



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V - (Bikol)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

23 May 2025

**DIVISION MEMORANDUM**

No. 464, s. 2025

**2025 DIVISION BRIGADA ESKWELA IMPLEMENTATION**

To : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors/In-Charge of the Districts  
Public Elementary and Secondary School Heads  
Section/Unit Heads  
District and School Partnerships Focal Persons  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 042, s. 2025 and Regional Memorandum No. 00632, s. 2025 titled *2025 Brigada Eskwela Implementing Guidelines* and consistent with DepEd Order No. 012, s. 2025 titled *"Multi-Year Implementing Guidelines on the School Calendar and Activities"*, all public schools will participate and conduct the 2025 Brigada Eskwela Program from June 9-13, 2025 as part of the Department of Education's annual initiative to ensure all schools are safe, resilient, and well-equipped for the opening of classes on June 16, 2025.

2. This year's Brigada Eskwela is a five-day activity that upholds the spirit of bayanihan, encouraging community collaboration to prepare schools for the upcoming school year, with the theme, **"Brigada Eskwela: Sama-sama Para sa Bayang Bumabasa"**, highlighting a nationwide effort and volunteerism on literacy development.

3. To officially commence the Brigada Eskwela period, a Nationwide Brigada Eskwela Kick-Off will take place on **Monday, June 9, 2025**. The Schools Division Office of Catanduanes, through the SGOD-Social Mobilization and Networking Unit, will conduct the **2025 Division Brigada Eskwela Kick-Off Ceremony and Local Stakeholders' Convergence** at **Dariao National High School, Caramoran North District** to start at 7:00 in the morning. Other schools shall also organize their respective kick-off activities.

4. The expected participants in this activity are advised to wear a white T-shirt with DepEd identification and include the following:

- a. SDO Top Management (2);
- b. Chiefs of CID and SGOD (2);
- c. PSDSs/In-Charge of the Districts (13);
- d. Education Program Supervisors (10)
- e. District Partnerships Focal Persons (20);
- f. SGOD Personnel (25); and
- g. Selected SDO partners and stakeholders (38).

5. A virtual orientation and planning conference with the TWG, concerned PSDS, Division BE Monitoring Team, School Head and Brigada Eskwela Coordinator of the host school shall be held on **June 5, 2025, 1:00 p.m.** at the SGOD Office.

6. School Heads and Partnership Focal Persons shall prepare necessary documentation and required reports of the Brigada Eskwela Program including photo/video documentation, preparation of daily reports of donations and recording of the daily attendance of volunteers, which shall be uploaded on the DepEd Partnerships Database System (DPDS). **For SY 2025-2026, data reported in the DPDS from May to June 2025 shall be considered as 2025 Brigada Eskwela generated resources.**



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7. This Office reiterates that Brigada Eskwela activities shall focus on voluntary works and participation, hence, School Heads, Teachers and other school personnel are **strictly prohibited from soliciting or collecting** any form of contributions including but not limited to Brigada Eskwela fees from parents, guardians, volunteers, partners and stakeholders.
8. For the granting of service credits and compensatory overtime credits to teaching and non-teaching personnel participating in the implementation of Brigada Eskwela, please to refer to *Paragraph 3, page 11 of DepEd Memorandum No. 042, s. 2025*, which outlines the applicable provisions and guidelines.
9. Each functional division of the SDO is encouraged to adopt and support at least one (1) school during the Brigada Eskwela implementation from June 9-13, 2025. The list of the identified school/s must be submitted to the SGOD-SocMobNet Unit before the actual visit to the identified school, for record purposes.
10. Travel and other incidental expenses relative to the activity shall be charged against local funds/school MOOE/other fund source while meals, supplies and materials, and travel expenses of the monitoring team shall be charged against PSF-BPLP subject to the usual accounting and auditing rules and regulations. The Division Monitoring Team shall make their own vehicle arrangement and prepare their respective travel authorities.
11. Attached to this memorandum are the Program of Activities, Executive and Program Management Committees along with their respective Terms of Reference, and Monitoring Team for your reference.
12. For concerns, you may coordinate with Marife B. Brequillo, SEPS, SGOD-Social Mobilization and Networking Unit at 09394513915 or email at [marife.brequillo@deped.gov.ph](mailto:marife.brequillo@deped.gov.ph).
13. For your information and strict compliance.

