



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – City of Tagbilaran

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 303 , s. 2024

April 18, 2024

**DESIGNATION OF ADOPT-A-SCHOOL COORDINATOR /  
BRIGADA ESKWELA COORDINATOR**

To: All School-Based Non-Teaching Personnel  
Public Elementary and Secondary School Heads  
Curriculum Implementation Division Personnel  
School Governance and Operations Division Personnel  
All Others Concerned

1. In the exigency of the service, the following school-based non-teaching personnel are hereby designated as the Adopt-a-School Coordinator/Brigada Eskwela Coordinator of their respective school assignments effective immediately. They are expected to perform the responsibilities until such time this designation is revoked. This designation does not entail additional remuneration nor promotion.

**RESPONSIBILITIES**

- a) Attends meetings, special events, trainings and workshops called for by the Schools Division Office (SDO);
- b) Establishes and maintains database of information of potential education partners within their respective barangay/city/municipality;
- c) Assists the School Head (SH) in the preparation of the Memorandum of Agreement (MOA) and or Memorandum of Understanding (MOU), especially if the education partner would like to avail of the Tax Incentives for donations per RA 8525, otherwise known as the Adopt-A-School Act of 1998 and Revenue Regulations No. 10-2003;
- d) Coordinates with the Division ASP/BE Coordinator regarding the review, approval, and endorsement of the donor's application for availment of tax incentives to the Revenue District Office;
- e) Submits all MOA/MOU, including Deed of Donation (DOD)/Deed of Acceptance (DOA), entered into between the school and their partners to the SDO Social Mobilization and Networking Focal Person for review by the SDO Legal Officer and approval of the Schools Division Superintendent (SDS);
- f) Assist the School Head (SH) in facilitating and supervising the conduct of the Brigada Eskwela (BE) activities;
- g) Ensures the proper recording of donated properties by coordinating with the School Property Custodian, teachers, class advisers, and school heads;
- h) Consolidates and submits online monthly report on the generated resource through the DepEd Partnerships Database System (DPDS) on or before the 5<sup>th</sup> day of each month, and
- i) Perform other related tasks and functions.

2. **The following are:**

<b>School/s</b>	<b>Designated</b>
<ul style="list-style-type: none"> <li>o Bool Elementary School</li> <li>o Mansasa Elementary School</li> <li>o TCCES-SPED Center</li> </ul>	Lady May P. Karaan Project Development Officer I
<ul style="list-style-type: none"> <li>o Booy Elementary School</li> <li>o Booy South Elementary School</li> <li>o Eastern Cogon Elementary School</li> </ul>	Mary Melody G. Ocon MPA Administrative Officer II
<ul style="list-style-type: none"> <li>o Cabawan Elementary School</li> <li>o Dao Elementary School</li> <li>o San Isidro Elementary School</li> </ul>	Karyl Anafe P. Manlangit Project Development Officer I
<ul style="list-style-type: none"> <li>o City East Elementary School</li> </ul>	Dinah A. Bustamante Administrative Officer II
<ul style="list-style-type: none"> <li>o Cogon Elementary School</li> </ul>	Raquel M. Arabaca MPA Administrative Officer II
<ul style="list-style-type: none"> <li>o Dampas Elementary School</li> </ul>	Retchel T. Sumampong MPA Administrative Officer II
<ul style="list-style-type: none"> <li>o Manga Elementary School</li> </ul>	Aileen T. Ciruela Administrative Officer II
<ul style="list-style-type: none"> <li>o Taloto Elementary School</li> <li>o Tiptip Elementary School</li> <li>o Ubujan Elementary School</li> </ul>	Christian John Capon Project Development Officer I
<ul style="list-style-type: none"> <li>o Tagbilaran City Central Elementary School</li> </ul>	Ananias J. Sumaylo Administrative Officer II
<ul style="list-style-type: none"> <li>o Cogon National High School</li> </ul>	Karen G. Gementiza Administrative Officer II
<ul style="list-style-type: none"> <li>o Dr. Cecilio Putong National High School – Junior High School</li> <li>o Dr. Cecilio Putong National High School – Senior High School</li> </ul>	Melany T. Buntag JD Administrative Officer IV  Mr. Melchor B. Daniel Jr (BE Coord) Assistant Principal II Camille Q. Ranico (ASP Coord) Administrative Assistant II
<ul style="list-style-type: none"> <li>o Manga National High School</li> </ul>	Fairy Ann C. Babaison Administrative Assistant II
<ul style="list-style-type: none"> <li>o Mansasa National High School</li> </ul>	Maria Flores P. Veloso Administrative Assistant II
<ul style="list-style-type: none"> <li>o San Isidro National High School</li> </ul>	Rosalie P. Cornell Administrative Assistant II
<ul style="list-style-type: none"> <li>o Tagbilaran City Science High School</li> </ul>	Ruel I. Pumatong Administrative Assistant II
<ul style="list-style-type: none"> <li>o Tagbilaran High School for the Hearing Impaired</li> </ul>	Easter Sunday P. Muyco Administrative Officer II

3. For your information, guidance, and compliance.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent 