



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

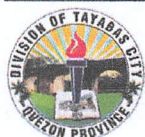
02 JUNE 2020

DIVISION MEMORANDUM  
No. 104 s. 2020

**DIVISION VIRTUAL KICK OFF CEREMONY FOR 2020 BRIGADA ESKWELA AND  
OPLAN BALIK ESKWELA CUM PARENTAL ADVOCACY CAMPAIGN**

To: OIC-Assistant Schools Division Superintendents  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In compliance with Republic Act 8525 also known as Adopt-A-School Program. DM 32 s. 2020 entitled "2020 Brigada Eskwela Program Implementing Guidelines", OU-LAPP No. Q229 s. 2020 entitled "General Guidelines on the Joint Implementation of the 2020 Brigada Eskwela and Oplan Balik Eskwela (Consistent with the IATF Approved DepEd Basic Education Learning Continuity Plan)" and DepEd Memorandum No. 53 s. 2020 known as the "Joint Implementing Guidelines On The 2020 Brigada Eskwela And Oplan Balik Eskwela Relative To Covid-19 Situation", the City Schools Division of Tayabas City will conduct a Division Virtual Kick Off Ceremony for 2020 Brigada Eskwela and Oplan Balik Eskwela Cum Parental Advocacy Campaign on June 5, 2020 at Tayabas City Division Stand Alone Senior High School.
2. Virtual start-up will start 7:00 via Google Meet and division virtual kick off ceremony will start at 7:30 am.
3. Participants to this activity are all the internal and external stakeholders, SDO personnel, school heads, teaching and non-teaching personnel. A minimum of 5 participants per school from public and private partners is expected.
4. School Heads (SHs) should take lead in planning the activities geared to making schools ecologically conscious, resilient, clean, safe and conducive to learning. **No Brigada Eskwela fee shall be collected** from parents or solicited from other volunteers. Important reminders to SHs in the conduct of this activity are indicated in enclosure 1.
5. The approved theme for the 2020 Brigada Eskwela as provided under DM no. 43, s. 2020, "Pagpapanatili ng Bayanihan Tungo sa Kalidad ng Edukasyon para sa Kabataan, shall now be the theme of the joint implementation of 2020 Brigada Eskwela (BE) and 2020 Oplan Balik Eskwela (OBE). With the aim of promoting sustainable and safe living, the slogan highlights the application of knowledge and convergence of efforts to address the required health standards and social issues at home, in school and in the community in the context of COVID-19.



Brgy. Poto, Tayabas City



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6. Provided that the required health standards and protocols as detailed in the DepEd and DepEd Task Force Covid 19 issuances, all DepEd employees are encouraged to join the 2020 Brigada Eskwela and Oplan Balik Eskwela activities.
7. The implementation of BE and OBE includes the engagement of stakeholders and addressing problems and queries and other concerns in preparation for the start of classes. Specific amendments and implementation adjustments and plan of action of BE and OBE are stated in Enclosure No. 1 in items A and B of DepEd Memorandum No. 53 s. 2020.
8. The traditional concept of Brigada Eskwela which involves physical cleaning, painting and repainting and doing minor repairs will no longer happen in May. Unless otherwise provided by another DepEd issuance, it may still be done during the two weeks before the opening of classes in public schools on Aug. 24, 2020, depending on the prevailing local risk classification and community quarantine guidelines. If allowed, schools shall strictly with the protocols on social distancing, proper hygiene consistent with IATF protocols, DOH health standards, local and national quarantine rules and all other relevant protocols as detailed in the DepEd and DepEd Task Force COVID-19 issuances
9. The new concept of Brigada Eskwela shall focus on preparation in strengthening partnership engagements to ensure that learning continues even at the time of COVID-19. The activities shall highlight partnership initiatives that complement the Department's efforts to ensure that quality basic education will continue despite the challenges posed by COVID-19, and to implement the BE-LCP. Details of the mandated partnership activities from stakeholders' engagement are provided in **Enclosure No. 2**.
10. Under Oplan Balik Eskwela, shall set up the Public Assistance Command Center (PACC) at the central office, with its counterparts at the regional and schools division offices through its Public Affairs Unit (PAU). Oplan Balik Eskwela shall continue to address frequently asked questions by parents and learners in relation to enrollment, attendance and other relevant depth at policies, rules and regulations on class opening.
11. In partnership with Brigada Eskwela and Oplan Balik Eskwela shall focus on an information campaign on the implementation of the LCP. The National Brigada Eskwela and Oplan Balik Eskwela Media/Online Kick-Off Program, will be hosted by DepEd Region VI on **June 1, 2020**. The details of the Kick-Off Program shall be the subject of a separate DepEd issuance.
12. All other provisions stated in DM No. 032 series 2020 in the end number 014 series 2020 should remain in full force and effect unless otherwise amended or rescinded.



