

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



19 July 2023

**Regional Memorandum**  
No. 426 s. 2023

**2023 REGIONAL KICKOFF OF THE  
BRIGADA ESKWELA**

To **Schools Division Superintendents  
Chiefs, Unit/Section Heads  
All Others Concerned**

1. In reference to the Unnumbered Memorandum of the Department of Education<sup>1</sup> dated July 7, 2023, this Office, through the Education Support Services Division, will spearhead the Regional Brigada Eskwela 2023 Kickoff in collaboration with the Schools Division Office (SDO) of Calamba City on August 9, 2023, to be held at Jose Rizal Memorial School, Calamba City with the theme **“Bayanihan Para sa MATATAG na Paaralan.”**
2. The activity aims to:
  - a) encourage volunteerism, public-private partnership, and concerted solidarity as a community in addressing challenges in public education;
  - b) promote public awareness and encourage involvement in Brigada Eskwela;
  - c) generate voluntary resources, both materials, and manpower or volunteer services; and,
  - d) mobilize resources for Brigada Eskwela including the determination of the resources needed, partners to be tapped, and volunteers who will participate in the Brigada Eskwela.
3. The participants in this activity are the Schools Division Superintendents, Assistant Schools Division Superintendents, Chiefs of SGOD and CID, Social Mobilization Focal person and from the Regional Office are the Functional Division Chiefs, Section and Unit Heads, Education Program Supervisor, Senior Program Specialist, and Education Program Specialists.
4. The Social Mobilization focal person in every SDO is requested to prepare a tarpaulin indicating the menu of needs and interventions to be displayed during the gallery walk. The tarpaulin size with a stand is 2x5 feet. They shall

<sup>1</sup> Request for the Schedule of the Regions' Brigada Eskwela Kickoff Programs



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Certificate No. PHP QMS  
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also distribute car passes and facilitate parking on a first-come-first-serve basis.

5. The SDO is requested to utilize the pick-up (Mitsubishi Strada) during the motorcade. Subject to the local ordinances in the city.
6. The Regional Brigada Eskwela Monitoring Teams will visit their assigned SDOs and Schools on August 11 – 12, 2023. The team is expected to join the activity to sustain partnership engagement activities aligned to the MATATAG agenda for an inclusive and child-friendly learning environment, imbuing the BAYANIHAN spirit.
7. Expenses relative to the conduct of this activity shall be charged against regional/division funds subject to the usual accounting and auditing rules and regulations.
8. For queries and clarifications, contact Wilbert C. Ulpindo of the Education Support Services Division at 09178542321.
9. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**

 Regional Director 



Enclosure 1. **INDICATIVE PROGRAM**

**REGIONAL AND SDO CALAMABA BRIGADA ESKWELA KICKOFF**  
**August 9, 2023**

<b>TIME</b>	<b>ACTIVITY</b>	<b>INVOLVED</b>
<b>PART I – MOTORCADE</b>		
5:30 am – 6:00 am	Assembly for Motorcade (Other details shall be channel through the SocMob focal)	RO Personnel SDO Personnel LGU
6:00 am – 7:00 am	Motorcade from assembly area to Jose P. Rizal Memorial School	Partners Guests
<b>PART II – WELLNESS ADVOCACY</b>		
7:00 am – 8:00 am	Wellness Activity	All
<b>PART III – PROGRAM PROPER</b>		
8:00 am -9:00 am	Registration	Registration and Usherette Committee
9:00 am – 9:15 am	Grand Salvo	c/o E Barretto NHS
9:15 am – 9:30 am	Preliminaries	
9:30 am – 9:40 am	Welcome Message	SDS Merthel M. Evardome
9:40 am	Inspirational Message	RD Alberto T. Escobarte Mayor Roseller H. Rizal
10:00 am	Keynote Speaker	ARD Loida N. Nidea
10:15 am	Partners and Stakeholders Gallery Walk	
<b>PART IV – BRIGADA ESKWELA IN ACTION</b>		



Enclosure 2. **TECHNICAL WORKING COMMITTEES**

<b>Regional Office</b>	<b>Division Office</b>
Atty. Alberto T. Escobarte, CESO II <i>Overall Chairperson</i>	Merthel M. Evardome <i>Co-Chairperson</i>
Dr. Loida N. Nidea <i>Co-Chairperson</i>	Jaypee E. Lopo <i>Co-Chairperson</i>
Michael Girard R. Alba <i>Program Manager</i>	Dolorosa S. De Castro Marilisa T. Espada <i>Program Manager</i>

**PROGRAM COORDINATORS**

<b>Regional Office</b>	<b>Division Office</b>
Wilbert C. Ulpindo	Ronald L. Manaig Joel I. Libranda
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Oversees the whole event and coordinates all efforts.</li> <li>• Focuses on actual activity to ensure that the program is implemented as planned.</li> <li>• Coordinates with the Overall Chairperson for the update of the program</li> </ul>	

**MOTORCADE, TRAFFIC AND PARKING COMMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
Wilbert C. Ulpindo	Romeo Ramos Robert C. Salazar Ariel DL Antonio JOSE P. RIZAL MEMORIAL SCHOOL Personnel
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Prepares route for the caravan.</li> <li>• Coordinates with PNP or CCTMO for assistance in the motorcade</li> <li>• Secure the food for the PNP/CCTMO</li> <li>• Secures enough area for parking and safety of the vehicle of participants.</li> <li>• Coordinates with the barangay, PNP or CCTMO for assistance in terms of parking</li> </ul>	



