker/Facilitator</b>				
1. Exhibited full grasp of the topic				
2. Was sensitive to the participants mood				
3. Deepened learning by asking questions to the participants				
4. Maintained positive environment				
5. Expressed ideas clearly				
6. Was able to firm up attainment of the objectives				

Comments/Suggestions:

---

---

---

**Critical Incidents:** If you have encountered any remarkable event/situation (either positive or negative), please accomplish the **STAR** form.

**Situation/Task** - Describe the specific situation and/or task that needed to be accomplished.

**Action** - Describe how the persons/team responded to or acted on the situation.

**Result** - Describe the effect of the action or lack of action.

Situation/Task	Action	Result

Name of Participant (Optional): \_\_\_\_\_

Name of School (Optional): \_\_\_\_\_

School Address (Optional) \_\_\_\_\_



Address: Roxas Avenue, Triangulo, Naga City

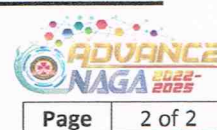
Telephone No.: 054-871-3455

Email Address: naga.city@deped.gov.ph

Website: www.depednaga.ph

23061206

31 JUL 2023



Page 2 of 2