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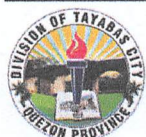
13. The schedule of activities for the 2020 Brigada Eskwela are as follows:

Activities	Schedule
Pre-Implementation Stage (Assessment of Physical Facilities and Maintenance Needs of the schools, Resource mobilizations, Organization of Brigada Eskwela Committees and their orientation, specific roles and tasks and among other activities.)	January 3- May 30, 2020
Brigada Eskwela National Kick Off	June 1, 2020
Brigada Eskwela Regional Kick Off	June 3, 2020
<b>Division TWG Meeting</b>	<b>June 2, 2020</b>
<b>Division Brigada Eskwela Coordination Meeting</b>	<b>June 3, 2020</b>
<b>Division Virtual Kick Off Ceremony for 2020 Brigada Eskwela and Oplan Balik Eskwela Cum Parental Advocacy Campaign</b>	<b>June 5, 2020</b>
Webinar on Transitioning to New Normal and Parental Literacy Support	June 6, 2020
Virtual PFA for Coordinators and Parents	June 8, 2020
Google Remote Teaching for Coordinators	June 10, 2020
Microsoft Remote Teaching for Coordinators	June 11, 2020
Gulayan sa Bakuran	TBA
School Kick Off Ceremony	June 8-11, 2020
School Based Implementation of Brigada Eskwela and Parental Advocacy Campaigns Activities	June 6-August 29, 2020
Brigada Eskwela Implementation and Monitoring of Schools	June 1-August 29, 2020
<b>Submission of the Consolidated Brigada Eskwela Accomplishment Report (Magazines) by the school to the Division</b>	<b>September 1-11, 2020</b>
Submission of the Consolidated Brigada Eskwela Accomplishment Report by the Division Coordinators to the Regions	September 24, 2020
<b>Submission of the Division entries for the Brigada Eskwela Awards Candidate for the Regions</b>	<b>September 24, 2020</b>
Submission of the Consolidated Brigada Eskwela Accomplishment Report by the Regions to the External Partnerships Services (EPS)	October 30, 2020

14. Attached are the copy of the Tarpaulin, Program, Flyers, Pledge of Support, Technical Working Group and Tasking and Monitoring Officials.

15. Immediate dissemination of this memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent



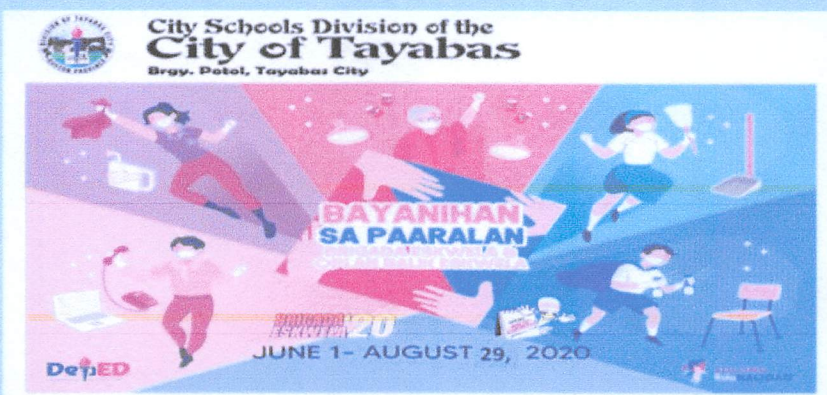


Enclosure 1: Tarpaulin



Enclosure 2: Program

Division Virtual Kick Off Ceremony for  
2020 Brigada Eskwela and Oplan Balik  
Eskwela Cum Parental Advocacy Campaign



**“Pagappanatili ng Bayanihan Tungo sa  
Kalidada na Edukasyon para sa Kabataan”**

Venue : Tayabas City Division Stand Alone Senior High School  
When : June 5, 2020  
Time : 7:30 AM

This serves as an invitation





Republic of the Philippines  
Department of Education  
Region IV – A CALABARZON  
DIVISION OF TAYABAS CITY  
Tayabas City Division Stand Alone Senior High School



**Division Virtual Kick Off Ceremony for  
2020 Brigada Eskwela and Oplan Balik  
Eskwela Cum Parental Advocacy Campaign  
June 5, 2020**

**Part I – Virtual Meet Up**

Start Up Time: 7:00AM

Program Proper: 7:30AM

**Part II – Kick Off Ceremony**

**I—Philippine National Anthem**

Prayer .....

CALABARZON March .....

Tayabas Hymn .....

**II– Roll Call of Participants** ..... **Dr. EDWIN R. RODRIQUEZ**  
SGOD Chief

**III- Welcome Remarks** ..... **Ferdinand T. Glor**  
Principal I, TCDSASHS

**IV—Messages** ..... **WILFREDO CABRAL**  
Regional Director

..... **ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent

..... **Hon. DANILO SUAREZ**  
Governor

..... **Hon. ERNIDA AGPIREYNOSO**  
City Mayor

**V—Pledge of Commitment** ..... LGU  
Brgy. Chairman  
PTA President  
Select Stakeholders

**VI— Word of Thanks** ..... **MAYLANI L. GALICIA**  
OIC-ASDS

**VII—Intermission** ..... TCDSASHS

**VIII— Formal Opening of BE** ..... **RANDY D. PUNZALAN**  
OIC-ASDS

**IX—Oplan Balik Eskwela Overview** ..... **LUZVIMINDA SALUDARES**  
EPS—II

**Part III – Lecture Proper**

**I– Transitioning to New Normal** ..... **8:30-9:30**  
**Dra. CONNIE SIA**  
Medical Officer

**II - Learning Continuity Plan** ..... **9:30-10:30**  
**MAYLANI L. GALICIA**  
OIC-ASDS



**III—Parents Awareness Campaign** ..... **10:30—12:00**  
**Dr. JOSEPH JAY AUREADA**  
Education Program Supervisor

**Nicole May R. Lagar and Joritz Cabriga**  
Masters of Ceremony






Enclosure 3: Flyers

 <b>City Schools Division of the City of Tayabas</b> Brgy. Poto, Tayabas City <b>BRIGADA ESKWELA 2020</b>		 <b>City Schools Division of the City of Tayabas</b> Brgy. Poto, Tayabas City <b>BRIGADA ESKWELA 2020</b>																																																					
(Name of School)		(Name of School)																																																					
I am interested to be part of the 2020 Adopt-A-School Program		I am interested to be part of the 2020 Adopt-A-School Program																																																					
<b>Name:</b> _____ <b>Name of Company/Organization (if applicable):</b> _____ <b>Address:</b> _____ <b>Contact Number:</b> _____ <b>Name of Public School to do Beneficiaries:</b> _____ <b>Form of Intervention:</b> Choose any of the two or you can choose both. a. In-kind donations for: (please check desired donations) <table border="0"> <tr> <td><input type="checkbox"/> Furniture</td> <td><input type="checkbox"/> Technology</td> </tr> <tr> <td><input type="checkbox"/> Appliances and Equipment</td> <td><input type="checkbox"/> Financial Support</td> </tr> <tr> <td><input type="checkbox"/> Learners' Wellness Health and Nutrition (health kit, menstrual pad, hand washing supplies feeding)</td> <td><input type="checkbox"/> Technical Assistance</td> </tr> <tr> <td><input type="checkbox"/> Learners' School Supplies and Uniform</td> <td><input type="checkbox"/> Teaching and Non-Teaching Personnel Support (Teacher kit, school supplies)</td> </tr> <tr> <td><input type="checkbox"/> Safety materials (Fire extinguisher, safety signages, whistle, flashlight) etc.</td> <td><input type="checkbox"/> Attendance or Manpower</td> </tr> <tr> <td><input type="checkbox"/> Use of Facilities</td> <td><input type="checkbox"/> Advocacy Support</td> </tr> <tr> <td><input type="checkbox"/> Policy Support</td> <td><input type="checkbox"/> Sanitation Tents</td> </tr> <tr> <td><input type="checkbox"/> Disinfecting Materials and Equipment</td> <td><input type="checkbox"/> Food packs for children of daily wage earners</td> </tr> <tr> <td><input type="checkbox"/> Anti-Pneumonia Vaccines and materials</td> <td><input type="checkbox"/> Feeding supplies</td> </tr> <tr> <td><input type="checkbox"/> Personal Protective Equipment for Learners</td> <td><input type="checkbox"/> Alcohol, soap, hand sanitizer, etc.