



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

**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 5th day of each month, and
- i) Perform other related tasks and functions.

2. The following are:

School/s	Designated
<ul style="list-style-type: none"> o Bool Elementary School o Mansasa Elementary School o TCCES-SPED Center 	Lady Mae P. Karaan PDO I
<ul style="list-style-type: none"> o Booy Elementary School o Booy South Elementary School o Eastern Cogon Elementary School 	Mary Melody G. Ocon MPA Administrative Officer II
<ul style="list-style-type: none"> o Cabawan Elementary School o Dao Elementary School o San Isidro Elementary School 	Karyl Anafe P. Manlangit Administrative Officer II
<ul style="list-style-type: none"> o City East Elementary School 	Dinah A. Bustamante Administrative Officer II
<ul style="list-style-type: none"> o Cogon Elementary School 	Raquel M. Arabaca MPA Administrative Officer II
<ul style="list-style-type: none"> o Dampas Elementary School 	Retchel T. Sumampong MPA Administrative Officer II
<ul style="list-style-type: none"> o Manga Elementary School 	Aileen T. Ciruela Administrative Officer II
<ul style="list-style-type: none"> o Taloto Elementary School o Tiptip Elementary School o Ubujan Elementary School 	Christian John Capon PDO I
<ul style="list-style-type: none"> o Tagbilaran City Central Elementary School 	Ananias J. Sumaylo Administrative Officer II
<ul style="list-style-type: none"> o Cogon National High School 	Karen G. Gementiza Administrative Officer II
<ul style="list-style-type: none"> o Dr. Cecilio Putong National High School – Junior High School o Dr. Cecilio Putong National High School – Senior High School 	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"> o Manga National High School 	Fairy Ann C. Babaison Administrative Assistant II
<ul style="list-style-type: none"> o Mansasa National High School 	Maria Flores P. Veloso Administrative Assistant II
<ul style="list-style-type: none"> o San Isidro National High School 	Rosalie P. Cornell Administrative Assistant II
<ul style="list-style-type: none"> o Tagbilaran City Science High School 	Ruel I. Pumatong Administrative Assistant II
<ul style="list-style-type: none"> o Tagbilaran High School for the Hearing Impaired 	Easter Sunday P. Moico Administrative Officer II

3. For your information, guidance, and compliance.


WILFREDA D. BONGALOS PhD CESO V
 Schools Division Superintendent