



**Republic of the Philippines**  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division  
 Superintendent**

JUL 02 2024

**MEMORANDUM**

**CONDUCT OF THE BRIGADA ESKWELA 2024 REGIONAL PRE-KICK-OFF**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor, Curriculum Implementation Division  
 OIC-Chief Education Supervisor, School Governance and Operations Division  
 Public Elementary and Secondary School Heads/OICs  
 All Others Concerned

- Attached is Regional Memorandum No. 657, s. 2024, dated June 24, 2024, on the above captioned title, the contents of which is self-explanatory, for the information and guidance of all concerned.
- In connection with this, the composition of the 2024 Division Brigada Eskwela Monitoring Team shall be as follows:

Chairperson:	Dr. Violeta M. Gonzales CESO VI, ASDS/OIC-SDS
Co-Chairperson:	Ms. Ma. Regalee A. Olarte, OIC-Chief Education Supervisor
Members:	Ms. Cecilia Teresa C. Claudel, EPSII
	Mr. Eduardo L. Kondo, PDO II, DRRM Focal Person
	Dr. May Ann L. Ayudtud, WINS Focal Person

- All Public Schools District Supervisors are directed to provide Technical Assistance to their assigned schools during the conduct of the Brigada Eskwela 2024
- Particular attention is invited to the third paragraph of the said Memorandum relative to the schedule of activities for the Pre-Kick-off.
- For immediate dissemination and appropriate action of all concerned.

**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

Enclosure: As Stated  
 References: As Stated  
 To be indicated in the Perpetual Index  
 under the following subjects:

PROGRAMS PARTNERSHIPS

CTCC/ DM/ CONDUCT OF THE BRIGADA ESKWELA 2024 REGIONAL PRE-KICK-OFF

209 / 7/1/2024

UN-2024-209



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
 Muntinlupa City  
 (02) 805-9935, (02) 805 - 9940  
[sdomuntinlupa@gmail.com](mailto:sdomuntinlupa@gmail.com)





Republic of the Philippines  
**Department of Education**  
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June 24, 2024

**REGIONAL MEMORANDUM**

No. \_\_\_\_\_ s. 2024

**To :** Schools Division Superintendents  
 All Others Concerned

**CONDUCT OF THE BRIGADA ESKWELA 2024 REGIONAL PRE KICK-OFF**

- The Department of Education (DepEd) National Capital Region (NCR) will conduct the Brigada Eskwela (BE) 2024 Regional Pre Kick-Off on July 1, 2024 at Batasan Hills National High School. This is in compliance with DepEd Order No. 21, s. 2023 on the BE Implementing Guidelines where the pre kick-off falls on the Pre-Implementation Stage of the BE.
- The Pre Kick-Off aims to begin advocacy and resource mobilization efforts prior to the BE Week, with focus on the readiness of the comfort rooms, electrical, plumbing and sanitation.
- In preparation for the BE Week, please be guided by the BE Regional Pre Kick-Off Pre Kick-Off timeline :

Activity	Date	Task	Person/s Involved
Pre Kick-Off	July 1, 2024	-Short Program	-Regional Office Technical Working Group (TWG) -SDO Quezon City TWG -Batasan Hills NHS TWG
		-Clean-up at Batasan Hills National High School	-Regional Office Technical Working Group (TWG) -SDO Quezon City TWG -Batasan Hills NHS TWG -Partners and volunteers
Division Monitoring of Schools	July 2-11, 2024	-School Needs Assessment -Regional and Division Monitoring Team to provide	-Division Monitoring Team



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph





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Technical Assistance of the Regional Monitoring Team	Technical Assistance on the identification of needs for school readiness through the completion of the checklist and tool	-Regional Monitoring Team
Submission of the completed ESDD Monitoring Tool (Pre-Kick-Off)	On or before July 15, 2024	-Division to instruct schools to complete the checklist and BE Pre-Implementation Stage Monitoring Tool -Division to upload the approved forms at <a href="https://tinyurl.com/BrigadaEskwela2024Tools">https://tinyurl.com/BrigadaEskwela2024Tools</a> -Division to consolidate the reports
		-Division Monitoring Team  -Division Partnership Focal Person

- Participants to the said event are the Schools Division Superintendents, Regional Office Functional Division Chiefs and Supervisors, the Regional Technical Working Group and SDO Quezon City Officials and personnel.
- Travel and other related expenses to be incurred in the conduct of the said activity may be charged to local funds, subject to the usual accounting and auditing rules and regulations.
- Attached are the Pre Kick-Off Program, Pre-Kick-Off Committees and Regional Monitoring Team, ESDD Monitoring Tool, BE Monitoring Tool-Pre-Implementation Stage. Soft copies of these forms are available at this link : <https://tinyurl.com/BrigadaEskwela2024Tools>
- For more information, please contact the Education Support Service Division, through Dr. Gina L. Cruz, SEPS, ESDD, at [gina.cruz002@deped.gov.ph](mailto:gina.cruz002@deped.gov.ph)
- For immediate dissemination and appropriate action.

**JOCELYN DR. ANDAYA**  
 Director IV

Enclosed : as stated

essd:glc



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**BRIGADA ESKWELA 2024 REGIONAL PRE KICK-OFF**  
 Batasan Hills National High School  
 July 1, 2024

**TECHNICAL WORKING GROUP  
 TERMS OF REFERENCE**

COMMITTEE	TASK	NAME	OFFICE
Event Chair		Dir. Jocelyn DR Andaya	Regional Office
Event Co Chair		SDS Carleen S. Sedilla	SDO Quezon City
Event Committee Chairs	to oversee the implementation of the event	Dr. Gina L. Cruz Mr. Philip Austria	Regional Office
Program Committee	program invitation lay-out, printing and distribution	Dr. Gina L. Cruz	SDO Quezon City Regional Office
	manages the program flow	Dr. Gina L. Cruz Mr. Philip Austria Mr. Cerilo P. Castillo Jr.	Regional Office SDO Quezon City
	emcee	Mr. Denis Suansing Ms. Jean Lacerna	Batasan Hills NHS Batasan Hills NHS
Stage and Venue Set-Up	manage the decoration and set-up of chairs and the stage	Mr. Bonifacio Pedrera Mr. Gib Gabiana Mr. Jojo Acaña	Batasan Hills NHS
Traffic and Security	facilitate the drop off and parking concerns of the participants with service vehicles - maintain peace and order all throughout the event	Mr. Joel Porcadilla Mr. Mike Diaz Mr. Bong Sales Ms. Cecile Gurtiza	Batasan Hills NHS



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	-manage the assigned area for the clean-up of the participants -facilitate assignment of area to clean-up	Dr. Gina L. Cruz	Regional Office
Documentation	-take highlights during the event -write narratives on every event highlight for reporting -take pictures and save it in one centralized site/file for easy access	Ms. Germa Constantino Aireen Zipagan	Regional Office Batasan Hills NHS
Registration	-develop registration form -create a consolidated list of the actual participants -keep the confidentiality of the other details of the participants	Ms. Melody Jolo Ms. Genefer Bermundo Ms. Evelyn Rogacion Ms. Kathleen Francia Mr. Jarryl Quinalayo	
Technical	-manage the sounds, slides presentation and other technical concerns of the program	Mr. Benedict Alain Sembrano Mr. John Patrick Rodriguez Mr. Ernesto Domingo Jr Mr. Ariel Alayan	Batasan Hills NHS
ICT and SocMed Promotions	-develop social media plan -social media engagement report	Ms. Alexis Llaguno Mr. Benedict Alain Sembrano Mr. John Patrick Rodriguez Mr. Ernesto Domingo Jr Mr. Ariel Alayan	Regional Office Batasan Hills NHS
Evaluation	-develop evaluation form	Ms. Melody Jolo Dr. Gina L. Cruz	



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	-consolidate results of the evaluation -prepare evaluation report		Regional Office
Logistics and Supplies	-manage the distribution of supplies to be used in the pre kick-off	Dr. Gina L. Cruz Ms. Melody Jolo	Regional Office
Medical/First Aid	-assist the Safety and Security Committee in ensuring that every delegate is holistically healthy, safe, and secured -setup medical area and assign in-charge -ensure everyone's health is okay before during, and after the event -provide appropriate first aid treatment, medical advice and prescriptions and attend to immediate medical needs	Dr. Dante D. Nacpil Mr. Narciso E. Costales Jr. Mr. Clifford P. Acorda	SDO Quezon City
Food	-make sure that all participants, including guests and the TWG are supplied with snacks and consumables -oversee the serving of the food	Ms. Melody Jolo Mr. Rudolf James P. Dato Ms. Amelia B. Lantag Ms. Lorna Sara Ms. Norma Reyes	Regional Office SDO Quezon City Batasan Hills NHS
Electrical, Plumbing and Sanitation	-to check the school readiness in terms of electrical connections, plumbing and sanitation	Engr. Epifanio A. Macaraeg Jr. Mr. Ruzcko Angelo F. Festejo Engr. Carlos S. Bluricia	Regional Office



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Engr. Marc Christian  
Orozco  
Engr. Darryl M. Osená  
Engr. Erwin D. Pumay  
Ms. Babie Noreen P.  
Clemente  
Mr. Joemel C. Severino  
Clarencio Perucho  
Mr. Ismael Zara  
Mr. Bonifacio  
Pedrera  
Mr. Gib Gabiana  
Mr. Jojo Acaña

Batasan Hills  
NHS



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**REGIONAL MONITORING TEAM**  
**Brigada Eskwela 2024**

	<b>SDO</b>	<b>Team Leader and Assistant Leader</b>	<b>Members</b>
A	Caloocan City, Malabon City, Navotas City and Valenzuela City	Dr. Roger Morallos Dr. Lilia Ricero	Engr. Epifanio A. Macaraeg Jr. Dr. Merlino M. Mateo Dr. Charito A. Villanueva Mr. Romar Roentgen I. Blanco Mr. Mohammad Khalid B. Gunting Engr. Darryl M. Osen Mr. Alfredo G. Desamparo Dr. Gina L. Cruz
B	Pasig City, Mandaluyong City, Marikina City and San Juan City	Atty. Joylyn P. Dulnuan Dr. Marina C. Espino	Engr. Marc Christian Orozco Ms. Jennifer Belleza Ms. Minerva Generoso Dr. Rhea B. Eden Dr. Louie C. Duterte Dr. Leonila C. Mustapha Dr. Maricar A. Bangit Dr. Christian T. Espanol
C	Pasay City, Makati City, Manila and Quezon City	Dr. Hajji R. Palmero Ms. Juliet J. Icamen	Atty. Annaliza G. Esperanza Engr. Carlos S. Bluricia Dr. Connie P. Gepanayao Dr. Lydia L. Martin Mr. John Christian Pelayo Ruzcko Angelo F. Festejo Dr. Maria Laarni Carla B. Paranis Mr. Al-Nemery M. Gangco Dr. Herbert D. Virtucio
D	Muntinlupa City, Taguig and Pateros, Paranaque City, Las Pinas City	Dr. Micah G. Pacheco Ms. Joan R. Pedroche	Engr. Erwin D. Pumay Dr. Jingle A. Lim Mr. Joey San Buenaventura Dr. Rodolfo J. Colocar Dr. Dennis Mendoza Mr. Perlito G. Manalad Mr. Vergel Jairus J. Emas Dr. Andrew Tan