</td> </tr> <tr> <td><input type="checkbox"/> Thermal Scanners</td> <td><input type="checkbox"/> Cleaning materials</td> </tr> <tr> <td><input type="checkbox"/> Face masks and Gloves</td> <td><input type="checkbox"/> Multivitamins, tablets and syrups</td> </tr> <tr> <td><input type="checkbox"/> Others</td> <td><input type="checkbox"/> Materials for Distance Learning</td> </tr> </table> Specific material/donation to be given: _____ b. Volunteer man-days/labor support Nature of volunteer services: _____ Time and days of availability: _____ Ex. Pandemic Awareness Orientation, Survival and Crisis Management Training for Parents		<input type="checkbox"/> Furniture	<input type="checkbox"/> Technology	<input type="checkbox"/> Appliances and Equipment	<input type="checkbox"/> Financial Support	<input type="checkbox"/> Learners' Wellness Health and Nutrition (health kit, menstrual pad, hand washing supplies feeding)	<input type="checkbox"/> Technical Assistance	<input type="checkbox"/> Learners' School Supplies and Uniform	<input type="checkbox"/> Teaching and Non-Teaching Personnel Support (Teacher kit, school supplies)	<input type="checkbox"/> Safety materials (Fire extinguisher, safety signages, whistle, flashlight) etc.	<input type="checkbox"/> Attendance or Manpower	<input type="checkbox"/> Use of Facilities	<input type="checkbox"/> Advocacy Support	<input type="checkbox"/> Policy Support	<input type="checkbox"/> Sanitation Tents	<input type="checkbox"/> Disinfecting Materials and Equipment	<input type="checkbox"/> Food packs for children of daily wage earners	<input type="checkbox"/> Anti-Pneumonia Vaccines and materials	<input type="checkbox"/> Feeding supplies	<input type="checkbox"/> Personal Protective Equipment for Learners	<input type="checkbox"/> Alcohol, soap, hand sanitizer, etc.	<input type="checkbox"/> Thermal Scanners	<input type="checkbox"/> Cleaning materials	<input type="checkbox"/> Face masks and Gloves	<input type="checkbox"/> Multivitamins, tablets and syrups	<input type="checkbox"/> Others	<input type="checkbox"/> Materials for Distance Learning	<b>Name:</b> _____ <b>Name of Company/Organization (if applicable):</b> _____ <b>Address:</b> _____ <b>Contact Number:</b> _____ <b>Name of Public School Beneficiaries:</b> _____ <b>Form of Intervention:</b> Choose any of the two or you can choose both. a. 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Thank you and we look forward to working with you very soon!		Thank you and we look forward to working with you very soon!																																																					

Enclosure 4: Pledge of Support



**Republic of the Philippines**  
**Department of Education**  
**REGION IV-A CALABARZON**  
**CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS**

**PLEDGE OF COMMITMENT**

I, \_\_\_\_\_, the stakeholder of DepEd Tayabas City, commit myself to fervently support the National Schools Maintenance Week, also known as Brigada Eskwela in whatever capacity I have as an individual.

I also pledge to the programs, projects and activities of the Department of Education as it strives to open wider horizon for the achievement of quality basic education.

I see this cause as an opportunity to become the strong and dynamic partner for a better today and a brighter tomorrow of our batang Tayabas.

May GOD bless us all!

Enclosure 5: Technical Working Group and Tasking

RESPONSIBLE PERSON/S	COMMITTEE	TASK	DATE TO BE ACCOMPLISHED
Maylani L. Galicia, Randy D. Punzalan and Dr. Edwin R. Rodriquez	Overall Chairperson and Vice Chairperson	-Coordinates and gives technical assistance to each committee. -Maintains communication to each committee.	March 2020 onwards
Joan Kathleen T. Brizuela	Partner and Program Manager	-Coordinate with the TWGs for status checking and follow up of assigned tasks. -Coordinate with partners for donation and pledge and commitment signing during virtual kick off.	March 2020 onwards
Benjamin Millares  Agnes Luzadas	Budget/Finance	-Approves the budget. -Prepare financial statement of the expenses incurred. -Gives technical assistance for the liquidation process. -Determines the amount for payment.	March 2020 onwards
Luzviminda Saldares Kendrick Cabriga	Documentation	- Records virtual ceremony. -Takes pictures and provides narrative report of the event. -Submit accomplishment report of the event.	June 5, 2020
Jayron Baer	Program and Certificates	-Drafts and prepares program and certificates.	June 1, 2020 onwards
Jerome Javin Phillip Mabilin	Technical	-Assist in the facilitation of virtual kick off ceremony.	June 5, 2020 onwards
Fideliza Lucas	Registration	-Handles online and onsite registration of participants. -Coordinate with school heads for list of participants per school. -Checks the attendees during the event.	June 1, 2020 onwards



Ferdinanad T. Glor, Monina Grace Villa, Edmar Rada and TCDSASHS personnel	Program and Venue	<ul style="list-style-type: none"> <li>-Lead the TWGs for the preparation of the stage, décor and sound system.</li> <li>-Coordinate with the venue employees for double checking.</li> <li>-Coordinate with Division In charge for Program Flow.</li> <li>-Facilitate program and live streaming of virtual kick off via FB live.</li> <li>-Coordinate with stakeholders for pledge and commitment signing.</li> </ul>	March 2020 onwards
Joritz Cabriga and Nicole May Lagar	Masters of Ceremony	<ul style="list-style-type: none"> <li>- Draft script according to program flow.</li> <li>- Take charge of the program flow and program proper.</li> </ul>	June 5, 2020 onwards
Maylani L. Galicia	LCP	<ul style="list-style-type: none"> <li>-Finalizes and prepares LCP.</li> <li>-Discuss LCP during virtual kick Off</li> </ul>	May 2020 onwards
Mildred Galleno, Dr. Joseph Jay Aureada	Parents Awareness Campaign	-Prepare SLE and slide deck for the Literacy support during COVID-19 Situation.	May 2020 onwards
Medical Team and Dra Connie Sia	Transitioning to New Normal	-Prepare SLE and slide deck for the Literacy support during COVID-19 Situation.	May 2020 onwards
Nicole May Lagar and Alelie Padillo	Psychological First Aid	-Coordinate with resource speaker for PFA Schedule and discussion	May 2020 onwards
Maria Corazon Borbon	M & E	<ul style="list-style-type: none"> <li>- Prepares Evaluation plan.</li> <li>- Submit program feedback to top management.</li> </ul>	June 5, 2020



Enclosure 6: **Monitoring Officials**

NAME OF MONITORING OFFICIALS	SCHOOLS
Louie Fulleo and Teofila Ocumin	BUSAL ES
	EAST PALALE ES
	SOUTH PALALE ES
Christian Bables	NORTH PALALE ES
	LAWIGUE ES
Fideliza V. Lucas	WEST PALALE ES
	WEST PALALE NHS
Mildred Galleno	KATIGAN- ALUPAY ES
	ILASAN ES
Joseph Jay Aureada	MASIN ES
	VALENCIA ES
Nicole May Lagar	PANDAKAKE ES
	MATE ES
Generosa Zubieta	LAKAWAN ES
	ALSAM
Pelagia Manalang	TWCS I
	TWCS III
Georgia Talabong	TECS
	TWCS II
Sherwin Quesea	RQMNHS
	WAKAS ES
Ermelo Escobinas	TWCS IV
	DAPDAP IS
Luzviminda Saludaes	LALO
	IPILAN-ALITAO ES
Richelle Quintero	LPIHS
	GIBANGA ES
Marife R. Lagar	POTOL ES
	TCDSASHS
Maria Corazon A. Borbon	DOMOIT ES
	FELES
Sancho Calatrava	EUGENIO FRANCIA ES
	MALAOA
Jaypee Escobar /Joan Kathleen T. Brizuela	KALUMPANG ES

Note: SDS/ASDS/ OIC Chief-CID/ Chief-SGOD/ Division Partnership Focal Person may visit any of the schools listed above.