



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

July 12, 2024

DIVISION MEMORANDUM

No. 303 s. 2024

**FOCUS GROUP DISCUSSION ON THE PREPARATION FOR REGIONAL
HOSTING OF THE 2024 BRIGADA ESKWELA KICK-OFF**

To: Assistant Schools Division Superintendents
Division Chiefs
Division Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned

1. When individuals understand the purpose and importance of their contributions, they are more likely to be motivated and committed to the success of the activity, hence, a pre-activity meeting shall be conducted in preparation for the regional hosting of the 2024 Brigada Eskwela Kick-Off on July 15, 2024 at 8:30am at SDO Conference Hall, City of Malolos, Bulacan.
2. The objectives of this activity are as follows:
 - Identify and allocate resources, including human resources, time, budget, and materials needed;
 - Define the roles and responsibilities of each member involved in the activity;
 - Establish communication channels and protocols to facilitate effective information flows among members;
 - Conduct a risk assessment to identify potential challenges or obstacles that may arise during the activity; and
 - Updates on the preparation of the host school for the 2024 Brigada Eskwela Kick-off.
3. Participants to this activity are the:
 - Top Management
 - Chief Education Supervisors
 - President PSDS group
 - President and Vice President- PESPA
 - President and Vice President- PSSPA
 - Senior Education Program Specialist-SMN



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- Education Program Specialist II-SMN
 - School head with 2 personnel of the host school – Lydia Villangca Memorial Trade School
 - Technical Work Group
4. Expenses to be incurred in the conduct of this activity shall be charged to Division MOOE Fund subject to the usual accounting and auditing rules and regulations.
 5. This Memorandum shall serve as the travel authority of concerned participants.
 6. It is expected that all participants observe minimum health standard protocols as pre-emptive interventions to prevent the spread of any infectious diseases.
 7. Immediate dissemination and compliance with this Memorandum is earnestly desired.


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Schools Division Superintendent