



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

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28 May 2025

**DIVISION MEMORANDUM**  
**SGOD-2025- 055**

**2025 DIVISION BRIGADA ESKWELA KICK OFF AND  
APPRECIATION ACTIVITIES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Section Heads  
Cluster Heads  
Elementary & Secondary School Heads  
*This Division*

1. In adherence to the Department of Education (DepEd) Order No. 012, s. 2025 or the Multi-year Implementing Guidelines on the School Calendar and Activities, this Office will conduct the **2025 Division Brigada Eskwela Kick-Off and Appreciation Activities on June 9, 2025, with the theme, “Sama-sama Para sa Bayang Bumabasa”**. This kick-off program will be hosted by **Dr. Manuel J. Grino Memorial Central School in Brgy. Grino, City of Tacurong**, as a commencement to the **National Maintenance Week from June 9-13, 2025**. The kick-off program will start with a Thanksgiving Mass at 7:30 AM, to be followed by the Opening Program.
2. Participants to this activity are the Division Key Officials and Personnel, School Partnership Focal Persons, City Federation Parent-Teachers Association Officers, and community stakeholders. Further, the School Heads shall take the lead in partnership engagements and implementation of the Brigada Eskwela and Brigada Eskwela Plus in the schools.
3. The Brigada Eskwela Kick-off program will be done simultaneously in all governance levels on the same date. Hence, attendance of officials and teaching and non-teaching personnel at the Regional, Division, and School Kick-Off activities shall be arranged.



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4. The Activity Matrix, Program Management Team, Technical Working Group/Committees, and 2025 Brigada Eskwela Monitoring Tool are attached for your reference.
5. Expenses relative to the conduct of this activity shall be charged against Building Partnership and Linkages Program Support Funds 2024 & 2025 and School Local Funds/MOOE for the school advocacy materials, such as Advocacy Shirts and Tarpaulins, all subject to the usual accounting and auditing rules.
6. For information and dissemination, and compliance.

**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

*MDJRDF/SGOD/DM- 2025 Division Brigada Eskwela Kick Off and Appreciation/ May 28, 2025*



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Enclosure No. 01 to Division Memorandum SGOD-2025-055

**2025 DIVISION BRIGADA ESKWELA KICK-OFF PROGRAM**

**June 9, 2025**

Dr. Manuel J. Grino Memorial Central School, North Tacurong Cluster  
Brgy Grino, City of Tacurong

**ACTIVITY MATRIX**

Time & Date	Activities	Person Responsible
<b>June 10, 2025</b>		
7:00- 7:30 AM	<b>Preliminaries</b> Registration and Attendance	Glenda P. Orcinado HRMO
7:30-8:30 AM	Thanksgiving Mass	John G. Bayugos YFD Coordinator  CFPTA Officers
8:30-8:45 AM	<b>Opening Program</b> National Anthem Invocation Regional Hymn CSDT Hymn Himno ng Sangay ng Lungsod ng Tacurong	Overture  Nomer F. Buenavente AA VI
8:16-8:45 AM	Welcome Remarks  Message and Declaration of the Opening of the 2025 Brigada Eskwela and National Inventory Day	Wilfredo A. Prado Principal I  Gildo G. Mosqueda, CEO VI Schools Division Superintendent
9:01 AM-9:30 AM	DOD/DOA/MOA Signing with Partners and Commitment Signing	SDO Tacurong and Partners
9:30 AM – 10:00 AM	Turn-over of 2025 Brigada Eskwela Support to School	Partners and Host School
10:01 AM -10:10 AM	Pledge of Commitment	Partner
10:01 AM – 10:30 AM	Ceremonial Brigadahan sa Eskwelahan	Partners and Host School
10:30 AM – 11:45 AM	Simultaneous Brigadahan Activities	Partners and Host School
12:00 NN	Fellowship Lunch	



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Enclosure No. 02 to Division Memorandum SGOD-2025-055

**Program Management Team**

Overall Chairperson: Ma. Dianne Joy R. dela Fuente  
*SEPS/Division Partnership Focal Person*

Co-Chairperson: Junaflor R. Sucaldito  
*EPS-II (SMN)*

Registration Committee:  
Chairperson: Junaflor R. Sucaldito  
Member: John G. Bayugos

