



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
DIVISION OF CEBU PROVINCE  
Sudlon, Lahug, Cebu City



May 13, 2016

**DIVISION MEMORANDUM**

No. 229 s. 2016

**ONE-DAY REORIENTATION OF SCHOOL HEADS FOR ADOPT-A-SCHOOL  
PROGRAM AND BRIGADA ESKWELA 2016**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. This Office announces the conduct of the Reorientation of School Heads for Adopt-A-School Program and Brigada Eskwela activities come May 20, 23, & 24, 2016.
2. The activity aims to realize the following objectives:
  - Reorient all school leaders on the updated Adopt-A-School and Brigada Eskwela Guidelines;
  - Discuss the criteria used for judging the BE best implementers;
  - Discuss the process in availing Tax Incentives for donors;
  - Present the use of E-tool in filling up BE forms;
  - Submit Communication Plans (Comms Plan) for the implementation of ASP program and BE activities;
3. Participants to this activity are divided into three (3) batches, in the same venue which shall be announced later.
4. Attention is invited to the following schedules and activities:

TIME	DAY 1	Participants	DAY 2	Participants	DAY 3	Participants
	May 20, 2016 (Friday)	• PSDS's • Secondary School Principals/	May 23, 2016 (Monday)	North Elem. School Principals/ HT's/TICs /Caretakers	May 24, 2016 (Tuesday)	South Elem. Principals, HT's/TIC's
7:30-8:00 A. M.	Arrival & Registration	HT's/TICs/ Caretakers	Arrival & Registration		Arrival & Registration	
8:00-8:30 A.M.	Opening Program		Opening Program		Opening Program	

5. Participants are enjoined to bring laptops and flash drives.
6. For advance information, 2016 BE t-shirt and tarp designs are attached hereto.
7. A registration fee of P 400.00 shall be collected from each participant to defray expenses for food, snacks and venue.
8. This Memorandum serves as "Authority to Travel" of the participants.
9. Registration fee, traveling and other incidental expenses of the Principals/School Heads, incurred relative to their attendance to this activity shall be chargeable against School MOOE/PTA/SEF while those of the PSDS's and training staffs shall be chargeable against Division Funds, subject to the usual accounting and auditing rules and regulations.

