

Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS


March 5, 2020

**MEMORANDUM**

To: Schools Division Superintendents of Capiz and Roxas City

**COORDINATION MEETING IN PREPARATION FOR 2020 BRIGADA ESKWELA NATIONAL KICK-OFF**

1. This is in reference to OU-LAPP No. 131, s 2020 on the selection of venue for the conduct of the **2020 Brigada Eskwela National Kick-off Program**. The Honorable Secretary Leonor Magtolis Briones selected **Pawa National High School (Capiz)** and **Culasi National High School (Roxas)** in Region VI as the venue of the national kick-off activities which will be held on **May 14, 2020**.
2. A coordination meeting with the host Divisions will be held in Festa Restaurant, Hotel Veronica, Roxas City on **March 18, 2020, 8:00 o'clock in the morning** to discuss the following:
  - a. Creation of Technical Working Group;
  - b. Procurement requirements for the event;
  - c. Security Plan for the VIPs and DepEd Officials attending the event;
  - d. Logistics for VIPs, DepEd Officials and DepEd Central Office personnel;
  - e. Billeting for DepEd Officials, guests, and Central Office personnel – TWG;
  - f. Program flow; and
  - g. Ocular inspection of the abovementioned schools
3. Participants to this meeting are the following:
  - a. Regional Director
  - b. ESSD Chief
  - c. Regional Partnership Focal Person
  - d. Budget and Finance (RO -VI, Capiz and Roxas)
  - e. SGOD Chiefs (Capiz and Roxas City)
  - f. SEPS/EPS Social Mobilization (Capiz and Roxas)
4. Immediate dissemination of this Memorandum is desired.

  
**MA. GEMMA M. LEDESMA**  
Regional Director



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