



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

April 22, 2026

DIVISION MEMORANDUM

No. 165 S. 2026

CONDUCT AND PREPARATIONS FOR THE HOSTING OF THE REGIONAL BRIGADA ESKWELA FOR SCHOOL YEAR 2026-2027

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 support of the **Brigada Eskwela Program for School Year 2026-2027**, and in line with the designation of the **Schools Division Office of Calbayog City as host of the Regional Brigada Eskwela**, this Memorandum is hereby issued to provide guidance on the conduct, participation, and necessary preparations for the said activity.

2. The following are the details of the Regional Brigada Eskwela activities:

Host Division:	Schools Division Office of Calbayog City
Host District:	Tinambacan I District
Public Schools District Supervisor:	Ma. Teresa S. Simon
Host School:	Tinambacan Central School
School Head:	Michael V. Pernia, Principal III
National Brigada Eskwela:	May 29, 2026
Brigada Eskwela Week:	June 1-6, 2026
Regional Brigada Eskwela Launching:	June 1, 2026

3. Participants in the Regional Brigada Eskwela shall come from official representatives of the Regional Office, Schools Division Offices, SDO Calbayog City personnel, Local Government Unit of Calbayog City, Provincial Government of Samar, as well as education partners, stakeholders, and volunteers.

4. All identified host schools are hereby directed to undertake the necessary preparations of their respective school sites to ensure full readiness for the arrival of their assigned Schools Division Offices (SDOs). Immediately following the Regional Brigada Eskwela Launching at Tinambacan Central Elementary School, the participating SDOs shall proceed to their respective designated host schools.

5. The official school visits of the SDOs shall be referred to as "**Visita Escuela.**" The following schools are hereby designated as host schools, together with their corresponding assigned Schools Division Offices:

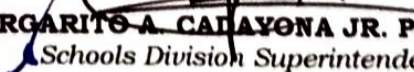
DISTRICT	HOST SCHOOL	ASSIGNED SDO
Calbayog 1	Rizal Elementary School	SDO Borongan
Calbayog 2	Cacaransan Elementary School	SDO Biliran
Calbayog 3	Guinbaoyan Norte Elementary School	SDO Tacloban
Calbayog 4	Migara National High School <i>(with modified classroom)</i>	SDO Catbalogan
Calbayog 5	Calbayog Arts and Design School of Eastern Visayas (CADSEV)	SDO Leyte
	Adventist Elementary School-Calbayog, Inc.	SDO Calbayog
Calbayog 6	Basud Integrated School <i>(with modified classroom)</i>	SDO Northern Samar
Oquendo 1	Oquendo Central School	SDO Southern Leyte
Oquendo 2	Cagbayang Integrated School	SDO Samar
Oquendo 3	Cabatuan National High School <i>(with modified classroom)</i>	SDO Ormoc
Tinambacan 1	Tinambacan Central School	Regional Launching
	Salhag Elementary School	SDO Eastern Samar
Tinambacan 2	Bantian Elementary School	SDO Baybay
Tinambacan 3	Bugtong Elementary School <i>(with modified classroom)</i>	SDO Maasin

6. Division- and school-level officials are enjoined to extend full cooperation, particularly in coordination, logistics, documentation, partnership engagement, monitoring, and implementation of assigned tasks before, during, and after the activity.

7. Attached under **Annex A** is the list of **Core Team and its members.**

8. This Committee and Terms of Reference shall take effect immediately and remain in force until the completion of the Regional Brigada Eskwela Hosting 2026 activities.

9. Immediate and wide dissemination of this Memorandum is desired.


MARGARITO A. CALAYONA JR. PhD, CESO VI
Schools Division Superintendent



ANNEX A

COMMITTEE	LEADERSHIP & MEMBERS	TERMS OF PREFERENCE
Overall Chairperson	DR. MARGARITO A. CADAYONA, JR. CESO VI	
Co-Chairperson	DR. JUN-NILOU D. DULFO	
Strategic Management & Oversight	Chairman: Dr. Avelina P. Tuja	Provide strategic direction and technical supervision for all SGOD-related preparations. Oversee the implementation of Brigada Eskwela programs across identified host schools. Ensure alignment of Brigada Eskwela activities with division programs and school improvement initiatives. Facilitate coordination among SGOD units, district offices, and host schools. Lead the monitoring of readiness and compliance with regional guidelines. Review and validate consolidated reports prior to submission to the Division Management Committee.
	V-Chairmen: Dr. Renato S. Cagomoc Oscar D. Billate, Jr.	
Program Management & Social Mobilization	Members: Carren Meryl A. Cabadaan Joanna Lou V. Portura	Lead the overall operational planning and coordination of the Regional Brigada Eskwela hosting. Prepare the division operational plan, activity matrix, and program design. Strengthen partnerships with LGU, private organizations, NGOs, and community stakeholders. Coordinate with district offices and host schools to ensure readiness. Organize stakeholder engagement and partnership recognition activities. Consolidate accomplishment reports, partnership documentation, and Brigada Eskwela highlights. Prepare memoranda, communications, and official documentation.
	Chairman: Carren Meryl A. Cabadaan V-Chairman: Joanna Lou V. Portura	
Secretariat	Members: Ma. Teresa S. Simon Michael V. Pernia Katherine A. Capalis	Preparation of Attendance Sheet, Certificate of Appearance and Certificate of Participation/ Recognition of Agency Partners Record minutes of meetings and maintain official records. Assist in the preparation of reports, documentation, and activity highlights.
	Chairman: Marian T. Cabonegro V-Chairman: Katherine A. Capalis	
Logistics & Admin Support	Members: Reggie C. Halabaso Aliza C. Borela-Roa Eliseo A. Amatoa ANGELINE R. MERCADER PAMELA P. LINGLING MA. DELMA L. MATEO LYKA ANDREA RIVERA ROCHELLE C. NATIVIDAD	Ensure availability of venues, equipment, and logistical requirements. Manage transportation arrangements and accommodation support if necessary. Prepare and distribute materials needed during the activities. Provide administrative assistance to all committees.
	Chairman: Carren Meryl A. Cabadsan Co-Chairman: Michael V. Pernia	
Resource Management	Members: JOSEPH J. AM ITA JOEL A. GENBIS CHARLES IVAN DONNEL B. SEQUIO MARK JOSEPH T. DEMIT LILIA T. CALESA JANE C. BACUETES LILIA P. LABONITE JOSEPHINE F. SERINAS	Accounts and receives all donations. Ensure proper planning and utilization of funds/donations. Facilitate documentation and compliance with government accounting rules. Support resource mobilization initiatives.
	7.1 Finance Chairman: Sheryll Ann Marie G. Lacaba V-Chairman: Sunshine Marjorie E. Ventures Bucette P. Candam Members: RIEGO PAULA BABAGAY MARIA LIZA JL. TEVES 7.2 Materials / Goods Chairman: GERNEERSON T. RABUAL V-Chairman: SAKAH BALOCA Members: IDA S. VILLAN ALEJANDRA MYRNA ORTEGA	

Food & Refreshments	Chairman: Grace S. Pagunsan	Coordinate for possible venues for meals to accommodate all pax If Sports Center may be a venue for Breakfast before caravan Conduct monitoring of host schools' readiness and activity implementation. Prepare situation reports and monitor updates during Brigada Eskwela. Consolidate evaluation results and recommendations for improvement.
	V-Chairman: Maria Morita Luaton	
	Members: Marita P. Senolos Wynne Layong Leah L. Dura MELANIE MORCELOS	
Advocacy & Marketing	Chairman: Galina V. Panela	Layout of Program and in charge of the Program Flow Video Teaser for RE Brigada Eskwela Layout of tarpaulins with photos of officials of 13 SDOs and RO 8
	V-Chairman: Drixel Idol R. Ortega	
	Members: Ruthel Conchas Michael Miano	
Technical and Sounds	Chairman: Drixel Idol R. Ortega	Provide audio-visual requirements; Ensure functionality of sound systems; Support technical needs during activities.
	V-Chairman: Ruthell Concha	
	Members: Michael Miano Joemar B. Bansag	
Program and Invitation	Chairman: Carlo A. Doinog	Prepare and finalize the official program of activities; Draft, reproduce, and distribute invitations to guests and stakeholders; Coordinate with speakers, guests, and dignitaries regarding their participation; Ensure proper protocol and sequencing in the program; Work closely with the Secretariat and Program Flow Committee for accuracy of details.
	V-Chairman: Rose Ann Menieba	
	Members: Michael Miano Ruthell Concha Gente Corsiega	
Caravan	Chairman: Oscar D. Billate, Jr.	Organize and manage caravan activities; Coordinate routes, participants, and logistics; Ensure safety during the caravan.
	V-Chairman: Kristian Aldrin Cruda John De Veyra	
	Members: Joemar D. Abaigar Peter John Tomale	
Stage Decoration/Venue	Chairman: Peter John Tomale	Prepare and design the venue; Ensure cleanliness and aesthetic setup; Coordinate ingress and egress arrangements.
	V-Chairman: Katherine A. Capalis Analiza L. Sario	
	Members: Jonathan Tan Sunray M. Balasbas Fielipe D. Ostulano Louie D. Mercader Jesse J. Pallones Audrey S. Calipes Mary Jane A. Onate	
TOKEN	Chairman: CARRÉN MERYL A. CABADSAN	Prepare tokens and leis for guests, Ensure timely distribution; Coordinate with program committee.
	V-Chairman: MA. TERESA S. SIMON	
	Members: Tinambacan CS Teachers	
LEI	Chairman: MA. TERESA S. SIMON	
	V-Chairman: MICHAEL V. PERNIA	
	Members: Tinambacan CS Teachers and Staff	
Monitoring & Evaluation	Chairman: Rosalia M. Rivera	Conduct pre, during, and post monitoring; Utilize prescribed M&E tools; Prepare evaluation reports and recommendations.
	V-Chairman: Robert Anthony F. Ygrubay Asther E. Bachar	
	Members: Abon, Jose O. Bernales, Reynaldo A. Caber, Alma R. Capetillo, Nora G. Castante, Noemi S. Merales, Benedicto M. Ongca, Elbert G. Simon, Ma. Teresa S. Siozon, Ester A. Sumbise, Geraldine P. Villa, Ma. Teresa D. Yangzon, Anabelle O. and BE Monitoring Team	

Documentation	Chairman: Gary H. Ballon	Capture photos, videos, and reports; Compile documentation for submission; Ensure proper archiving of records.
	V-Chairman: Raffy Alabado	
	Members: John Laverne Bucado Ken Elben Puralan Ylrah Salor Sharon D. Balza	
	Chairman: Joy B. Saldana	Develop and finalize program flow; Coordinate with speakers and participants; Ensure smooth execution of ceremonies.
V-Chairman: Kristian Aldrin Cruda		
Program Flow	Members: Joey Catampo Arvin M. Julaton	
	EMCEE	
	Bea Pajarito	
	Martin Ygbuhay	
PHYSICAL ARRANGEMENT AND SAFETY OF THE 2026 BE HOST SCHOOLS	Chairman: Engr. Jordan De Veyra	Ensure overall physical readiness of host schools (cleanliness, repairs, and improvements); Assess structural safety and identify hazard-prone areas; Install safety signages and designate emergency exits; Coordinate with DRRM personnel for safety protocols; Ensure compliance with health and safety standards before and during the event.
	V-Chairman: Eric R. Doraja Member: Engr. Wilson A. Montes Engr. Paul Anthony V. Abaigar Joemar Abaigar	
MEDICAL	Chairman: Dr. Arlene C. Catalan	Provide first aid and basic medical services during activities; Ensure availability of medical supplies and equipment; Coordinate with local health units, DRRMO, and emergency responders; Monitor health conditions of participants and respond to emergencies.
	V-Chairman: Susana S. Queroljico Members: Nikki Ivy S. Dollado Patria G. Laparan Sophia C. Monteron Adrian Marie C. Nuevo Ma. Bella B. Orteiz Ma. Benjie B. Señora Ken S. Camilon Lenlyn A. Tan Shevan S. Alinabon	
USHERS AND USHERETTES	Chairman: MA. MARIE M. MENDOZA Co-Chairman: ASTHER E. BACHAR	Assist in welcoming and guiding guests and participants; Manage registration and seating arrangements; Provide directions and information during the event; Maintain order and proper decorum in the venue.
	V-Chairman: ROSARIO M. DAGUMAN RUTH A. BAYONON Members: GINA S. MAMULANG THELMA D. LEGUIDLEGUID ELLENOR LENTEJAS AMALIA S. MUNOZ RIZZA C. TRIGO MA. DAISY D. CASTANTE MYLA L. LUATON EASTWIN LENONA D. CABRAL CRISTINA C. GUHOL ROSARIO L. PALLONES ALONA V. SERRATO MA. LEA L. LAZANA VENUS P. GUINTE	