Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

August 9, 2023

DIVISION MEMORANDUM
SGOD No.68 s. 2023

REITERATION OF THE 2023 DIVISION BRIGADA ESKWELA MPLEMENTATION

TO: **Asst. Schools Division Superintendent**
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Cluster Heads
Elementary & Secondary School Heads
This Division

1. In reference to DepEd Memorandum No 21, s. 2023 or the **2023 Brigada Eskwela Implementing Guidelines**, this Office reiterates adherence in the implementation of Brigada Eskwela in the schools set on August 14-19, 2023 with the **theme Bayanihan Para sa Matatag na Paaralan**. The guidelines are herein attached for your reference. (See Enclosure No. 1).

2. The Brigada Eskwela as a National School Maintenance Program, is a six-day gathering of partners and stakeholders and engage them to the schools as education partners and contribute their time, efforts, and resources. Relative to this, the Local Government Unit of Tacurong as the strongest partner of this Office, submitted a Brigada Eskwela (BE) Schedule and Assignment of School as support. (Please see Enclosure No.2)

3. The 2023 Division Brigada Eskwela Technical Working Group and Schedule of Monitors attached in the Division Memorandum SGOD No. 61, s 2023 are still in effect. The Monitoring Tool shall be provided by the SMME, shall be accomplished by monitors and submit to the SMME Unit for consolidation and analysis.

4. For information and guidance.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Encl: *Region Memorandum ESSD-2023-096; DO No. 21, s. 2023*
To be indicated in the Perpetual Index under the subject
BRIGADA ESKWELA
MDJRDF/SGOD/DM/ REITERATION OF THE 2023 DIVISION BRIGADA ESKWELA MPLEMENTATION

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Website: depedtacurong.org

Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

SCHOOLS DIVISION OFFICE OF TACURONG CITY
RECORD SECTION
RECEIVED
By: JC Tuazon
Date: 8/8/23 3:25 PM

August 4, 2023

REGION MEMORANDUM
ESSD-2023-096

2023 BRIGADA ESKWELA (BE) IMPLEMENTING GUIDELINES AND ADDENDUM TO 2023 BE REGIONAL AND DIVISION KICK-OFF

To: Schools Division Superintendents

1. Pursuant to DepEd Order No. 021, s. 2023 titled **2023 Brigada Eskwela Implementing Guidelines**, all Schools Division Offices (SDOs) are directed to follow the guidelines and give full support to the implementation of Brigada Eskwela School Year 2023 to 2024 set on **August 14-19, 2023**.

2. The implementation procedures of 2023 Brigada Eskwela are enclosed in DO 021 s. 2023 which outlines the stages on pre-implementation, implementation, and post-implementation along with the detailed description of the roles and responsibilities of the Central office, Regional Offices, Division Offices and Schools.

3. The Division Partnership Focal Persons are enjoined to share the communication protocols to schools for promotion and advocacies of 2023 Brigada Eskwela bearing the theme **"Bayanihan Para sa Matatag na Paaralan"** in preparation for the opening of classes on August 29, 2023.

4. The 2023 BE Regional and Division kick-off will be held in Leonard Young High School at Big Margus, Glan, Sarangani Province, hence SDO Sarangani, being the host, shall spearhead the preparation, coordination, and management of the program, including the accommodation arrangements for all Division Partnership Focal Persons.

5. The kick-off activity will be live- streamed via DepEd Tayo SOCCSKSARGEN FB Page by Deped Dose sa Ere (DDSE) Team. The following personnel are directed to join the DDSE technical team:

a. Christian Al Prince Solon- SDO South Cotabato
b. Maiden A. Quano – SDO Sarangani

6. SDO Sarangani shall prepare the morning snacks and lunch for the participants and guests. Rental fee of hired vehicle for DDSE Team shall be charged from the remaining funds of 2022 downloaded PSF while the travelling and accommodation expenses of SDO participants a day before or after the activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

7. For queries, contact the Regional Partnership Focal Person, Ismael N. Ngitngit, Jr. at 09101879877 or ismael.ngitngit001@deped.gov.ph

Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph

8. Immediate dissemination of this memorandum is desired.

CARLITO D. ROCAFORT
Director IV

Enclosure: None
Reference: DO 21 s. 2023
Allotment: None
To be indicated in the perpetual index under the following subjects:
PARTNERSHIP

INN/ESSD-PSS/ RM /REITERATION OF 2023 BRIGADA ESKWELA (BE) IMPLEMENTING GUIDELINES AND ADDENDUM TO 2023 BE REGIONAL AND DIVISION KICK-OFF / 095/AUGUST 4, 2023

Republic of the Philippines
Department of Education

DepEd ORDER
No. 021, s. 2023

AUG 03 2023

2023 *BRIGADA ESKWELA* IMPLEMENTING GUIDELINES

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Minister, Basic, Higher, and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education sets this year's *Brigada Eskwela* on **August 14–19, 2023**.

2. The *Brigada Eskwela* (BE) is a nationwide school maintenance program that engages all education stakeholders to contribute their time, efforts, and resources in ensuring that public schools are all set in time for class opening. It is a six-day event where local communities, parents, alumni, civic groups, local businesses, non-governmental organizations (NGOs), private individuals, and even teachers and students volunteer their time and skills for the conduct of clean-ups, minor to medium repairs, and maintenance work in classrooms and within the school site.

3. With the issuance of Presidential Proclamation No. 297, dated July 21, 2023, lifting the State of Public Health Emergency throughout the Philippines due to COVID-19, all prior orders, memoranda, and issuances that are effective only during the State of Public Health Emergency shall be deemed withdrawn, revoked, or cancelled and shall no longer be in effect. All COVID-19 restrictions including but not limited to the wearing of face masks and distancing are lifted.

4. The Guidelines on the Implementation of *Brigada Eskwela* for School Year 2023-2024 are enclosed.

5. All regions and schools divisions are instructed to provide intensive and extensive support to school heads.

6. This DepEd Order shall take effect upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

7. Immediate dissemination of and strict compliance with this Order is directed.

SARA Z. DUTERTE
Vice President of the Republic of the Philippines
Secretary of the Department of Education

Encl.:
As stated

References:
DepEd Memorandum Nos. 020, 2023 and 062, s. 2022

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
CAMPAIGN
COMMITTEES
LEARNERS
OFFICIALS
POLICY
PROGRAMS
SCHOOLS

(Enclosure to DepEd Order No.021, s. 2023)

GUIDELINES ON THE IMPLEMENTATION OF *BRIGADA ESKWELA* FOR SY 2023-2024

PROCEDURES

A. **PRE-IMPLEMENTATION STAGE**

To prepare for the implementation of the *Brigada Eskwela*, schools shall be guided by the following:

1. **Assessment of Physical Facilities and Maintenance Needs of the School**

Before the implementation of *Brigada Eskwela*, the *School Facilities Coordinator* shall identify the needs for the upcoming school year's opening of classes and assess school facilities that require repair or replacement. The assistance of the Education Physical Facilities Division, School Watching Team (SWT), and Parents-Teachers Association (PTA) officers and members may be sought, if necessary.

Schools shall identify other requirements/activities necessary for school operations and teaching and learning.

2. **Compliance with the Absolute Prohibition on Solicitation**

School heads, teachers, and other school personnel are **strictly prohibited** from soliciting or collecting any form of contribution including but not limited to *Brigada Eskwela* fees from parents or legal guardians, volunteers, partners, and stakeholders. The *Brigada Eskwela* activities shall focus on voluntary work and participation to ensure that schools are adequately prepared for the upcoming school year.

3. **Creation of the *Brigada Eskwela Working Committees***

School Heads/Principals shall lead the creation of the working committees for the *Brigada Eskwela* as well as supervise its functions. Together with the school head/principal, the working committees shall be composed of teachers and other non-teaching personnel. Further, parents, learners, community members, and external stakeholders may also be part of the task force provided that the nature of the involvement is **voluntary**.

School personnel cannot require the participation of parents in exchange for extra points in grades of learners.

The committee shall undertake the following:

3.1 Conduct Extensive Public Awareness Campaigns

- Promote public awareness and encourage involvement in *Brigada Eskwela* which may include the dissemination of advocacy materials and the conduct of awareness campaigns.

3.2 Establishment of Partnerships for Resource Mobilization

- Mobilize voluntary resources, including both materials, manpower, and volunteer services, for the conduct of *Brigada Eskwela* in adherence to RA 5546. The law strictly prohibits the sale of tickets or the collection of contributions, whether voluntary or otherwise, from school children, learners, and teachers of public and private schools, for any project or purpose (DO No. 5, s. 1992 titled "Policy on Solicitation of Contribution"; DO No. 47, s. 2022 titled "Promotion of Professionalism in the Implementation and Delivery of Basic Education Programs and Services"; and DO No. 49, s. 2022 titled Amendment to DO No. 47, s. 2022).
- Determine target resources and identify potential volunteers and partners.
- Identify strategic activities in engaging stakeholders for Disaster Risk Reduction and Management.
- Ensure that the pledges/commitments of partners are delivered.
- Accept donations from partners before and during the *Brigada Eskwela* week.
- Craft a Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) determining the roles and responsibilities of the parties involved - the school and its partners.

3.3 Program Implementation

- Direct and monitor the implementation of different activities as specified in the school work plan aligned with the School Improvement Plan (SIP) and Annual Implementation Plan (AIP).
- Provide guidance and directions to work teams in the performance of assigned tasks.
- Monitor actual accomplishments vis-à-vis identified needs and planned activities.

3.4 Handling of Administrative and Financial Matters

- Provide administrative support and manage funds that will be generated in support of *Brigada Eskwela.*
- Ensure that all in-kind donations from and rendered services by both government and private sources are properly recorded and used in accordance with applicable rules and regulations and use appropriate forms in acknowledging receipt of dinations (the Acknowledgement Receipt and Inventory Custodian Slip).
- Provide logistical support to volunteers such as but not limited to, work materials, first aid kits, refreshments, etc.
- Conduct daily inventory of all materials used.
- Prepare documents required for availment of tax incentives by partners such as, but not limited to:
    a. MOA;
    b. Deed of donation and/or deed of acceptance; and

c. other required documents.

3.5 Documentation

- Prepare necessary documentation and reports of the *Brigada Eskwela* Program including photo/video documentation, preparation of daily reports on donations received and services rendered, and recording the daily attendance of volunteers.

The following matrix indicates the possible steps/actions that potential external partners may undertake to ensure active engagement during the *Brigada Eskwela* week.

Stakeholders	**Nature of Engagement**
Provincial/ Municipal/ City Government Units	a. Coordinate/engage with DepEd division offices b. Secure a copy of the school preparedness checklist c. Convene the Local School Board (LSB) to identify possible support on school preparedness/readiness d. Mobilize local support through the business sector, philanthropies, academe, and local organizations to assist schools' preparations for class opening e. If available, include schools in the early warning system implemented in the locality f. If possible, issue a local ordinance or resolution to support the implementation of *Brigada Eskwela*
Barangay Government Units	a. Coordinate/engage with nearby elementary and/or secondary schools b. Participate in school preparatory meetings for *Brigada Eskwela* c. Mobilize local assistance to support school readiness strategies d. Secure a copy of the school preparedness checklist e. Support the school preparedness strategies
Private partners/ individuals	a. Coordinate/engage with DepEd division or district or school b. Secure a copy of the school preparedness checklist c. Choose an intervention to be provided to schools such as repair, maintenance, supplies and materials, emergency kits/bags for learners and teachers d. Provide advocacy/information materials for schools