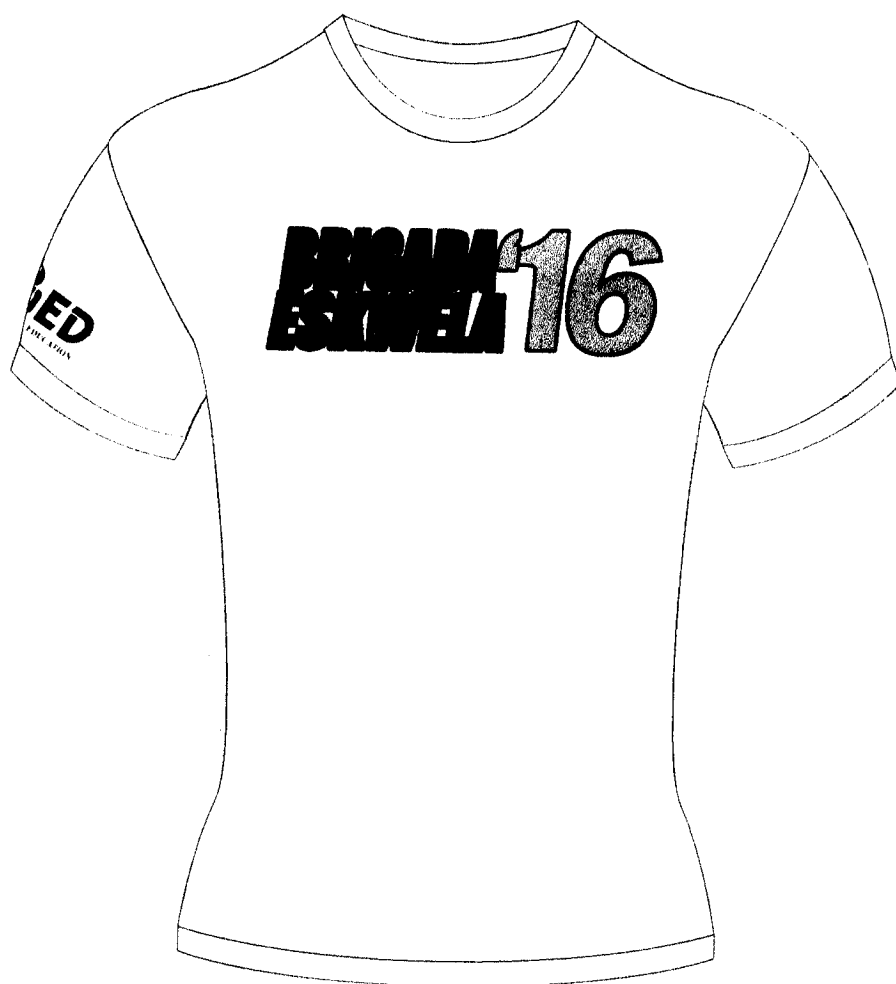
  
**RHEA MARIA ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

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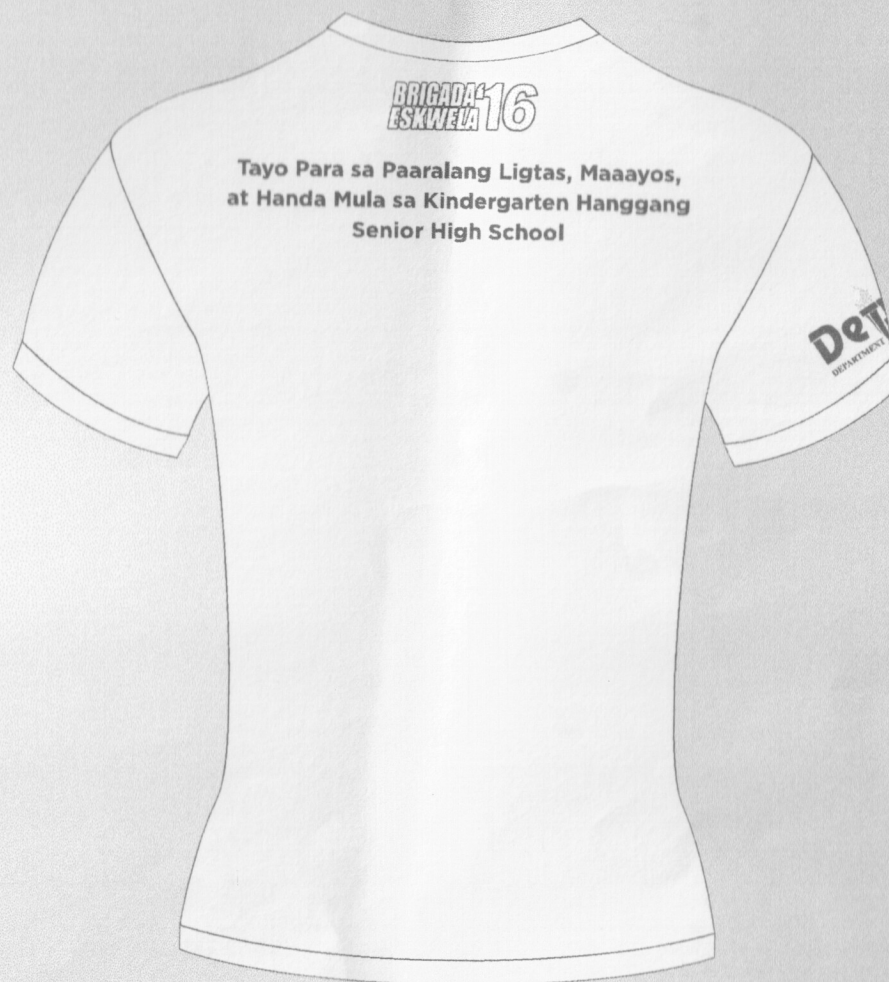
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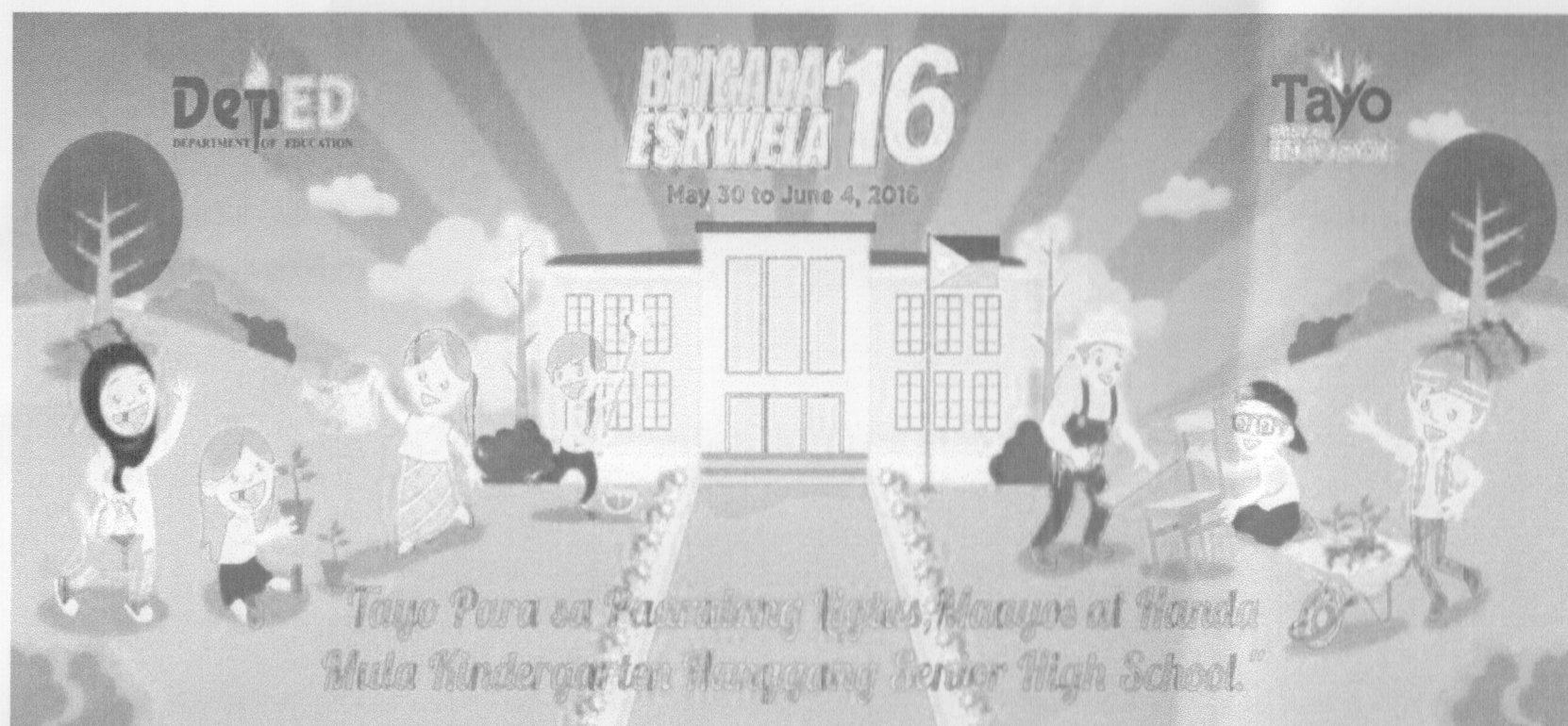
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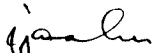
**REORIENTATION OF SCHOOL HEADS FOR ADOPT-A-SCHOOL PROGRAM  
AND BRIGADA ESKWELA 2016**