Program Committee:  
Chairperson: Ernie P. Pama  
Member: Jonel G. Solomon

Food Committee:  
Chairperson: Janice P. Suboc  
Member: Evangeline C. Comages

Technical & Documentation:  
Chairperson: Alejandro Reginaldo  
Member: Joey M. Lozano

Monitoring & Evaluation:  
Chairperson: Mohani A. Paguita  
Member: Junaflor R. Sucaldito

Health Committee:  
Chairperson: Aiza Bunsu, DMD  
Co-chairperson: Jonalee Y. Arquiza, RN  
Member: Catherine Joy Q. Maratas, RN  
April Jane Duadua, RN

Ways & Means/Logistics  
Chairperson: Engr. Oliver Godoy  
Member: Engr. Keiff Humfrey Bedia

Mayflor D. Romualdo  
*Chief ES-SGOD*

Arlene Rosa G. Arquiza  
*Chief ES-CID*

Gilbert B. Barrera, CESE  
*OIC-Asst. Schools Division Superintendent*

Gildo G. Mosqueda, CEO VI  
*Schools Division Superintendent*  
Consultants



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Enclosure No. 03 to Division Memorandum SGOD-2025-055

**2025 DIVISION BRIGADA ESKWELA KICK-OFF PROGRAM COMMITTEE**

June 9, 2025, 7:00 AM

Dr. Manuel J. Grino Memorial Central School, Brgy. Grino, City of Tacurong

**Program and Communication Committee:**

Chairperson: Ma. Dianne Joy R. dela Fuente  
Co-Chairperson: Junaflor R. Sucaldito  
Members: Nomer F. Buenavente, Pacifico Gavileno

**Hall Preparation and Restoration:**

Chairperson: Wilfredo A. Prado  
Co-Chairperson: Jackie A. Ochinang  
Members: Dr. MJGMCS Teachers

**Food Committee:**

Chairperson: Janice P. Suboc  
Co-Chairperson: Sheryll A. Moradas  
Members: Evangeline Comages

**Registration Committee:**

Chairperson: Glenda P. Orcinado  
Co-chairperson: Vivien S. Lima  
Members: Jonel G. Solomon, Delia P. Eliarda

**Documentation & Technical Committee:**

Chairperson: Ernie P. Pama  
Co-Chairperson: Joey M. Lozano  
Members: Nomer Buenavente, Leonor R. Po

**Thanksgiving Mass Committee:**

Chairperson: John Bayugos  
Co-Chairperson: Ernie P. Pama  
Members: CFPTA Officers

**Health, Wellness, and Safety Committee:**

Chairperson: Aiza B. Bunsu, DMD  
Co-Chairperson/s: Jonalee Y. Arquiza

Members: Catherine Q. Maratas, April Jane Duadua



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Enclosure No. 04 to Division Memorandum SGOD-2025-055

**LIST OF PARTICIPANTS TO THE  
2025 REGIONAL BRIGADA ESKWELA KICK OFF PROGRAM**

June 9, 2025  
Kidapawan City

NO	NAME	OFFICE
1.	Gilbert B. Barrera, CESE	OSDS
2.	Arlene Rosa G. Arquiza	CID
3.	Jonald S. Cadiao	CID
4.	Agnes A. Muyco	CID
5.	Zenaida B. Porras	OSDS
6.	Julius Celetaria	CID
7.	Kelvin Mark APud	OSDS
8.	Ricky Patriarca	OSDS
9.	Pacifico Gavileno	OSDS
10.	Jomar Garcia	OSDS

**LIST OF PARTICIPANTS TO THE  
2025 DIVISION BRIGADA ESKWELA KICK OFF PROGRAM**

June 9, 2025  
Dr. Manuel J. Grino MCS, Brgy. Grino, City of Tacurong

CLUSTER/OFFICE	NO. OF ATTENDEES
Central and West Cluster	10
North Cluster	8
East Cluster	10
Secondary School	15
CID	10
SGOD	16
OSDS	8
CFPTA Officers	14
PDO I and AO II	19
Stakeholders and Partners	40
<b>TOTAL</b>	<b>150</b>