	e. Support the school readiness/preparedness strategies
Local/NGOs and Volunteers	a. Coordinate/engage with target elementary and/or secondary schools b. Secure a copy of the school preparedness checklist or *Brigada Eskwela* Plan c. Signify interest to assist the school during preparation for class opening d. Participate in school preparatory meetings for *Brigada Eskwela* e. Identify and communicate support that will be provided to schools f. Support the school preparedness strategies
Parents	a. Participate voluntarily in school preparatory meetings for *Brigada Eskwela* b. Set an example for children in doing community service c. Render voluntary support to the school preparedness strategies

B. IMPLEMENTATION STAGE

The actual implementation stage is during the *Brigada Eskwela* week on August 14-19, 2023. **As a matter of policy, all work and tasks performed under the *Brigada Eskwela* are voluntary in nature.**

1. Suggested Activities

Based on needs assessment, schools shall select appropriate activities for implementation during the *Brigada Eskwela* week from the following suggested list:

Activities	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Persons Responsible	Expected Output/s
Kick-Off Ceremony	/						SH, School BE Coordinator, Working Committees, School Governing Council	Program of Activities, Pledges of Commitment
Presentation of Major projects/activities to be done	/						SH, School BE Coordinator	Presentations
Organizing and Briefing of working Teams	/						SH, School BE Coordinator	Organizational Structure, Functions of each committee
Presentation of BE plan	/						SH, School BE Coordinator	Presentation

Registration of Partners and Stakeholders / Volunteers	/	/	/	/	/	/	Secretariat	Accomplished Registration Forms
Receipt of donations, resources/supplies	/	/	/	/	/	/	SH, School BE Coordinator, Working Committees	Registry of donations, resources, and supplies received
Repair/ Repainting /Replacement/Rehabilitation of school facilities such as roofs/gutters, walls, comfort rooms, and others	/	/	/	/	/	/	Working Committees	Daily Accomplishment Report
Debriefing Activities	/	/	/	/	/	/	SH, School BE Coordinator, Working Committees, Secretariat	Report of accomplishment
Closing Program						/	SH, School BE Coordinator, Working Committees, Stakeholders	Program of Activities, Presentation of Accomplishment Certificates of Recognition

2. Maintenance of Clean Schools

Schools shall ensure that school grounds, classrooms and all its walls, and other school facilities are clean and free from unnecessary artwork, decorations, tarpaulin, and posters at all times. Oversized signages with commercial advertisements, words of sponsorships, and/or endorsements or announcements of any kind or nature shall be taken down in compliance with DO 37, s. 2010 titled Prohibition on Use and/or Display of School Signages Showing Commercial Advertisements, Sponsorships, and/or Endorsements. Classroom walls shall remain bare and devoid of posters, decorations or other posted materials. Classrooms should not be used to stockpile materials and should be clear of other unused items or items for disposal.

C. POST-IMPLEMENTATION STAGE

Post-implementation is the period after the conduct of the *Brigada Eskwela* week. The collected data shall be consolidated in preparation for the school's accomplishment report. The following shall be undertaken:

1. Preparation and Submission of Accomplishment Report

Schools shall prepare and submit an accomplishment report hence, the following shall be undertaken:

1.1 Accomplish the school's *Brigada Eskwela* Report through the DepEd Partnerships Database System (DPDS).
1.2 Other projects and activities completed with the help of stakeholders and partners outside the *Brigada Eskwela* week shall be reported to the division and central office through the DepEd Partnership Database System (DPDS).

The school heads/principals shall ensure that all donated items classified as property, plant, and equipment are properly recorded in the book of accounts as stipulated in DO No. 082, s. 2011 titled "Guidelines on the Proper Recording of all Donated Properties." The documents required to support the recording in the book of accounts are as follows:

i. Inventory Custodian Slip for donated properties with a value below P50,000.00; and
ii. Property Acknowledgment Receipt for donated properties above P50,000.00.

2. Sustaining *Brigada Eskwela*

School improvement does not end on the last day of the *Brigada Eskwela* week. It may be a year-round undertaking to guarantee the school children of a learning center that is clean, resilient, and conducive to learning. Sending letters of gratitude to partners and volunteers for their contributions in prepping the school in time for the opening of classes will surely inspire them to do more.

The partnerships shall likewise be sustained. There might be uncompleted tasks in the *Brigada Eskwela* work plan or other school needs that may come up during the school year with which schools shall need the help of stakeholders.

Other possible strategies for sustainability:

2.1. Keep the stakeholders informed of the status and progress of the programs/projects.
2.2. Listen to the ideas and concerns of stakeholders through the conduct of forums, focus group discussions, etc. to strengthen partnerships.
2.3. Conduct training/ attend relevant seminars.
2.4. Keep the spirit of *Bayanihan* alive in every school activity.
2.5. Conduct recognition and appreciation programs for the working committees and stakeholders. SDOs and ROs shall conduct their own recognition and appreciation programs. Schools and SDOsmay be awarded certificates of recognition by the RO for outstanding and/or exceptional performance in implementing *Brigada Eskwela.*

3. Service Credits/Compensatory Time-off

Teaching personnel shall be entitled to earn vacation service credits arising from their active involvement as members of the school *Brigada Eskwela* working committees and/or voluntary services in the *Brigada Eskwela* activities. Teachers shall earn one-day service credit for accumulated eight hours of service as committee members and/or volunteers in the school preparation and partnership engagement activities, but not to exceed the total of six days' service credits. The computation of the service credits to teachers shall be in consonance with DO 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, particularly, Item No. 1-d sub-items d and k and Item. No. 1-f.

Likewise, non-teaching personnel shall be granted Compensatory Time-Off (CTO) for all services rendered during weekends as members of the *Brigada Eskwela* working committees and/or voluntary services in the BE activities. Eight hours of accumulated services are equivalent to one-day CTO.

4. Recognition and Appreciation of Partners

The usual search for Best Implementing School Awards, Hall of Fame Awards, and Brigada Plus at the national level shall **no longer** be part of the program, therefore, any issuance regarding the awards and recognition are **rescinded**. True to the spirit of volunteerism or *Bayanihan*, *Brigada Eskwela* shall veer away from any form of competition; but rather initiate, encourage, and strengthen cooperation and collaboration among education stakeholders.

However, recognition and appreciation of partners and stakeholders that contributed to the success of the *Brigada Eskwela* may be decided on the school, district, and/or division levels only. At the SDO level, the Schools Division Superintendent (SDS) shall serve as the Committee Chair with the SGOD Chief and Senior Education Program Specialist (SEPS) for Social Mobilization and Networking as co-chairs to further determine who among the stakeholders shall receive due recognition. The conferment of such may be given during culminating activity or Partners Recognition Program, as deemed applicable.

Internal and External Stakeholders including community and industry partners who displayed outstanding contributions in the attainment of the *Brigada Eskwela* initiative may be considered recipients of recognition. The following are suggested qualifiers, subject to the recommendation and approval of the committee:

i. *Group/Institutional* – may be given to partners (e.g. *NGA/LGU, Private, NGO)* who have supported the school/institution for three (3) consecutive years.
ii. *Individual* – may be given to the Chief Local Executive, Barangay leaders, School Head, Partnership Focal Person, and

other individuals who have shown immense support for the realization of *Brigada Eskwela goals*.

4.1 Recognition and Appreciation of Partners at the SDO Level

At the SDO level, the SDS shall serve as the Committee Chair with the SGOD Chief and Senior Education Program Specialist (SEPS) for Social Mobilization and Networking as co-chairs to further determine who among the stakeholders shall receive due recognition. The conferment of such may be given during culminating activity or Partners Recognition Program, as deemed applicable.

