



Republic of the Philippines  
**Department of Education**  
REGION VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

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May 21, 2026

**DIVISION MEMORANDUM**

No. 210 S. 2026

**ADDENDUM ON THE CONDUCT OF THE REGIONAL BRIGADA ESKWELA  
HOSTING**

TO : Asst. Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Public School District Supervisors  
Elementary & Secondary School Heads  
All others concerned

1. In reference to the conduct of the **Regional Brigada Eskwela Hosting on June 1, 2026 at Tinambacan Central School**, this Addendum is hereby issued to provide additional information and guidance relative to the implementation and conduct of the activity.
2. All identified Technical Working Group (TWG) members and assigned committees are hereby directed to carry out their respective duties and responsibilities to ensure the smooth, organized, and successful implementation of the Regional Brigada Eskwela Hosting. Committee Chairpersons are likewise expected to closely coordinate with their members and concerned offices to address operational requirements and ensure the timely completion of assigned tasks.
3. Attached herewith as **Annex 1** is the additional list of Technical Working Group (TWG) members and their corresponding committee assignments, while **Annex 2** contains the Program Flow of the Activity for reference and guidance of all concerned personnel.
4. Further, a meeting with the **Tinambacan Central School Teachers, Faculty, and Staff** shall be conducted on **May 25, 2026, at 9:00 a.m. at Tinambacan Central School** to discuss preparations, committee assignments, and other matters relevant to the conduct of the activity.
5. Likewise, an **Overall Technical Working Group (TWG) Meeting** shall be conducted on **May 26, 2026 (Friday), at 1:00 p.m. at the SDO Division Conference Hall** to discuss updates, committee deliverables, coordination concerns, and final preparations for the activity.

6. Furthermore, all personnel involved are enjoined to observe proper coordination, maintain professionalism, and ensure compliance with existing Department of Education policies, protocols, and standards in the conduct of the activity.
7. For queries, coordinate with the Division BE Focal Person, **Ms. Carren Meryl A. Cabadsan, SEPS**, at **0976-342-7843** or **socmob@calbayog.ph.education**.
8. Immediate and wide dissemination of this Memorandum is desired.

**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
*Schools Division Superintendent*

For the Schools Division Superintendent



**ATTY. RHEA PRUDENCIADO - AGUADO**  
*Legal Officer*  
*Officer-In-Charge*

**Enclosures:**

*Annex 1: Additional list of Technical Working Group (TWG) Members and Committee Assignments*

*Annex 2: Program Flow of Activities*

**To be indicated in the Perpetual Index under the following subjects:**  
*BRIGADA ESKWELA*                      *PARTNERSHIPS*

COMMITTEE	LEADERSHIP & MEMBERS	TERMS OF REFERENCE
<b>SHIRT DISTRIBUTION FOR RBE</b>	<p><b>Chairman:</b> Benigna Merencillo</p> <p><b>V-Chairman:</b> Jose Don Babon</p> <p><b>Members:</b> Luz C. Camilon Rona Y. Dealagdon Edna Bagallon Rowena Amoguez Ma. Lieza Loyola Aime Romaces Loi Byron Evanz Lim Fritz Palma Myrna De Los Santos Greggy Bec Obong Reynalyn G. Sario Erica T. Macalovos</p>	<ul style="list-style-type: none"> <li>• Prepare the master list of recipients of Regional Brigada Eskwela shirts;</li> <li>• Coordinate with the Procurement and Logistics Committees regarding quantity, sizes, and release schedules;</li> <li>• Ensure proper sorting, labeling, and safekeeping of shirts prior to distribution;</li> <li>• Establish an organized distribution system and schedule;</li> <li>• Facilitate actual distribution and secure acknowledgment receipts from recipients;</li> <li>• Monitor inventory and document all released and remaining items;</li> <li>• Immediately report discrepancies, shortages, or concerns to the overall management committee; and</li> <li>• Submit a terminal report after the completion of the activity.</li> </ul>
<b>DISTRICT SUPPORT AND MOBILIZATION COMMITTEE</b>	<p><b>Chairman:</b> Maychie T. Batulat</p> <p><b>V-Chairman:</b> Merardo S. Comayingking</p> <p><b>Members:</b> Adora P. Montañez Danilo S. Jadulco Eliseo A. Sintos Merlita C. Añora Emelie O. Tarrayo Virginia A. Millares</p>	<ul style="list-style-type: none"> <li>• Provide support in the planning, preparation, and implementation of the Regional Brigada Eskwela Hosting activities.</li> <li>• Mobilize district personnel, school resources, and stakeholders to assist in the successful conduct of the program.</li> <li>• Coordinate with the Technical Working Group (TWG), host school, and concerned offices on activity requirements and concerns.</li> <li>• Assist in monitoring the implementation of assigned tasks and committee deliverables.</li> <li>• Perform other related functions as may be assigned by the Overall Chairperson and TWG.</li> </ul>
<b>RESOURCE MANAGEMENT</b>	<p><b>7.1 Finance</b></p> <p><b>Chairman:</b> Sheryll Ann Marie G. Lacaba</p> <p><b>V-Chairman:</b> Sunshine Marjorie E. Ventures Suzette P. Candaza</p> <p><b>Members:</b> Nikki Paula Babagay Maria Liza D. Teves</p> <p><b>7.2 Materials / Goods</b></p> <p><b>Chairman:</b> Gennerson T. Nabual</p> <p><b>V-Chairman:</b> Sarah Baloca</p> <p><b>Members:</b> Ida S. Villan Alejandria Myrna Ortega Glenda T. Leopardas Adelito D. Ostulano</p>	<ul style="list-style-type: none"> <li>• Accounts and receives all donations</li> <li>• Ensure proper planning and utilization of funds/donations.</li> <li>• Facilitate documentation and compliance with government accounting rules.</li> <li>• Support resource mobilization initiatives.</li> </ul>
<b>DOCUMENTATION</b>	<p><b>Chairman:</b> Gary H. Ballon</p> <p><b>V-Chairman:</b> Raffy Alabado</p> <p><b>Members:</b> John Laverne Bucado Ken Elben Puralan Yrah Salor Jay Andrew Ventures Sharon D. Blanza</p>	<ul style="list-style-type: none"> <li>• Capture photos, videos, and reports;</li> <li>• Compile documentation for submission;</li> <li>• Ensure proper archiving of records.</li> </ul>

## ANNEX 2

### REGIONAL BRIGADA ESKWELA KICK-OFF 2026

Theme: *"Bayanihan sa Paaralan: Nagkakaisa para sa Kaayusan at Kaalaman"*

Date: June 1, 2026

Venue: Tinambacan Central School, Calbayog City Division

#### PROGRAM FLOW

##### I. PRELIMINARY ACTIVITIES

Calbayog City Convention Center

TIME	ACTIVITY
5:30 AM – 6:00 AM	Arrival and Registration of Participants
	Breakfast
	Distribution of Event Shirts and Assembly Preparations
	Program Orientation and Caravan Formation
6:30 AM	Start of Brigada Eskwela Caravan

##### II. BRIGADA ESKWELA CARAVAN

Route: Calbayog City Convention Center to Tinambacan Central School

##### III. PROGRAM PROPER

- Tinambacan Central School  
8:30 AM

##### IV. FESTIVAL WELCOME

##### V. FORMAL OPENING

##### VI. WELCOME REMARKS

##### VII. Message of Support

##### VIII. SOLIDARITY MESSAGES

##### IX. ANTI-BULLYING SESSION

##### X. MESSAGE OF GRATITUDE

##### XI. SYMBOLIC ACTIVITIES

Ceremonial Turnover of Donations

##### XII. Pledge of Commitment

##### XIII. Signing of the "Wall of Bayanihan"

##### XIV. INSPIRATIONAL MESSAGE

INTERMISSION NUMBER

##### XV. CLOSING MESSAGE

##### XVI. PHOTO OPPORTUNITY AND MEDIA ENGAGEMENT

LUNCH AND FELLOWSHIP

#### PART 2: VISITA ESCUELA

1:30 PM

- Continuation of Brigada Eskwela Activities in Assigned Host Schools
- School Visits and Stakeholder Engagement Activities