



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

March 25, 2026

DIVISION MEMORANDUM

No. 135, s. 2026

**SUBMISSION OF DESIGNATION OF DISTRICT AND SCHOOL
BRIGADA ESKWELA COORDINATORS**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors/OIC-PSDSs
SGOD EPS, SEPS and EPS II-SocMobNet
Public Elementary, Secondary and Integrated School Heads
All Others Concerned

1. This Office requests the PSDSs/OIC-PSDSs to designate the District Brigada Eskwela Coordinator and to advise their school heads to serve as the Overall Chairperson for Brigada Eskwela in their respective schools. They may also designate a School Brigada Eskwela Coordinator, in adherence to DepEd Order No. 002, s. 2024, titled "*Immediate Removal of Administrative Tasks of Public-School Teachers*", as part of the preparations for Brigada Eskwela 2026.
2. Enclosed in this Memorandum are the templates for the designation of District and School Coordinators, as well as their duties and functions. The designated Brigada Eskwela Coordinator shall serve for three (3) school years, unless his/her designation is revoked by the immediate superior for justifiable cause or reason. The designation of Brigada Eskwela Coordinators shall take effect on May 4, 2026.
3. The designated Coordinator will serve for three (3) years unless his/her designation was revoked by the immediate superior for justifiable cause/ reason.
4. The accomplished copy of the designation shall be submitted by the PSDSs/OIC-PSDSs by district to Mr. Bernardino D. Estrada, SEPS-SocMobNet on or before April 30, 2026.
5. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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Republic of the Philippines
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DISTRICT MEMORANDUM

TO : **FULL NAME OF DESIGNEE**
(Position)
(District)
(School)

FROM : **FULL NAME OF PSDS/ OIC-PSDS & SIGNATURE**
(Position)

SUBJECT : **DESIGNATION OF DISTRICT BRIGADA ESKWELA
COORDINATOR**

DATE :

In the exigency of the service, you are hereby designated by this Office as the District Brigada Eskwela Coordinator effective May 4, 2026.

As such, you are expected to perform the following duties and functions to wit:

1. attend meetings, training, seminar, workshop and special events related to Brigada Eskwela and Adopt-a-School Program (ASP) initiated by the Schools Division Office and cascade relevant information learned to schools in the District;
2. with the approval of the District Supervisor, initiate the conduct of Brigada Eskwela and ASP capacity building activities, District Stakeholders' Appreciation and other partnership engagement activities;
3. relay to schools in the District relevant information, advisories, updates and reminders pertaining to Brigada Eskwela emanating from the SDO with the consent of the District Supervisor;
4. assist the PSDS/ OIC-PSDS in planning and crafting the District Brigada Eskwela Plan;
5. help the PSDS/ OIC-PSDS in monitoring the Brigada Eskwela implementation of the schools;

6. record and report issues, concerns, notable accomplishment and best practice/s of the schools in the implementation of Brigada Eskwela to the SDO;
7. review the submitted Brigada Eskwela Accomplishment Reports of the schools in the District prior to its submission to the SDO;
8. consolidate the District Brigada Eskwela Accomplishment Reports for submission to the SDO on or before the due date utilizing the prescribed official templates;
9. inform the SDO through the District Supervisor if there are private entities/ stakeholders willing to partner and extend support/ assistance to the schools to verify their true identities for safety, recognition and record purposes;
10. inform the SDO through the District Supervisor if there are private partners/ stakeholders willing to be rewarded with tax incentive for the valuable provisions to be given to the learners, teaching and non-teaching personnel and school for them to be properly assisted in the preparation of legal documents as required in R.A. 8525 or the Adopt-a-School Act of 1998;
11. assist the SEPS-SocMobNet/ Division Brigada Eskwela Coordinator in gathering school's profile and data and in facilitating the delivery and turn-over of the partners' material donations/ contribution to the schools if any;
12. assist the schools in the District with difficulty in preparing the monthly DPDS Report and remind those who are not complying regularly; and
13. perform other tasks that may be delegated by DepEd authorities.
14. For information, guidance and compliance.

CONCURRED:

FULL NAME OF THE DESIGNEE & SIGNATURE

(Position)

DepEd Email Address:

Contact No.

cc: DepEd SDO of Sorsogon
SGOD SEPS for Social Mobilization and Networking (SocMobNet)



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SCHOOL MEMORANDUM

TO : **FULL NAME OF DESIGNEE**
(Position)
(District)
(School)

FROM : **FULL NAME OF THE SCHOOL HEAD & SIGNATURE**
(Position)

SUBJECT : **DESIGNATION OF SCHOOL BRIGADA ESKWELA COORDINATOR**

DATE :

In the exigency of the service, you are hereby designated by this Office as the School Brigada Eskwela Coordinator effective May 4, 2026.

As such, you are expected to perform the following duties and functions to wit:

1. assist the School Head in planning, crafting and finalizing the School Brigada Eskwela Implementation Plan with the assistance of the SGC and other stakeholders;
2. attend meeting/training/seminar/workshop and special events related to Brigada Eskwela and Adopt-a-School Program (ASP) initiated by the SDO/ District Office;
3. cascade relevant information learned from attending meetings and others to the School Head and school stakeholders;
4. assist the School Head in resource generation activities by identifying potential partners/ stakeholders with credible track record that can be tapped and engaged in supporting the priority programs, projects and activities of the school;
5. assist the School Head in preparing project proposal/s for Brigada Eskwela and other school's PAPs for presentation to prospective partners;



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6. help in managing and monitoring the Brigada Eskwela implementation in the school;
7. record and report issues, concerns, notable accomplishment and best practice/s of the school in the implementation of Brigada Eskwela to the District Office;
8. assist the School Head in the preparation of the required school's Brigada Eskwela Accomplishment Reports for submission to the District Office utilizing the prescribed official templates on or before the given due date;
9. assist the Division/ District Brigada Eskwela Coordinator in facilitating the delivery and turn-over of the partners' material donations/ contribution to the schools if any;
10. inform and report to the District Office through the School Head if there are private entities/ stakeholders willing to partner and extend support/ assistance to the school to verify their true identities for safety, recognition and record purposes;
11. inform the District Office through the School Head if there are private partners/ stakeholders willing to be rewarded with tax incentive for the valuable provisions to be given to the learners, teaching and non-teaching personnel and school for them to be properly referred/ endorsed to the SDO and be assisted in the preparation of legal documents as required in R.A. 8525 or the Adopt-a-School Act of 1998.
12. assist the School Head in preparing the monthly DPDS Report; and
13. perform other tasks that may be delegated by DepEd authorities.
14. For information, guidance and compliance.

CONCURRED:

FULL NAME OF THE DESIGNEE & SIGNATURE

(Position)

DepEd Email Address:

Contact No.

cc: DepEd SDO of Sorsogon
SGOD SEPS for Social Mobilization and Networking (SocMobNet)



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