4.2 Recognition and Appreciation of Partners at the Regional Level

Partners at the regional level may also be recognized in adherence to the above-mentioned attributes and qualifiers. The Regional Director (RD) shall serve as the Committee Chair with ESSD Chief and Regional Partnership Focal Person as co-chairs. As to Individuals, Exemplary Division Partnership Focal Person may also be conferred.

Expenses to be incurred for the culminating and conferment activity, including plaques, certificates, and the like, may be charged to Regional MOOE and Division MOOE/local funds for Division and program support fund from the Central Office (CO), subject to the usual government accounting and auditing rules and regulations.

D. IMPLEMENTATION ROLES AND RESPONSIBILITIES

1. Central Office

The External Partnership Service (EPS) shall:

1.1 issue School Preparedness Guidelines which provides a checklist on school preparedness measures.
1.2 lead the conduct of the *Brigada Eskwela* National Kick-Off Program;
1.3 monitor the week-long implementation of BE through the RO;
1.4 verify and evaluate the submissions of *Brigada Eskwela* Reports in the DPDS;
1.5 provide updates to the media and the general public through the Public Affairs Service (PAS), DepEd Central Office on the status of implementation;
1.6 coordinate and facilitate the distribution of donations received by the CO to identified regional, division, and schools; and

2. Regional Office

The Education Support Services Division (ESSD) shall:

2.1 engage local stakeholders to support the implementation of *Brigada Eskwela*;
2.2 monitor the actual implementation of *Brigada Eskwela*;

2.3 create the Regional Monitoring Team for approval of the Director;
2.4 verify and validate the *Brigada Eskwela* Reports of the SDOs in the DPDS;
2.5 conduct planning meetings with SDOs to determine school needs;
2.6 provide technical assistance to SDOs in formulating strategies to support school preparedness; and
2.7 validate, Monitor, and prepare a report on the implementation of preparedness strategies.

3. Division Office

The Social Mobilization and Networking (SMN) shall:

3.1 mobilize assistance from education partners and other government agencies for schools' implementation of preparedness measures;
3.2 ensure support is equitably distributed to all schools;
3.3 conduct daily monitoring and evaluation of the school's implementation in coordination with the Public Schools District Supervisors (PSDS). The unit shall create the division monitoring team for approval of the Schools Division Superintendent;
3.4 verify and validate the submission of partnership interventions of the schools through the PSDS;
3.5 recommend schools for the monitoring by the RO;
3.6 conduct orientation on the *Brigada Eskwela* implementing guidelines;
3.7 plan for stakeholders' recognition and appreciation activities;
3.8 coordinate with local government agencies and uniformed personnel;
3.9 ensure availability of the summary of school-level data for local partners' preferences; and
3.10 prepare a list of schools that would be needing the most assistance from partners.

4. Public Schools

The school heads/principals shall:

4.1 spearhead the implementation of school preparedness activities;
4.2 create the *Brigada Eskwela* Task Force;
4.3 identify relevant *Brigada Eskwela* activities aligned to SIP;
4.4 identify potential partners;
4.5 ensure the conduct of *Brigada Eskwela* activities as above-mentioned;
4.6 submit resources generated and volunteers to the PSDS;
4.7 provide updates to partners /stakeholders on the status of the spearheaded project by providing them a coffee table magazine style of accomplishment for them to be recognized as well;
4.8 if, and when the school has attained a state where all physical aspects have been improved and no further work needed to be done, the SH may initiate innovations that will improve the performance level of the teachers and learners.

5. Partners and Stakeholders

Partners and stakeholders shall monitor, in coordination with the school, the status of the project implemented during the ***Brigada Eskwela*** week.

