



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

9 JUNE 2020

DIVISION MEMORANDUM  
No. 114 s. 2020

**DIVISION VIRTUAL COORDINATION MEETING FOR SCHOOL BASED  
IMPLEMENTATION OF BRIGADA ESKWELA, OPLAN BALIK ESKWELA AND  
PARENTAL ADVOCACY CAMPAIGN**

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

1. In compliance with 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 Coordination Meeting For School Based Implementation of Brigada Eskwela Oplan Balik Eskwela And Parental Advocacy Campaign Implementation on June 11, 2020 via google meet.
2. Objective of this activity is to orient school heads and coordinators on the school-based implementation of Brigada Eskwela Oplan Balik Eskwela And Parental Advocacy Campaign. Technical set-up will start 07:45 via Google Meet while meeting proper will start at 8:00 am.
3. Participants to this activity are all the school heads, Adopt-A-School Coordinators, Brigada Eskwela Coordinators and PTA Coordinators.
4. Enclosed is a copy of the Program of Activities and the Technical Working Group.
5. Immediate dissemination of this memorandum is desired.

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



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Enclosure 1

Program of Activities

**DIVISION VIRTUAL COORDINATION MEETING FOR SCHOOL BASED  
IMPLEMENTATION of BRIGADA ESKWELA, OPLAN BALIK ESKWELA AND  
PARENTAL ADVOCACY CAMPAIGN**

07:45-12:30 pm

| TIME                  | PROGRAM/TOPIC  |
|-----------------------|--|
| 7:45 – 8:00           | Webinar Technical Set Up   |
| 8:00 – 8:15           | Opening Program  |
|                       | Virtual Etiquette for Participants: Fideliza V. Luces<br>SEPS – HRTD   |
|                       | Opening Prayer: Luzviminda E. Saludaes<br>EPS II – HRTD  |
|                       | Roll Call: Fideliza V. Luces<br>SEPS – HRTD  |
|                       | Welcome Remarks: Randy D. Punzalan<br>OIC-ASDS   |
|                       | Inspirational Message: Aniano M. Ogayon, CESO V<br>Schools Division Superintendent   |
| <b>MEETING PROPER</b> |  |
| 8:15 – 9:15           | Brigada Eskwela in the Context of the New Normal<br>Joan Kathleen T. Brizuela / EPS II – SocMob  |
| 9:15 – 9:45           | Presentation of the Brigada Eskwela Form in the Context of the<br>New Normal<br>Joan Kathleen T. Brizuela / EPS II – SocMob  |
| 9:45 – 10:45          | Parental Advocacy Campaign<br>Mildred Z. Galleno and Dr. Joseph Jay Aureada/ EPS   |
| 10:45 – 11:45         | School- Base Implementation of Oplan Balik Eskwela<br>Luzviminda E. Saludaes/ EPS II<br>Kendrick C. Cabriga/ ITO<br>Marife R. Lagar/ Planning Officer III<br>Maria Corazon A. Borbon/ SEPS-M&E |
| 11:45 – 12:15         | Open Forum   |
| 12:15 – 12:30         | Closing Remarks: Maylani L. Galicia<br>OIC- ASDS   |
|                       | Closing Prayer: Luzviminda E. Saludaes<br>EPS II - HRTD  |
| Master of the Meeting | Joan Kathleen T. Brizuela<br>EPS II- SocMob  |





Enclosure 2

Technical Working Group/ Term of Reference

**DIVISION COORDINATION MEETING FOR SCHOOL BASED BRIGADA  
ESKWELA IMPLEMENTATION AND PARENTAL ADVOCACY CAMPAIGN**

| COMMITTEE             | CHAIPERSON/S   | TERM OF REFERENCE   |
|-----------------------|--|---|
| Overall Chairperson   | Aniano M. Ogayon, CESO V   | Supervises over -all implementation of the webinar.   |
| Co -Chairpersons      | Maylani L. Galicia<br>Randy D. Punzalan<br>Dr. Edwin R. Rodriguez                                | Co-Chair supervision of TWGs and coordinate with Committee Chairperson/s.   |
| Program Preparations  | Joan Kathleen T. Brizuela  | Plans the conduct of the program. Identifies and coordinates with the TWGs of the Activity. Prepares documentary requirements and seeks approval from Top Management. |
| Registration          | Fideliza V. Lucas  | Prepares and Consolidates pre-registration of target participants.<br><br>Monitors the actual webinar attendees.  |
| Technical             | ICT Unit   | Prepares platform for the webinar. Prepares, consolidates and presents audio-visual presentations during the activity.  |
| Documentation         | Ayessa Pabularcon<br>Luzviminda E. Saludaes  | Documents meeting from beginning to end of the meeting. Prepares and submits Complete narrative report.   |
| QATAME                | Maria Corazon A. Borbon  | Prepares and implements online evaluation.  |
| Certificates          | Jayron Baer  | Prepares Online E- certificates.  |
| Master of the Meeting | Joan Kathleen T. Brizuela  | Ensures the sequence of Flow of the activity.<br>Assists in the facilitation of Open Forum.   |
| Resource Speakers     | Joan Kathleen T. Brizuela<br>Luzviminda E. Saludaes<br>Midred Z. Galleno/ Dr. Joseph Jay Aureada | Present assigned topic to the participants  |



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