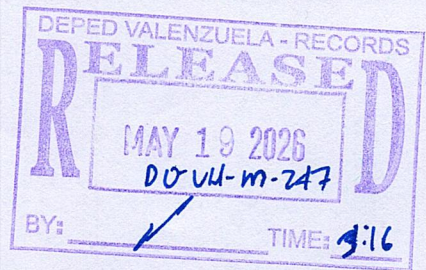




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 SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



**NOTICE OF MEETING**

**To** : **Division and School personnel**

**Attention** : Assistant Schools Division Superintendent  
 Chief Education Supervisors – SGOD and CID  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 SGOD Education Program Specialists  
 School Brigada Eskwela Program Management Team  
 (Please see the attached list of participants)

**Subject** : Division Project Management Team (PMT) Meeting on the Conduct of the SDO Valenzuela City Brigada Eskwela Kick Off 2026

- Agenda** :
1. Brigada Eskwela 2026 Kick-off activities floor plan
  2. Brigada Eskwela PMT roles and function
  3. Brigada Eskwela Program Matrix
  4. Brigada Eskwela External Allied forces coordination
  5. Brigada Eskwela Invitation and certificates
  6. Brigada Eskwela Need Assessment
  7. Other matters

**Date** : May 19, 2026

**Time** : 2:00 P.M. onwards

**Venue or Platform** : Pio Valenzuela Elementary School Conference room

Expenses related to the conduct of this activity are chargeable against the School's fund subject to existing accounting and auditing rules and regulations

The attendance of the abovementioned attendees is a must.

**NOEL D. BAGANO**  
 Schools Division Superintendent

SGOD/SM&N/ECP  
 May 14, 2026



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Name of PMT	School/Office	PMT Designation	PMT Function
<b>1. Roderick Alo</b>	Dalandanan NHS	<b>Program Management &amp; documentation Team-leader</b>	The team as the "brain" and the "historian" of the project. They define what happens and ensure it's recorded for posterity.
<b>2. Jen Mark Roque</b>	Serrano ES	Program Management & documentation Team-Deputy-leader	
<b>3. Hanelyn Leones</b>	Dalandanan ES	Program Management & documentation member	
<b>4. Mikaella Joy Concepcion</b>	Pio Valenzuela ES	Program Management & documentation member	
<b>5. Ciriaco "chin" Suplemente</b>	VP Trinidad NHS	<b>Physical arrangement and Logistics team leader</b>	This is the "muscle" of the operation. They turn empty spaces into functional venues.
<b>6. Marites Java</b>	Bignay NHS	Physical arrangement and Logistics member	
<b>7. Ryan Paglinawan</b>	Marulas ES	Physical arrangement and Technical Support	
<b>8. Richard Urrutia</b>	Paso De Blas NHS	<b>Partnership and Sponsorship Team leader</b>	the "fundraisers" and "relationship builders." Their goal is to offset costs and add value through external support.
<b>9. Rea Fulgar</b>	Canumay East NHS	Partnership and Sponsorship Team member	
<b>10. Rachel Galoso</b>	JEDS NHS	<b>Food and accommodation and hospitality team leader</b>	The "hosts" who keep everyone fueled and



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11. <b>Janice Ignacio</b>	Lawang Bato ES	Food and accommodation and hospitality team leader	comfortable. High morale usually starts with a good meal. Ushers and usherettes of guest and participants
12. <b>Mark Wilson Ginga</b>	Parada ES	<b>Safety, traffic and security Team- Leader</b>	The "protectors" who manage risk and public order, crowd control, traffic and public safety.
13. <b>Leonardo Guillermo</b>	ALS Valenzuela	Safety, traffic and security Team- member	
14. <b>Jona Marie P. Gabriel</b>	Maysan NHS	<b>Communication/liaison and Invitation team leader</b>	The "voice" of the project. They bridge the gap between the PMT and the public.
15. <b>Ma. Agnes Pascual</b>	Wawangpulo NHS	Communication/liaison and Invitation team member	
16. <b>Percival Perona</b>	Pio Valenzuela ES	<b>Partner Parents Teacher Association Federation- President</b>	In a school or community context, these are your Key Stakeholders and Advisors public consultations and program partner
17. <b>Severino P. Butin Jr.</b>	Dalandanan NHS	Partner Parents Teacher Association Federation- Vice President	
18. <b>Rhea Atienza</b>	Rincon ES	Partner Parents Teacher Association Federation- Secretary	
19. <b>Elizabeth S. Roces</b>	Constantino ES	Partner Parents Teacher Association Federation- Treasurer	



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<b>20. Eliza Marie Bautista</b>	PR San Diego ES	Partner Parents Teacher Association Federation-Auditor	
<b>21. Edwin C. Pineda</b>	SDO Valenzuela City	Division BE & Partnership Focal Person -SEPS SM & N	Overall, in charge in the supervision and implementation of the BE program



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