**PHYSICAL ARRANGEMENT COMMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
Engr. Jamaica Rose G. Rolloque	Engr. Allan Jade Reyes Engr. Chriz John Quintana Jayson Malinao Yolanda Y. Chua SDO/JRMS Utilities
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Prepares the layout/set up of the venue.</li> <li>• Prepares the venue and other concerns on facilities for the smooth conduct of the program.</li> <li>• Prepares the venue a day before the program.</li> <li>• Secures the tables and chairs needed.</li> <li>• Rearranges/dismantle the tables and chairs.</li> <li>• Prepares the stage decoration/set up a day before the program.</li> <li>• Secure the materials needed.</li> </ul>	

**FOOD COMMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
Dr. Annaliza T. Araojo	Flor I. Tomas Rowena Cambel JRMS Teachers
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Prepares/Purchases food to be served</li> <li>• Manages the distribution of food</li> <li>• Ensures all participants, resource speakers, and guests are well served</li> </ul>	

**REGISTRATION AND USHERETTE**

<b>Regional Office</b>	<b>Division Office</b>
Rochelle May M. Nisola	Clariza G. Terones Raquel Opeña Selected Calamba School BE Focal Persons
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Identifies the chair/table of all the participants and guests</li> <li>• Guide the participants to their proper seat/table assigned</li> <li>• Assist the guests of the program</li> <li>• Escort the guests/participants to the different activities for Brigada Eskwela.</li> <li>• Prepares the registration and meal attendance.</li> <li>• Arrive before 6:00 a.m. in the venue in preparation for the registration of the participants.</li> </ul>	



**MONITORING AND EVALUATION COMMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
James Mattwill E. Abalos	Florette Laarni C. Bautista Minariza M. Gillaco
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Implements M and E activities and prepares report</li> <li>• Distributes and collects evaluation sheets or link for e-tools for evaluation to all participants and analyze/presents the results of the evaluation</li> <li>• Gives copy of the consolidated evaluation report to documentation team four days after the program</li> </ul>	

**CERTIFICATE COMMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
Eunice P. Valencia Marivic P. Pedrialva	Imee P. Aldea Dexter Palanas Ligaya Martir
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Prepares and secures distribution of certificates for participants, guests, TWG, and the host school.</li> </ul>	

**ICT AND SOUND SYSTEM COMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
Melvin D. Punzalan	Rodel E. Sulsona James Oliver Q. Sipriaso Karl Tyle T. Llagas Erika Mae C. Bertulfo
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Prepare tarpaulins needed</li> <li>• Prepare PowerPoint presentation for the program</li> <li>• Collaborates with the committee on physical arrangement regarding the use of LCDs, laptops, sound systems, PowerPoint presentations, and video clips</li> <li>• Checks the sound system before the program</li> <li>• Prepare and set up sound system for Motorcade</li> <li>• Arrive at 6:00 a.m. at the venue in preparation for the program</li> </ul>	



**PROGRAM AND INVITATION COMMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
Michael Girard R. Alba	Lyn C. Sison Jerwin L. Patiga
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Prepares the master list of expected participants</li> <li>• Prepares and distributes the program of activities and invitation</li> <li>• Ensures the confirmation of the participants and guests before the activity</li> <li>• Coordinates with the ICT Officer regarding PowerPoint presentation for the following of the program</li> <li>• Coordinates the performers for the program and checks the performance before the activity.</li> <li>• Prepares the list of the participants and guests who will receive the token.</li> <li>• Prepares budget proposal for the token and coordinates with the budget officer for the budget</li> </ul>	

**HEALTH AND WELLNESS COMMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
Dr. Pearl Oliveth S. Intia	Dr. Jaztine Caraos SDO Calamba Health and Medical Section
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Ensure that provisions for health, wellness, and security are taken care of</li> <li>• Coordinates with the City Health for availability of ambulance throughout the activity</li> </ul>	

**DOCUMENTATION AND MEDIA COMMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
Rey M. Valenzuela Ariel M. Azuelo	Rocky Dela Cruz Calambalitaan Team
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Spreadheads the advocacy of the program</li> <li>• Provide write-ups, videos, and documents of the entire program</li> <li>• Collect all the documents needed for the compilation of the documentation</li> <li>• Submits the final documentation five days after the program</li> </ul>	



**MASTER OF CEREMONIES**

<b>Regional Office</b>	<b>Division Office</b>
	Kevin A. Domingo Jennymer P. Camange
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Prepares scripts for the programs</li> <li>• Present the participants and guests</li> <li>• Secure the copy/list of participants and guests from the program and invitation team</li> </ul>	

**PEACE AND ORDER COMMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
Wilbert C. Ulpindo	Ariel D. Antonio JRMS DRRM Focal
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Secure the safety all the participants and orderliness of the program</li> <li>• Coordinates with barangay, PNP or bureau of fire for the assistance in term of peace and order</li> </ul>	

**SUPPLY AND CLEANLINESS COMMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
	Rhodora Bitera SDO Calamba Supply personnel JRMS Utility
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Secures logistics/supplies needed in the program</li> <li>• In-Charge of the procurement of the materials needed</li> <li>• Maintain the cleanliness of the venue and comfort room.</li> </ul>	

**FINANCE COMMITTEE**

<b>Regional Office</b>	<b>Division Office</b>
Marites L. Gloria	Minna Rosa A. Baylon Crispin Trinidad
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Oversees the efficient allocation of funds and timely release as well as documentation for liquidation.</li> </ul>	