DIVISION MEMORANDUM
No. 254, s. 2019

March 28, 2019

Designating the School Brigada Eskwela/Adopt-A-School Program Coordinator and Submission of a Copy of the Designation Order and Contact Details

To: All School Heads

1. In order to establish a smooth flow of communication and enhance the network of school and division personnel involved in support programs such as Brigada Eskwela and Adopt-A-School, all school heads are hereby instructed to do the following:

1.a. Select a school personnel or teacher who manifests a good disposition for partnership;

1.b. Issue a designation order for the selected personnel or teacher. If a coordinator has been previously selected but no designation order was issued, formalize the designation through a written order;

1.c. Orient the person of his or her duties and responsibilities.

2. Submit a copy of the Designation Order of the coordinator to the Division Brigada Eskwela/ASP Coordinator, Mr. Peter-Jason C. Senarillos, including the DepEd email address and mobile number of the school coordinator. Deadline shall be on April 5, 2019.

3. For your guidance and compliance.

WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent

Ends: Regional Memorandum
References:
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE
DESIGNATION
SCHOOL BRIGADA COORDINATORS

RJSENARILLOS: Designating the School Brigada Eskwela/Adopt-A-School Program Coordinator and Submission of a Copy Of The Designation Order And Contact Details
March 28, 2019

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