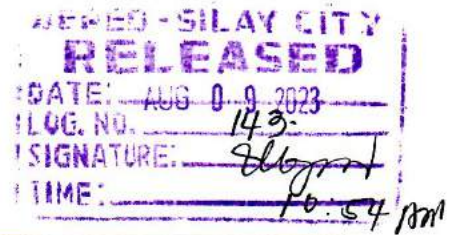




Republic of the Philippines

Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY



August 9, 2023

DIVISION MEMORANDUM

No. 301, s. 2023

2023 BRIGADA ESKWELA (BE) ACTIVITIES

To: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/TICs
Division Section Heads

1. The Department of Education (DepEd), Schools Division of Silay City shall implement the **“Brigada Eskwela (BE) Activities on August 14–19, 2023 with the theme, “Bayanihan Para sa MATATAG na Paaralan”** also known as the National Schools Maintenance Program bringing all education stakeholders to be involved by contributing their time, efforts and resources in time for the preparation for the **opening of classes on Tuesday, August 29, 2023 for School Year (SY) 2023-2024.**

2. This year’s BE shall focus on the following:

- implementation of the year-round schools’ maintenance and repair activities which includes the provision of the immediate needs during disaster or calamities addressing of resource gaps;
- strengthened partnership engagements with partners and stakeholders that complement DepEd efforts to ensure quality basic education;
- achievement of significant goals which shall contribute to increasing students’ participation rate, reducing drop-outs and helping improve learning for both learners and community; and
- creation of a network of community-based organizations to get total community commitment for collaborative programs and projects including school innovations and other support and volunteer/community-based projects.

3. It is essential that schools are ready for their learners and teachers once classes begin on August 29, 2023. The use of face masks is not mandatory, alongside the school entrance handwashing facilities and other hygienic practices are continued. Proper advocacy and information dissemination will be undertaken to equip schools upon the opening of classes.

4. BE Steering Committee shall establish the following partnerships for resource mobilization.



Rizal Street, Brgy. III, Silay City, Philippines

Website: <https://depedsilaycity.com>

Email Address: deped.silay@deped.gov.ph

Facebook Account: <https://www.facebook.com/DepEdSilayCity>

Contact Numbers: 468-5138/ 714-7017/ Public Assistance +639060835438 / +639604762231



Republic of the Philippines

Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY

a. mobilize voluntary resources, including both materials, manpower, and volunteer services, for the conduct of Brigada Eskwela in adherence to RA 5546. The law strictly prohibits the sale of tickets or the collection of contributions, whether voluntary or otherwise, from school children, learners, and teachers of public and private schools, for any project or purpose (DO No. 5, s. 1992 titled "Policy on Solicitation of Contribution"; DO No. 47, s. 2022 titled "Promotion of Professionalism in the Implementation and Delivery of Basic Education Programs and Services"; and DO No. 49, s. 2022 titled Amendment to DO No. 47, s. 2022); and

b. determine target resources and identify potential volunteers and partners;

5. Identify strategic activities in engaging stakeholders for Disaster Risk Reduction and Management;

6. Ensure that the pledges/commitments of partners are delivered accept donations from partners before and during the Brigada Eskwela week.

7. Craft a Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) determining the roles and responsibilities of the parties involved - the school and its partners.

8. Teaching personnel shall be entitled to earn vacation service credits arising from their active involvement as members of the school Brigada Eskwela working committees and/or voluntary services in the Brigada Eskwela activities. Teachers shall earn one-day service credit for accumulated eight hours of service as committee members and/or volunteers in the school preparation and partnership engagement activities, but not to exceed the total of six days' service credits. The computation of the service credits to teachers shall be in consonance with DO 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers, particularly, Item No. 1-d sub-items d and k and Item. Likewise, non-teaching personnel shall be granted Compensatory Time- Off (CTO) for all services rendered during weekends as members of the Brigada Eskwela working committees and/or voluntary services in the BE activities. Eight hours of accumulated services are equivalent to one-day CTO.

9. BE program shall conduct activities to support the existing and proven DepEd programs and projects with partnership components such as Gulayan sa Paaralan, Wash in Schools [WINS], and other projects under *Oplan Kalusugan sa DepEd* or *OK sa DepEd* issued under D0 028, s. 2019, titled Guidelines on the Grant of the Performance Based-Bonus to the Department of Education Employees and Officials for Fiscal Year 2018, and other school priority programs and - projects needing partnership interventions.