**MATRIX**

<b>TIME</b>	<b>DAY 1 (May 20, 2016) Secondary School Heads PSDS</b>	<b>DAY 2 (May 23, 2016) North Elementary School Heads</b>	<b>DAY 3 (May 24, 2016) South Elementary School Heads</b>
<b>7:30 – 8:00 A.M.</b>	<b>Arrival and Registration of Participants</b>		
<b>8:00 – 8:30 A.M.</b>	<b>Opening Program</b>		
<b>8:30 – 10:00 A.M.</b>	<ul style="list-style-type: none"><li><b>Brigada Eskwela 2016 Implementing Guidelines and Criteria</b> <b>Mrs. Nenita G. Jaralve</b> <b>BE Coordinator</b></li></ul>		
<b>10:00 – 10:15 A.M.</b>	<b>Break</b>		
<b>10:15 – 12:00 NN</b>	<ul style="list-style-type: none"><li><b>Adopt-A-School (ASAP) Implementing Guidelines</b></li><li><b>Process in availing Tax Incentives (for donors)</b> <b>Mr. Rosario Pagal Jr.</b> <b>ASP Coordinator RO 7</b></li></ul>		
<b>1:00 – 2:00 P.M.</b>	<ul style="list-style-type: none"><li><b>Abot Alam Project/Last Mile Efforts Programs (Pedals &amp; Paddles)</b> <b>Dr. Corazon Pumar</b> <b>ALS Coordinator</b></li></ul>		
<b>2:00 – 3:30 P.M.</b>	<ul style="list-style-type: none"><li><b>Filling up of BE Forms using E-tool</b> <b>Dr. Ronil D. Manayon</b> <b>DepEd Concurrent Technical Assistant- Central Office</b></li></ul>		
<b>3:30 – 4:00 P.M.</b>	<ul style="list-style-type: none"><li><b>Communications Plan (Comms Plan)</b> <b>Mr. Cesar A. Restauero, Jr.</b> <b>SEPS- Soc Mob</b></li></ul>		

4:00 – 5:00 P.M.	Open Forum
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Prepared by:

  
**NENITA G. JARALVE**  
BE Coordinator

  
**CESAR A. RESTAURO, JR.**  
SEES SocMob

Approved:

  
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent