



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

11 May 2026

DIVISION MEMORANDUM

No. 316 s. 2026

**COORDINATION MEETING FOR THE 2026 BRIGADA ESKWELA (BE)  
KICK OFF CEREMONY AND OTHER RELATED ACTIVITIES**

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

1. Pursuant to **Republic Act No. 8525 s. 1998** known as **An Act Establishing an Adopt-A-School Program, Providing Incentives Therefor, and For Other Purposes**, this Office will conduct the Coordination Meeting for the 2026 Brigada Eskwela Implementation from June 1 to 5, 2026. **Coordination meeting** will be on **May 20, 2026 at 1:30 p.m.** for the **School Participants** and **3:30 p.m.** for the **Technical Working Group (TWG)**. Venue will be at **Puente De Iplan Hall, DepEd Tayabas Building, Brgy. Potol, Tayabas City**.
2. This activity aims to coordinate and update school participants as well as the TWGs on the 2026 Brigada Eskwela Implementing Guidelines, Kick of Ceremony and Terms of References (TOR).
3. Participants are all public-school head non-teaching alternates, school program focals and TWGs. Attached in this memorandum is Enclosure 1, the List of TWGs.
4. Immediate dissemination of and strict compliance to this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: Republic Act No. 8525 s. 1998

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

BRIGADA ESKWELA  
MEETING  
PERSONNEL

SGOD- coordination meeting for the 2026 brigada eskwela (be) kick off ceremony and other related activities  
SGO8F6AQ-004770/May 11, 2026



Address: Brgy. Potol, Tayabas City  
Telephone No.: (042) 785-9615  
Email Address: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
Website: <https://www.sdotayabascity.ph>

Enclosure 1

**LIST TECHNICAL WORKING GROUP FOR 2026  
BRIGADA ESKWELA KICK OFF CEREMONY**

<b>Committee</b>	<b>Person/s In Charge</b>	<b>Terms of Reference</b>
Overall Chairperson	Celedonio B. Balderas Jr.	- Oversees the implementation of the implementation
Vice Chairperson	Herbert D. Perez	- Assists the chairperson in the overall implementation.
Program Preparation and Completion Report	Maria Corazon A. Borbon Joan Kathleen Talabong - Brizuela	- Plan on the conduct of the program. - Prepare program design and memo. - Coordinates with the TWGs, school, SDO Personnel and partners for the other activity requirements.
Overall Management of Logistics and L&D	John Cavin S. Rodil La Trisha R. Dalit	- Assists the proponent in the preparation of documents. - Conducts on-site inspection of the venue prior to the activity.
QAME	Montano L. Agudilla Jr. Ermelo A. Escobinas	- Quality assures the activity. - Prepare evaluation tool and gather feedback.
Medical / First Aid	Dr. Joan C. Salceda and Medical Team	- Ensure observance of health protocols. - Administers first aid and health services during activity.
Support Staff	Princess A. Talavera Baby Joy D. Albos Justine Ranillo	- Assist in the preparation of documents. - Assist in the inventory and distribution of supplies. - Process documentary requirements. - Print Advocacy Campaign Materials and Certificates.
Master of Ceremony	TBA	- Coordinates to the program proponent with the flow of the activity. - Rehearse the day before for smooth program delivery. - Facilitate Program execution.
Motorcade	Rowena O. Sabiduria Ariel C. Cabuyao Engr. Jaypee A. Escobar Conrado C. Gabarda	- Provide Assembly and dispersal plan. - Provide Route mapping - Coordinate with traffic and law enforcement agencies - Deployment of personnel

Physical Facilities and Arrangement	Rowena O. Sabiduria Christian J. Bables Conrado C. Gabarda	<ul style="list-style-type: none"> <li>- Prepare seat plan and physical layout.</li> <li>- Coordinate with the host school and arrangement of chairs,</li> <li>- Prepare stage and covered court decorations.</li> </ul>
Finance	Benjamin A. Millares Agnes M. Luzadas	<ul style="list-style-type: none"> <li>- Approve the budget.</li> <li>- Provide TA to the liquidation process.</li> <li>- Determine the amount of payment.</li> </ul>
Registration and Attendance	Marife R. Lagar Nicole May L. Lumanglas Mikael Sandino T. Andrey Generosa F. Zubieta	<ul style="list-style-type: none"> <li>- Advance Distribution of attendance to schools.</li> <li>- In Charge of registration of guests during the activity.</li> </ul>
Documentation and Advocacy Campaign	Mark Bryan F. Valencia Joan Kathleen Talabong - Brizuela Jerome A. Javin San Mark Morcoso Regicelle D. Cabaysa Luzviminda Cynthia Richelle F. Quintero	<ul style="list-style-type: none"> <li>- Document the event.</li> <li>- Prepare and submit narrative report.</li> <li>- Prepare event teaser and advocacy campaign materials.</li> </ul>
Letters and Program	Conrado C. Gabarda Joyce Ann P. Limbo Joan Kathleen Talabong - Brizuela Rowena O. Sabiduria	<ul style="list-style-type: none"> <li>- Print and distribute letters and invitation to partners.</li> <li>- Confirm partners' attendance.</li> </ul>
Food	Louie L. Fulleo La Trisha R. Dalit Jerome A. Chavez Teofila A. Ocumin Joseph Jay U. Aureada Sherwin C. Quesea	<ul style="list-style-type: none"> <li>- Distribute food to the guests.</li> <li>- Facilitate meal attendance signing.</li> <li>- Ensure refreshments and snack provision to all the Brigada Guests</li> </ul>
Usher and Usherettes	Dianah G. Tan Jeanette M. Buerra Grasiela L. Hernandez Mildred Z. Galleno Edna E. Eclavea Angelique Joy H. Estole Justine Ranillo Pierce Aldwin B. Co	<ul style="list-style-type: none"> <li>- Usher guests to their respective seating.</li> </ul>