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Enclosure No. 05 to Division Memorandum SGOD-2025-055

**BRIGADA ESKWELA MONITORING AND EVALUATION TOOL**

**A. Pre-Implementation Stage**

INDICATOR	OBSERVABLE			REMARKS	Recommendation/Mode of Verification/ Document Submitted
	Evident (3)	Partially Evident (2)	Not Evident (1)	Unsatisfactory (Please describe)	
<b>1.</b> Conducted assessment of the Physical Facilities and maintenance needs of the school. (At least 2 documents are present to be evident; a. BE Form 1 (Physical Facilities Assessment Form) b. Physical Assessment Report)					
• Classroom					
• Furniture					
• School grounds					
• Toilet					
• Others: (Please specify)					
<b>2.</b> Compliance with the absolute prohibition on solicitation.					
• Brigada Eskwela partners proposal/letter of support					
• SNDS Encoding of Needs					
• Others: (Please specify)					
<b>3.</b> Activities for the Brigada Eskwela Working Committee/ School Planning Team					
• Signed SPT/BE Team					
• Public Awareness Campaign/ Modes of Advocacy					
• Establishment of Partnerships for Resource Mobilization (Statement of Support,					



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	Presence of MOA, DOD/DOA)					
	<ul style="list-style-type: none"> <li>Handling of Administrative and Financial Matters (Designation Orders for Focal Persons)</li> </ul>					
	<ul style="list-style-type: none"> <li>Documentation               <ul style="list-style-type: none"> <li>a. 2024 BE Work Plan</li> <li>b. Daily Attendance</li> <li>c. others</li> </ul> </li> </ul>					

**B. Implementation Stage** *(Please check yes or no)*

	INDICATOR	VISIBLE		BEST PRACTICES	RECOMMENDATION
Part I. Maintenance of Clean School					
		YES	NO		
	• Zero litters				
	• Clutter-free (everything is well-ordered, arranged, and organized)				
	• Spill-free (absence of spill water or liquids in floors, tablets, walls, etc.)				
	• Soil/Dust-free flooring and walls (absence of soil particles and mud)				
	• Zero garbage placed outside (hallways, school perimeter, school buildings, etc.)				
	• Zero illegal postings (walls, posts, trees, etc.)				
	• Waste segregation compliance (no mixed waste)				
	• Absence of Vandalism				
	• Presence of activity in preventing pollution, minimizing waste and caring for the				



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	environment			
<b>Part II. Volunteer Engagement</b>				
	INDICATORS	BEST PRACTICES	SPECIFICS Number/Amount)	RECOMMENDATION
1.	Number of Brigada Eskwela volunteers from the following groups working on the school  <i>(Please enumerate)</i>			
2.	Donations received for Brigada Eskwela/Resources Generated  <i>(Please Specify)</i>			
3.	Relationships in the community:  <i>(Describe)</i>			

**C. Post-Implementation Stage** *(Please check yes or no)*

	INDICATOR	VISIBLE		BEST PRACTICES	RECOMMENDATION
1.	<b>Online Feedback</b>	YES	NO		
	• Encoded in the SNDS				
	• Encoded in the DPDS				
	• Updated engagement of Stakeholders in the SNDS				
	• Updated status of implementation				
2.	<b>Documentation</b>				
	• Stakeholders' Recognition				
	• MOVs				



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*Part III. Overall Assessment*

<b>1.</b>	<b>How would you rate the overall implementation of Brigada Eskwela in the School?</b>				
	<b>5</b> Outstanding	<b>4</b> Very Satisfactory	<b>3</b> Satisfactory	<b>2</b> Fair	<b>1</b> Poor
<b>2.</b>	<b>How would you rate the spirit of volunteerism in the school?</b>				
	<b>5</b> Outstanding	<b>4</b> Very Satisfactory	<b>3</b> Satisfactory	<b>2</b> Fair	<b>1</b> Poor
<b>3.</b>	<b>Commendations/Suggestions/Recommendations</b>				

DepEd Regional Office **XII**

**Schools Division Office of Tacurong City**

Assessed by:

Full Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Office: \_\_\_\_\_

Office: \_\_\_\_\_

Full Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Office: \_\_\_\_\_

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