By Authority of the OIC-Schools Division Superintendent:

**FLOREN P. CLAVO**  
Senior Education Program Specialist  
Officer-In-Charge

SGOD/mbb  
05/23/2025



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Enclosure No. 1 to Division Memorandum No. 464, s. 2025

**PROGRAM OF ACTIVITIES**

TIME	ACTIVITY	IN-CHARGE
6:30 – 7:00 a.m.	Registration	<b>Registration Committee</b>
7:00 – 7:30 a.m.	Brigada Eskwela Caravan and Advocacy Campaign	<b>BE Caravan Committee</b>
7:30 – 8:00 a.m.	Health and Fitness Activity	<b>Host School</b>
<b>Opening Program</b>		
8:00 – 9:00 a.m.	Program Preliminaries <ul style="list-style-type: none"> <li>Philippine National Anthem</li> <li>Prayer</li> <li>SDO Catanduanes Hymn</li> <li>DepEd Quality Policy</li> </ul>	<b>AVP</b>
9:00 – 9:05 a.m.	Acknowledgement of Participants	<b>Marife B. Brequillo</b> SEPS-SMN
9:05 – 9:10 a.m.	Welcome Remarks	<b>Delfin A. Bondad, ASDS</b>  <b>Delfin I. De Leon, PSDS-</b> Caramoran North & South  <b>David B. Sarmiento,</b> School Head Dariao NHS
9:10 – 9:20 a.m.	Surprise Number/Opening Salvo	<b>Stakeholders/DepEd Personnel</b>
9:20 – 9:25 a.m.	Declaration of Opening of the 2025 Brigada Eskwela and Message	<b>Cecile C. Ferro CESO VI</b> ASDS, OIC-SDS
9:25 – 9:30 a.m.	Presentation of Brigada Eskwela Model School	<b>AVP</b>
9:30 – 9:35 a.m.	Messages of Support (30-second)	<b>Governor, Vice Governor, Congressman, TGP Partylist, Representative, Mayors, Barangay Captain</b>
9:35 – 9:40 a.m.	Intermission Number	
9:40 – 10:00 a.m.	Messages of Support (30-second)	<b>CID Chief, Representatives from CatSU, DILG, DOST, EDUCO, City Savings Bank, EastWest Bank, FICELCO, CPIC, China Bank Savings, First Consolidated Bank, GNIP, PNP, BFP, BJMP, PA, PCG, PFPTA President, Other Partners</b>
10:00 – 10:10 a.m.	Commitment Signing /Pledge of Support	<b>Partners/Stakeholders</b>
10:05 – 10:15 a.m.	Closing Remarks/ Acknowledgement	<b>Mary Jean S. Romero</b> Chief ES, SGOD
10:15 – 11:00 a.m.	Symbolic Start of Brigada Eskwela <ul style="list-style-type: none"> <li>Volunteer Activities within the Host School</li> </ul>	<b>All Participants</b>
Emcee:		<b>Floren P. Clavo, SEPS-PRU</b> <b>Ahdel D. Idanan, Nurse II-SHN</b>
11:00 a.m. – 12:00 p.m. – Lunch		



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Enclosure No. 2 to Division Memorandum No. 464, s. 2025

**EXECUTIVE COMMITTEE**

**CECILE C. FERRO, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC- Schools Division Superintendent

**DELFIN A. BONDAD**  
 Assistant Schools Division Superintendent

**MARY JEAN S. ROMERO**  
 Chief ES, SGOD

**ROMEL G. PETAJEN**  
 Chief ES, CID

**PROGRAM MANAGEMENT TEAM**

COMMITTEE	TERM OF REFERENCE	PERSON/S IN-CHARGE
Program Managers	<ul style="list-style-type: none"> <li>Supervise the planning and implementation of the activity.</li> <li>Oversee the entire project and ensure that it implemented as planned.</li> </ul>	<b>Mary Jean S. Romero</b> SGOD Chief <b>Marife B. Brequillo</b> SEPS, SocMobNet <b>Imaculate T. Latorre</b> EPS II, SocMobNet
Program Flow	<ul style="list-style-type: none"> <li>Prepare/organize and lead the whole program flow</li> <li>Facilitate and ensure that the program is being delivered on time.</li> <li>Host the opening program</li> <li>Prepare and submit activity completion report and other pertinent documents</li> </ul>	<b>Marife B. Brequillo</b> SEPS, SocMobNet <b>Floren P. Clavo</b> SEPS, PRU <b>Ahdel D. Idanan</b> Nurse II, SHN
Coordination and Invitation	<ul style="list-style-type: none"> <li>Prepare invitation letters and program to be distributed.</li> <li>Distribute and conduct follow-up to target participants and guests.</li> <li>Coordinate with the Program Managers regarding the availability of the invited guests a day before the event.</li> </ul>	<b>Imaculate T. Latorre</b> EPS II, SocMobNet <b>Ma. Lourdes M. Sorra</b> PDO I, YFD <b>All District Partnerships Focal Person</b>
Registration	<ul style="list-style-type: none"> <li>Monitor and prepare report on the actual list of participants.</li> <li>Prepare, process, and issue certificates to host school, PMT members and participants.</li> </ul>	<b>Aroline T. Borja</b> EPS, SGOD <b>Carol P. Gil</b> SEPS, HRD <b>Hidelita G. Posada</b> Dentist II
Venue/Hall Preparation/Stage Decoration/Sounds	Facilitates and oversees the venue set-up such as table arrangement, stage decoration and sounds.	<b>David B. Sarmiento</b> School Head- Dariao NHS <b>District Partnership Focal Persons</b> Caramoran North & South
Motorcade, Transportation and Security	Take charge of the transportation, arrangement of vehicles, and Marshalls to and from the venue.	<b>Delfin I. De Leon, PSDS</b> Caramoran North & South <b>Afredo Z. Bagadiiong Jr.</b> PDO I – YFD <b>Rey C. Bonayon</b> Planning Officer III– PRU



