



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

**BRIGADA
ESKWELA 25**

16 MAY 2025

DIVISION MEMORANDUM

No. 234, s. 2025

2025 BRIGADA ESKWELA DIVISION KICK-OFF PROGRAM

To: OIC, Office of the Assistant Schools Division Superintendent
OIC, Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to DepEd Memorandum No. 042, s. 2025 titled **2025 Brigada Eskwela Implementing Guidelines**, this Office, through the Social Mobilization and Networking Unit of the School Governance and Operations Division shall conduct the annual implementation of the Brigada Eskwela (BE) Activities on **June 9 to 13, 2025**.
2. The Brigada Eskwela (BE) is a five-day activity that upholds the spirit of bayanihan, encouraging community collaboration to prepare schools for the upcoming school year. With literacy as a key priority of the Department, this year's theme, **Brigada Eskwela: Sama-sama Para sa Bayang Bumabasa**, highlights a nationwide effort and volunteerism on literacy development. The program also serves various purposes like the usual preparing and improving the school facilities and environment, supporting the physical and mental well-being of learners, addressing the needs of engaging parents and stakeholders, and ensuring the accuracy of educational data through a nationwide inventory validation.
3. This year's Brigada Eskwela shall focus on the following:
 - a. Ensuring that all schools are well-prepared for the new school year by providing a clean, safe, and conducive learning environment for both learners and teachers;
 - b. Encouraging active participation of stakeholders in supporting learners' reading skills development and ensuring that reading resources are available at the schools;
 - c. Organizing clean-up activities and performing minor to medium repairs and maintenance work in classrooms and school grounds;
 - d. Promoting volunteerism and community involvement in enhancing school facilities and resources;
 - e. Creating a master list of learners along with a schedule for health assessments (e.g., nutritional assessment and vision and hearing screening) and assisting the Philippine Health Insurance Corporation in the enrollment of learners to the National Health Insurance Program;



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

- f. Engaging stakeholders in mobilizing data-driven partnerships with the community to help address the needs of schools; and
 - g. Validating essential resource data against existing records of DepEd and engaging the community in establishing inventory data.
4. This year's **2025 Brigada Eskwela Division Kick-Off Program** will be held on **June 9, 2025, at 8:00 o'clock in the morning** at **Dao National High School Covered Court, Dao, Capiz**, in collaboration with Dao National High School and Dao Elementary School.
 5. The implementation of the 2025 Brigada Eskwela shall follow the mechanics provided under the DepEd Memorandum No. 042, s. 2025 titled **2025 Brigada Eskwela Implementing Guidelines**.
 6. The participants to the Division Kick - Off Program are the following:

List of Participants	Number of Pax
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Guest from Regional Office	1
SGOD and CID Chiefs	2
Education Program Supervisors	10
Public Schools District Supervisor, District of Dao	1
Section and Unit Heads	
▪ SocMobNet	2
▪ M & E	2
▪ HRD	2
▪ DRRM	1
▪ YF	2
▪ Research and Planning	2
▪ Physical Facilities	2
▪ Medical and Dental with two (2) nurses	4
▪ ICT and IT Technical Support Committee	4
▪ Admin	1
▪ Property and Supply	1
▪ Records	1
▪ Cash	1
▪ Accounting including committee on decoration	1
▪ Budget	1
▪ Legal	1
Dao National High School Teaching and Non-Teaching Personnel	
Dao Elementary School Teaching and Non-Teaching Personnel	
Governor, Province of Capiz	1
Vice – Governor, Province of Capiz	1



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

Chair, Committee on Education of the Sangguniang Panlalawigan, Province of Capiz	1
Mayor, Municipality of Dao	1
Capiz Division Teachers' Association President	1
Capiz Provincial Federated PTA President	1
Dao Municipal Federated PTA President	1
National Employees Union, Capiz Chapter President	1
President, Capiz Division Federation of Supreme Secondary Learner Government (SSLG)	1
President, Capiz Division Federation of Supreme Elementary Learner Government (SELG)	1
Education Partners and Stakeholders, Guests, Parents, Learners...	350