6. Volunteers

Volunteers shall coordinate with the school and assist in the ***Brigada Eskwela*** activities.

7. Teachers

Teachers shall:

7.1 assist the SH in the implementation of the activities prepared for the day and/or the week;
7.2 engage parents of the learners to participate in *Brigada Eskwela;*
7.3 monitor the assigned tasks performed by the volunteers; and
7.4 identify classroom needs to ensure readiness.

8. Supreme Student Government (SSG)/Supreme Pupil Government (SPG) Officers

The SSG/SPG Officers shall assist their homeroom teachers in the implementation of *Brigada Eskwela* activities.

REFERENCES

Department of Education. (2015). DepEd Order No. 40, s. 2015, *Guidelines on K to 12 Partnerships.*

Department of Education. (2013). DepEd Order No. 2 s. 2013. Revised Implementing Rules and Regulations of Republic Act 8525, *An Act Establishing An "Adopt-A-School Program," Providing Incentives Therefor, and For Other Purposes.*

Department of Education. (2008). DepEd Order No. 24 s. 2008, *Institutionalisation of Brigada Eskwela Program of the National Schools Maintenance Week (NCMW).*

Department of Education. (2011). DepEd Order No. 082, s. 2011, *Guidelines on the Proper Recording of all Donated Properties.*

Republic of the Philippines
City Government of Tacurong
OFFICE OF THE CITY MAYOR

August 09, 2023

ALL HEADS OF OFFICES
This City Government

Dear Sir/Madam:

In line with our support to the **Brigada Eskwela Program** of the City Schools Division of Tacurong, please be guided of your schedule and school assignment listed below.

Date	School	Office
August 15, 2023	San Antonio ES	CEO
	San Rafael ES	OCM, OCM-ILEA & PESO
	VP Dasmariñas, ES	OCHS
	Tina, ES	OAS
	VF Griño MNHS	OSP & Vice Mayor Office
	Dr. Manuel Griño MCS	OENR
	Tacurong Pilot ES	All offices (Representative)
	Ma. A. Montilla Memorial ES	OCCR & LDRRM
	New Lagao ES	OGS
	Buenaflor ES	CASSO
	J. Hector Lacson ES	CTO
	San Pablo National High School	CAO, OCLS, CHRMO & CBO
August 16, 2023	Abang Suizo ES	OCHS
	Casilda P. Venus ES	CEEDO-(Market)
	San Emmanuel ES	OENR
	Pedregosa Acosta ES (Liwayway)	OGS & OSWD
	Amado Fernandez CES	OCM
	Kalandagan ES	AIAS
	Ma. Z. Bayya ES	CEO
	Upper Katungal ES	CAO, OCLS, CHRMO & CBO
	New Isabela Central ES	CPDCO & CEEDO –(Terminal)
August 17, 2023	Lourdes Pama ES	OSP- Vice Mayor Office
	Rajah Muda ES (BEAM)	CASSO
	Rajah Muda ES	OVS & LDRRM
	Rajah Muda NHS	CPDCO & CEEDO –(Terminal)
	Elisa P. Bernardo MES (BEAM)	OSWD
	Elisa P. Bernardo MES	OENR
	AS Bernardo NHS	CEO
	Josue Alcasid CES	OCCR, ODC, OCM- ILEA, PESO
	Lancheta Magallones	AIAS
	Tacurong National High School	CTO
	Upper Katungal High School	OAS

Employees who will join are expected to wear the scheduled uniform during the activity. Please advise them to bring stick broom, bolo and the likes. Paints and brush are available at the Public Affairs Section of this office.

Further, lay-out of tarpaulin is now available at the CHRM Office. This shall be used for the documentation of your office participation in the said activity.

Kindly submit to the City Human Resource Management Office the names of employees who will participate.

Truly yours,

JOSEPH GEORGE L. LECHONSITO, MD, DPA
City Mayor
/egad

Abante Tayo! Asenso Tacurong!