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Stakeholders' Commitment/ Photo Booth	Prepares the commitment wall and photo booth space. Take charge in the signing of commitment/Pledge of Support.	<b>SH and Personnel of the Host School</b> <b>District Partnership Focal Persons</b> Caramoran North & South
Documentation	Documents the proceedings of the learning sessions. Provides livestreaming, takes photos of the different parts of the program delivery, and updates it on timely manner at the official social media of the division.	<b>Jennifer B. Metica</b> ITO I, ICTU <b>John Bryan Laguda,</b> Admin Aide I (Agban CES) <b>Elizabeth S. Urbano</b> EPS II – HRD <b>School ICT Coordinator of the Host School</b>
Foods	Ensures that meals are served on time.	<b>Joy Suaiso</b> COS, SGOD <b>Sheryl M. Cambonga</b> COS, SGOD
Flaglets	Facilitate the preparation of the flaglets and ensure that it is available a day before the activity	<b>All COS, SGOD</b>
Welfare	Ensure that provision for health and wellness are properly taken care of.	<b>Dr. Amylou B. Celso</b> Dentist II <b>All Nurses</b>
Safety and Security	Ensure that the venue is safe and secure during the conduct of the activity.	<b>Maria Audrea L. Vivo</b> PDO II, DRRM <b>Rodger A. Matienzo</b> Engineer III
M & E	Implement monitoring and evaluation activities and prepares the report.	<b>Maria Rita SR. Tablate</b> SEPS, SMM&E <b>Achilles V. Alberto I</b> EPS II, SMM&E



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Enclosure No. 3 to Division Memorandum No. 464, s. 2025

**2025 DIVISION BRIGADA ESKWELA MONITORING TEAM**

**Monitoring Team Lead: Mary Jean S. Romero, Chief ES-SGOD**

No.	Municipality	SGOD	CID
1	Bagamanoc	<b>Ahdel D. Idanan</b> Nurse II – SHNU <b>Melanie R. Ibardaloza</b> Nurse II – SHNU	<b>Niño Gerard C. Ceneta</b> Education Program Supervisor – CID
2	Baras	<b>Ma. Lourdes M. Sorra</b> PDO I – YFD <b>Rosario R. Vegim</b> Nurse II – SHNU	<b>Jezrahel T. Omadto</b> Education Program Supervisor – CID
3	Bato	<b>Hidelita G. Posada</b> Dentist II – SHNU <b>Achilles V. Alberto I</b> EPS II - SMME	<b>Jeslyn T. Taway</b> Education Program Supervisor – CID
4	Caramoran	<b>Maria Audrea L. Vivo</b> PDO II – DRRM <b>Anthony Aguirre</b> Nurse II – SHNU	<b>Gina B. Pantino</b> Education Program Supervisor – CID
5	Gigmoto	<b>Ma. Theresa G. Abundo</b> Nurse II – SHNU <b>Rey C. Bonayon</b> Planning Officer III	<b>Marivic T. Camacho</b> Education Program Supervisor – CID
6	Pandan	<b>Imaculate T. Latorre</b> EPS II - SMNU <b>Ma. Rita SR. Tablate</b> SEPS – SMME	<b>Ma. Gina M. Templonuevo</b> Education Program Supervisor – CID
7	Panganiban	<b>Floren P. Clavo</b> SEPS – PRU <b>Alfredo Z. Bagadiong Jr.</b> PDO I – YFD	<b>Amelia B. Cabrera</b> Education Program Supervisor – CID
8	San Andres	<b>Amylou B. Celso</b> Dentist II – SHNU <b>Marife B. Brequillo</b> SEPS – SMNU	<b>Jayson M. Floranza</b> Education Program Supervisor – CID
9	San Miguel	<b>Elizabeth S. Urbano</b> EPS II – HRD <b>Erma B. Pampanga</b> Nurse II – SHNU	<b>Romel G. Petajen</b> Chief Education Supervisor – CID
10	Viga	<b>Jennifer S. Casall</b> Nurse II – SHNU <b>Rosa Aurea T. Vargas</b> Nurse II – SHNU	<b>Gina L. Custodio</b> Education Program Supervisor – CID
11	Virac	<b>Aroline T. Borja</b> EPS – SGOD <b>Carol P. Gil</b> SEPS – HRD	<b>Frankie T. Turalde</b> Education Program Supervisor – CID