7. Education Partners and Stakeholders and SDO Personnel are requested to join the caravan.
Assembly Point: **SDO Capiz Entrance Gate**
Assembly Time: **6:00AM**
Jump Off: **6:30AM**
8. Participants are requested to wear their Brigada Eskwela T-shirt during the caravan.
9. As part of the advocacy campaign, schools are encouraged to hang Brigada Eskwela streamers in conspicuous areas. Editable layouts and other Brigada Eskwela collateral materials will be shared through the partnership group chats (GCs).
10. Schools may conduct their Brigada Eskwela Kick-Off Program at their respective levels on the morning of June 9, 2025, simultaneously.
11. The orientation on the preparation for the Division and School Brigada Eskwela Kick - Off Program and its implementation will be held on **Friday, May 23, 2025, at 9:00 AM, at the Capiz Division Multi-Purpose Hall or via a virtual platform.** Participants include the District Brigada Eskwela Focal Persons, including representative from Capiz National High School.
12. An **online orientation** will be conducted among Regional, Division Offices, and schools relative to the guidelines of **National Inventory Day on May 27, 2025.** Link will be shared through the partnership group chats (GCs) once available.
13. As part of our commitment to transparency, accountability and a comprehensive report on all donations received during the Brigada Eskwela program, the schools are requested to access the links daily to report the donations received.



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

Day	Link
Day 1 – June 9, 2025	https://bit.ly/SDOCapiz_2025BRIGADAESKWELA_DAY1
Day 2 – June 10, 2025	https://bit.ly/SDOCapiz_2025BRIGADAESKWELA_DAY2
Day 3 – June 11, 2025	https://bit.ly/SDOCapiz_2025BRIGADAESKWELA_DAY3
Day 4 – June 12, 2025	https://bit.ly/SDOCapiz_2025BRIGADAESKWELA_DAY4
Day 5 – June 13, 2025	https://bit.ly/SDOCapiz_2025BRIGADAESKWELA_DAY5

14. Attached are the program of activities and list of committee members, and the route of the caravan from SDO Capiz to the venue at Dao National High School Covered Court, Dao, Capiz.
15. Expenses relative to the conduct of this activity, including travel and other incidental expenses, shall be charged to school and division local funds, downloaded funds, and other available sources, subject to the usual accounting and auditing rules and regulations.
16. For more information about this activity, kindly contact Mr. Romar S. Jaravelo, Senior Education Program Specialist at Mobile No. 09128108586, Division Brigada Eskwela Focal Person or Ms. Ann Marie D. Villamor, Education Program Specialist II at Mobile No. 09399368303, Social Mobilization and Networking Unit of the School Governance and Operations Division (SGOD).
17. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO

Schools Division Superintendent

Encl:

As stated

Reference:

DepEd Order (No. 012, s. 2025)

DepEd Memorandum No. 033, s. 2024

To be indicated in the Perpetual Index

Under the following subjects:

BUREAU AND OFFICES
CAMPAIGN
COMMITTEES
LEARNERS
MONITORING AND EVALUATION

OFFICIALS
PARTNERSHIPS
PROGRAMS
SCHOOLS
TEACHERS



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

2025 BRIGADA ESKWELA DIVISION KICK - OFF PROGRAM
Dao National High School Covered Court, Dao, Capiz
June 9, 2025

TIME	ACTIVITY
6:30 AM	BRIGADA ESKWELA CARAVAN AND ADVOCACY CAMPAIGN
7:30 AM	<ul style="list-style-type: none">ARRIVAL AND REGISTRATION AT THE HOST VENUETREE PLANTING ACTIVITY
9:00 AM	OPENING PROGRAM <ul style="list-style-type: none">PRELIMINARIESOPENING MESSAGEAVP ON BRIGADA ESKWELA ACROSS THE YEARS
9:30 AM	KEYNOTE MESSAGE <ul style="list-style-type: none">LAUNCHING OF DIVISION INVENTORY DAYCALL TO ACTIONSYMBOLIC TURNOVER OF DONATIONS AND RESOURCESDECLARATION OF 2025 BRIGADA ESKWELAMESSAGE OF SUPPORT
10:30 AM	<ul style="list-style-type: none">INTERMISSION NUMBERSIGNING OF PLEDGE OF COMMITMENTCLOSING SONG



Attachment to DM No.

234, s. 2025



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

**2025 SCHOOLS DIVISION OF CAPIZ BRIGADA ESKWELA KICK-OFF PROGRAM
JUNE 9, 2025, DAO NATIONAL HIGH SCHOOL COVERED COURT, DAO, CAPIZ**

WORKING COMMITTEES

PROGRAM

Chairmen: Romar S. Jaravelo – SEPS, SocMobNet
Julie Finlac – Principal II, Dao NHS
Rodnie Wicas – Master Teacher I, OIC, Dao ES
Emmanuel V. Lati – ITO
Co-Chairmen: Maybelle Bilan
Selected Dao NHS and Dao ES Faculty & Staff

FOOD AND ACCOMMODATION

Chairman: Immaculada J. Amores PhD – SEPS, HRD
Co-Chairmen: Selected Dao NHS and Dao ES Faculty & Staff

PROTOCOL OFFICERS/USHERETTES/LEIS

Chairman: Ann Marie D. Villamor EdD – EPS II, SM & N
Co-Chairmen: Selected Dao NHS and Dao ES Faculty & Staff

FINANCE

Chairman: Denmark Llanera CPA - Accountant III
Co-Chairman: Cecil Joy D. Diocson – Budget Officer V

WAYS AND MEANS/SUPPLIES

Chairman: Rhodela U. Martinez – Administrative Officer IV
Co-Chairmen: Selected Property and Supply Staff
Selected Dao NHS and Dao ES Faculty & Staff

DECORATION/PHOTO WALL

Chairman: Romar S. Jaravelo – SEPS, SocMobNet
Co-Chairmen: Ann Marie D. Villamor EdD – EPS II, SM & N
Selected Dao NHS and Dao ES Faculty & Staff

VENUE/HALL PREPARATION

Chairman: Engr. Marlon V. Clarito – Engineer III
Co-Chairmen: Selected Dao NHS and Dao ES Faculty & Staff

INVITATION

Chairman: Ann Marie D. Villamor EdD – EPS II, SM & N
Co-Chairmen: Selected Dao NHS and Dao ES Faculty & Staff

CARAVAN AND DOCUMENTATION

Chairman: Jhean Mae Grace Lingco – PDO I
Co-Chairmen: Calvin Calinao
Ralph Quejada



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiZ@deped.gov.ph
Website: <http://depedcapiZ.ph>



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

PARKING SPACES

Selected Dao NHS Faculty and Staff

EXHIBITS DISPLAY (PUTTING UP OF TENTS FOR INVITED STAKEHOLDERS)

Selected Dao NHS and Dao ES Faculty & Staff

TARPAULIN LAYOUT

Selected Dao NHS and Dao ES Faculty & Staff

MEDICAL AND WELLNESS

Chairman: Dr. Joy Arnold T. Lejos – Medical Officer III

Co-Chairmen: Selected two (2) nurses

CERTIFICATES

Chairman: Romar S. Jaravelo – SEPS, SocMobNet

Co-Chairmen: Ann Marie D. Villamor EdD – EPS II, SM & N

Selected Dao NHS and Dao ES Faculty & Staff

REGISTRATION

Chairman: Jerry Mosquite – EPS II, HRD

Co-Chairmen: Mary Grace Atinon – EPS II, SM & E

Calvin Calinao

Ralph Quejada

Selected Dao NHS and Dao ES Faculty & Staff

IT TECHNICAL SUPPORT

Chairman: Emmanuel V. Lati – Division ITO

Co-Chairmen: Vincent Lausa – School Head, Basiao NHS

Erden Gentolea – Teacher III, Pontevedra NHS

Gene Boy Amador – Teacher III, Dulangan NHS

Larry Mar Farinas – Teacher III, Ivisan NHS

Rio Ureta – Teacher III, Basiao NHS

PEACE AND ORDER

Selected Dao NHS and Dao ES Faculty & Staff

TRANSPORTATION SERVICES COMMITTEE

Chairman: Francis Embucado

Co-Chairmen: Rey Bernaldez

Christian Bartocillo

Jim Duenas

MASTER/S OF CEREMONIES

Yzarda Claudette D. Ballera – PDO I



Address: Banica, Roxas City

Contact Number: (036) 6518 456/0968-869-5867

Email Address: capiz@deped.gov.ph

Website: <http://depedcapiz.ph>



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Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

M & E AND END OF PROGRAM EVALUATION

Chairman: Ronald D. Dile – SEPS, SMME

Co-Chairman: Mary Grace A. Atinon

OVER-ALL CHAIRMEN

Romar S. Jaravelo – SEPS, SocMobNet

Julie Finlac – Principal II, Dao NHS

Rodnie Wicas – Master Teacher I, OIC, Dao ES

CONSULTANTS

Atty. Joseph A. Iturralde – Attorney III

Edna B. Azcarraga – EPS, OIC, CES, SGOD

Rolando B. Jamora – EPS, EPP, TLE, TVL, OIC, CES, CID

Luz U. Banson – ASDS

Roel F. Bermejo - SDS