



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

2021-29171

DM - 2021 - 03 - 126
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: MAR 15 2021
TIME: 2:00 PM

DIVISION MEMORANDUM

No. 126, s. 2021

TO : Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD and CID
Public Elementary and Secondary School Heads
All Others Concerned

FROM : **VICTORIA V. GAZO** ✓
Schools Division Superintendent

DATE : March 15, 2021

**SUBJECT: ISSUANCE OF DESIGNATION ORDER TO ALL SCHOOL BRIGADA
ESKWELA COORDINATORS/ SCHOOL PARTNERSHIP FOCAL PERSONS**

For information and guidance, the Office requires all School Heads to issue a designation order to school brigada eskwela coordinators/school partnership focal persons upon assumption of duties, kindly refer to the attached template.

For queries, you may contact Marsfith M. Mamawag, SEPS-Social Mobilization and Networking at 09178803864.

Enclosed: As stated

TO BE POSTED IN THE WEBSITE



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph



Republic of the Philippines
Department of Education

Region X- Northern Mindanao

Division of Malaybalay City

Name of school

School address

School Memorandum

No. 126 s. 2021

TO: *Name of Designated Brigada Eskwela Coordinator School Partnership Focal Person*

FROM: *Name of School Head*

DATE: *(This could be undated if you have been assuming the position for a long time yet you haven't received any designation order.)*

SUBJECT: **DESIGNATION OF OFFICIAL BRIGADA ESKWELA COORDINATOR/
SCHOOL PARTNERSHIP FOCAL PERSON**

1. In the exigency of service, you are hereby designated as Brigada Eskwela coordinator/School Partnership Focal Person.

2. Your duties and responsibilities among others include:

a. assist the school head in the;

2a.1 identification of potential partner entities who could be engaged in supporting the priority programs and projects of the School in Brigada Eskwela and Adopt-a-School Program;

2a.2 supervision and implementation of the Brigada Eskwela activity and Adopt-a-School Program;

2a.3 review and approval of the Memorandum of Agreement, Memorandum of Understanding, Deed of Donation and Deed of Acceptance within School Internal and External stakeholders and partners;

2a.4 direction of the Brigada Eskwela and Adopt-a-School Program implementation through the School Technical Working Group in strategic and resource matters, linkages and other initiatives;



Purok 6, Casibon, Malaybalay City

Teletax (088) 314 0094

Email: Malaybalay.city@gmail.com



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
Division of Malaybalay City
Name of school
School address

2a.5 consolidate and submit School Brigada Eskwela Reports on generated resources to the Division Brigada Eskwela Coordinator;

3. Thus, you are expected to perform the duties and responsibilities herein stated or until this memorandum is revoked.
4. Likewise, be informed that no additional monetary remuneration or incentive comes along with this designation.



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@gmail.com