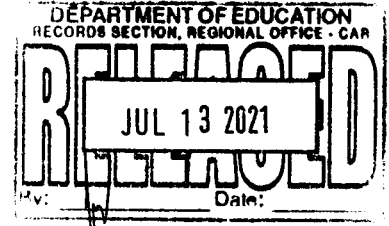




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



July 12, 2021

**REGIONAL MEMORANDUM**

No. 288-2021

**2021 REGIONAL BRIGADA ESKWELA AND OPLAN BALIK ESKWELA KICK-OFF CEREMONY**

To: OIC-Assistant Regional Director  
Regional Office Division Chiefs  
Schools Division Superintendents  
Elementary and Secondary School Heads  
All Other Concerned

1. The Department of Education-Cordillera Administrative Region shall conduct the **2021 Regional Brigada Eskwela and Oplan Balik Eskwela Kick-Off Ceremony** on July 22, 2021 to be hosted by the Schools Division of Benguet in Datakan Integrated School, Kapangan, Benguet.
2. This activity aims to set the mark for all education stakeholders to be involved and contribute to address resource gaps faced by schools for the preparation of the opening of classes for SY 2021-2022 and to showcase *Brigada Eskwela* in Cordillera as an epitome of education partnerships through the *Cordilleran Bayanihan Spirit*.
3. The attendees of this event are teams from the Regional Office, Schools Division Offices, the Schools District of Kapangan and stakeholders. Copy of the list of attendees is in enclosure 1.
4. The Kick-Off program shall commence at 8:00 AM and work shall follow immediately following the assigned tasks specified in the terms of reference hereto attached as enclosure no 2.
5. Lunch and snacks shall be served but travel expenses relative to this activity shall be charged against local funds subject to the usual accounting rules and regulations.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**ESTELA LEON-CARIÑO EdD, CESO III**  
Director IV / Regional Director

Enclosure 1 ( RM No. 288.2021 2021)

**PARTICIPANTS FOR THE 2021 REGIONAL BRIGADA ESKWELA AND  
OPLAN BALIK ESKWELA KICK-OFF CEREMONY  
Datakan Integrated School-Kapangan, Benguet**

<b>PARTICIPANTS</b>	<b>NUMBER</b>	<b>REMARKS</b>
Regional Director	1	
Assistant Regional Director	1	
Admin.	8	Functional Division Chiefs to select participants who can work
CLMD	3	
ESSD	8	
BUDGET & FINANCE	2	
FTAD	2	
NEAP-R	2	
HRDD	2	
ORD	5	
PPRD	3	
QAD	3	
SDO Baguio City	8	SDS to select participants with 5 of them from the Landscape Artists
SDO Benguet	8	SDS to select Participants
SDO Abra	2	SDSs and ASDSs may attend but not compulsory
SDO Apayao	2	
SDO Ifugao	2	
SDO Kalinga	2	
SDO Mountain Province	2	
SDO Tabuk City	2	
Media	3	
Kapangan District and Stakeholders	60	
TOTAL	135	

Enclosure 2 ( RM No. 288 · 2021, s. 2021)

**WORKING COMMITTEES FOR THE 2021 REGIONAL BRIGADA  
ESKWELA AND OPLAN BALIK ESKWELA KICK-OFF CEREMONY  
Datakan Integrated School-Kapangan, Benguet  
July 22, 2021**

COMMITTEE	PERSON INVOLVED	TERMS OF REFERENCE
Executive and Steering Committee	<p>Chairperson: RD Estela Leon Cariño EdD, CESO III</p> <p>Co-Chairperson: ARD Florante E. Vergara</p> <p>Member: SDSs ASDs All Functional Division Chiefs</p>	Oversee the overall activity
Attendance/ Registration Committee	<p>Chairperson: Ethielyn Taqued, Chief-AD</p> <p>Members: Rosita Ganasi Warly Kindiawan Datakan IS Teachers</p>	<p>-Prepares the Registration Form and registers participants during their arrival.</p> <p>-Prints and distributes certificates of participation and appearance after work is done</p>
Program and Invitation Committee	<p>Chairperson: Carmel Meris, Chief-CLMD</p> <p>Member: Jumar Yago-an Evangeline Malag Edralyn Ganga Jeremy Kermit B. Padilla District Supervisors and Principal</p>	<p>-Prepares the Program of Activities</p> <p>-Prints and distributes program of activities -c/o designing and printing of Tarpaulin</p> <p>-Prepares and serves letters of invitation</p> <p>-Supervises the program proper</p>
Preparation of AR and PR	<p>Chairperson:</p> <p>Members: May Claire Jimenez, PDO IV Joseph Banares Janette Payang</p>	<p>-Prepares and processes AR and PR on before July 14, 2021</p>

	<b>Nover Keithley Mente</b>	
<b>Supervision of the Construction of Hand Washing Facility and installation of Water Tank</b>	<p><b>Chairperson:</b> Engr. Christopher B. Hadsan</p> <p><b>Members:</b> Engr. Cullen S. Wegiyon Joseph Banares Dr. Manuel Dangawen Drivers and Gen. Service Personnel Selected RO attendees Selected SDO attendees School Principal and Stakeholders</p>	<b>-Oversees preparation of POW and construction of hand washing including the canvass and installation of water tank</b>
<b>Landscaping, Repairs, Tree Planting, Gulayan, and Clean and Green</b>	<p><b>Chairperson:</b> Aida Payang, Chief-PPRD</p> <p><b>Members:</b> Selected RO attendees Selected SDO attendees School Heads and Stakeholders</p>	
<b>Transportation</b>	<p><b>Chairperson:</b> Edgardo Alos, Chief-Admin. Office</p> <p><b>Members:</b> Lilia Banawe All RO drivers</p>	<b>-Takes charge of transportation of RO participants</b>
<b>Food Committee</b>	<p><b>Chairperson:</b> Jennifer Ande, OIC Director-NEAP-R</p> <p><b>Member:</b> Jonathan Sadey- District Supervisor School Heads and Teachers</p>	<b>-Manages and supervises the timely serving of the meals and snacks</b>
<b>Peace, Order, Car Parking and traffic</b>	<p><b>Chairperson:</b> Maxim Botilas</p> <p><b>Members::</b> Clemente Bandao Romulo Basa</p>	<b>-Manages peace and order during the duration of the Brigada Eskwela</b>

	Kapangan PNP Personnel	
Publication / Media Relations	Chairperson: Georaloy Palao-ay  Members: PAU staff	-Responsible for media coverage of the event and including the publication
Ushering	Chairperson: Sasha Joseph Daganos, OIC Chief-HRDD Members: Jonathan Sadey-District Supervisor School Heads and Teachers of Kapangan	-Guides visitors/guests to their designated areas during the opening program and area of assignments during work -Ensures the comfort of all participants
Coordination	Chairperson: Edgqr Madlaing, Chief-ESSD Members: May Claire Jimenez Jonathan Sadey-District Supervisor School Heads and Teachers of Kapangan	-Ensures coordination and proper planning of activities with the host SDO, District and School
Finance	Chairperson: Atty. Sebastian Tayaban, Chief-ESSD Member: Abner Alingbas	-Advises the team for budget and Financial aspect of the activity
Triage	Chairperson: Dra. Angeline Calatan  Member: Dr. Manuel S. Dangawen Kapangan District Health Personell	-Ensure that health protocols are observed throughout the conduct of the activity