Rizal Street, Brgy. III, Silay City, Philippines

Website: <https://depedsilaycity.com>

Email Address: deped.silay@deped.gov.ph

Facebook Account: <https://www.facebook.com/DepEdSilayCity>

Contact Numbers: 468-5138/ 714-7017/ Public Assistance +639060835438 / +639604762231



Republic of the Philippines

Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY

10. The School Heads shall ensure that all donated items classified as Property, Plan and Equipment (PPE) are properly recorded in the book of accounts based on the provisions under DO 82, s. 2011 titled Guidelines on the proper Recording of All Donated Properties. subject to applicable accounting and auditing rules and regulations in compliance the Commission on Audit (COA) Circular 2022- 004 relative to the increase of the capitalization threshold from P15,000.00 to P50,000.00.

11. The Best Brigada Eskwela Implementing Schools shall also be recognized at the schools division, and regional level based on this implementing guidelines and selection criteria. The Best BE Implementers shall be given a certificate of recognition, which shall be given during the BE partners recognition and awards ceremony.

12. The school shall also conduct their Brigada Eskwela 2023 launching on **Monday, August 14, 2023**, simultaneous to the Division BE Kick-off in their schools. All SDO personnel are requested to wear a white shirt and jeans. Public Schools District Supervisors and School Heads shall take the lead role in planning the activities geared toward making schools ecologically conscious, resilient, clean and conducive to learning.

13. Individuals or groups from the national government agencies, local government units, private sectors, international organizations and other parties, who are interested to help and to volunteer may coordinate directly to the beneficiary school or with the Division BE Coordinator for guidance and documentation. Social distancing and other health and safety protocols shall be observed.

14. Attached with are the following enclosures:

- Enclosure No. 1 - BE 2023 Division Committee
- Enclosure No. 2 – BE 2023 Matrix
- Enclosure No. 3 – 2023 BE Implementing Guidelines
- Enclosure No. 4 – Inventory Custodian Slip
- Enclosure No. 5 – Property Acknowledgement Receipt
- Enclosure No. 6 - BE Monitoring Tool
- Enclosure No. 7 – BE Tarpaulin and BE T-shirt Lay-out.
- Enclosure No. 8 – BE DFTAT/ Monitoring Team

15. The schools are encouraged to document all their efforts to implement the new way of conducting Brigada Eskwela. All partnership initiatives and generated resources shall be reported in the DepEd Partnerships Database System (DPDS) and Generated Resources link starting August 1 - September 30, 2023.



Rizal Street, Brgy. III, Silay City, Philippines
Website: <https://depedsilacity.com>
Email Address: deped.silay@deped.gov.ph
Facebook Account: <https://www.facebook.com/DepEdSilayCity>
Contact Numbers: 468-5138/ 714-7017/ Public Assistance +639060835438 / +639604762231



Republic of the Philippines

Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY

16. Hardcopies of the BE Monitoring Tool shall be submitted through their respective PSDSs and must be encoded by the BE Coordinators through the Google Sheet link to be provided by the BE Division Coordinators. **Deadline** shall be on **Friday, August 26, 2023.**

17. Expenses relative to the conduct of this activity shall be charged against School MOOE and Downloaded Support Fund for Partnership Building and Linkages subject to the usual accounting and auditing rules and regulations.

18. For questions and concerns, please contact the **Social Mobilization and Networking Section, Roy P. Balinas - Senior Education Program Specialist or Sussett O. Salcedo - Education Program Specialist II, Division BE Coordinators** through Messenger.

19. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or any other similar factor/circumstances that run counter to the principles of equal opportunity.

20. Immediate dissemination of this Memorandum is desired.


SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 021, s. 2023 Brigada Eskwela Implementing Guidelines

Enclosure: as stated

Allotment: 2-3-4-5-6-7 (DO No. 4, s.2015)

To be indicated in the Perpetual Index Under
the following subjects:

EMPLOYEES

OFFICIALS

PARTNERSHIP PROGRAM

SCHOOLS

TEACHERS



Rizal Street, Brgy. III, Silay City, Philippines

Website: <https://depedsilaycity.com>

Email Address: deped.silay@deped.gov.ph

Facebook Account: <https://www.facebook.com/DepEdSilayCity>

Contact Numbers: 468-5138/ 714-7017/ Public Assistance +639060835438 / +639604762231

Brigada Eskwela 2023 Division Committee

Designation	Person-In-Charge
BE Division Committee Chairman	Salvador O. Ochavo Jr. EdD, CESO V
Co-Chairmen	Randolph G. Aleman, PhD Jose L. Quinto, CES - SGOD Federico P. Pillon, CES - CTD
Finance	Pancito Pancho S. Cinco, AO V – Budget Officer Ana Fe C, Leonida, Accountant III
Advocacy	Roy P. