



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

**DIVISION MEMORANDUM**

No. 281, s. 2026

**SUBMISSION OF CERTIFIED TRUE COPIES OF DEEDS OF DONATION AND ACCEPTANCE, MEMORANDA OF UNDERSTANDING (MOU), MEMORANDA OF AGREEMENT (MOA), AND OTHER SUPPORTING DOCUMENTS FOR BRIGADA ESKWELA 2026 DONATIONS**

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

1. To ensure the proper documentation, verification, and validation of all donations received during Brigada Eskwela 2026, and to support the reports previously submitted by schools through the Brigada Eskwela Quality Impact Ledger for Tracing donations (QuILT), all public elementary and secondary schools are hereby required to submit certified true copies of the pertinent supporting documents covering donations received during the reporting period.
2. This memorandum covers all donations received from April 1, 2026 to June 30, 2026, whether in the form of cash, in-kind donations, infrastructure, equipment, supplies, materials, volunteer services, or other resources reported during Brigada Eskwela 2026.
3. All schools shall submit Certified True Copies of the following, as applicable:
  - a. Deed of Donation and Acceptance (DODA);
  - b. Memorandum of Agreement (MOA);
  - c. Memorandum of Understanding (MOU);
  - d. Other relevant documentary evidence supporting the reported donations, where applicable.

These documents shall serve as supporting records for the schools' previously submitted Brigada Eskwela 2026 online reports.

4. To facilitate the timely verification and validation of Brigada Eskwela 2026 reports, all required documentary requirements shall be submitted as follows:
  - Public Elementary Schools shall submit their certified true copies and supporting documents to their respective Public Schools District Supervisors (PSDS) **on or before July 10, 2026**. The District PDOs shall compile all submissions and transmit them to the Property and Supply Office, Schools Division Office of Bulacan, **not later than July 16, 2026**.
  - Public Secondary Schools shall submit their documentary requirements to their respective EDDIS Chairs **on or before July 10, 2026**, who shall thereafter forward the compiled submissions to the Property and Supply Office, Schools Division Office of Bulacan, **not later than July 16, 2026**.



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5. Schools that received cash donations during Brigada Eskwela 2026 shall submit a Cash Donation Utilization Report indicating how the donated funds were utilized. The report shall include the specific activities undertaken or the items, materials, supplies, equipment, or other resources procured using the cash donations. Appropriate supporting documents, such as receipts, purchase requests, disbursement records, or other available proof of utilization, shall likewise be attached, whenever applicable.
6. The Property and Supply Office shall receive, examine, validate, and verify all submitted documents against the donations reflected in the QuILT and may coordinate with the concerned schools for clarification or submission of additional documents, whenever necessary.
7. All School Heads are enjoined to ensure the completeness, authenticity, and timely submission of the required documents to facilitate the proper recording, validation, inventory, and reporting of all Brigada Eskwela 2026 donations.
8. The Schools Division Office of Bulacan extends its sincere appreciation to all School Heads, teachers, personnel, parents, local government units, private organizations, community partners, volunteers, and other stakeholders whose unwavering support and generosity made Brigada Eskwela 2026 a success. Their invaluable contributions in mobilizing resources and strengthening partnerships have greatly assisted in the repair, preparation, improvement, and promotion of safe, orderly, and learner-friendly school environments in readiness for the opening of classes.
9. Immediate and strict compliance with this Memorandum is directed.

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent

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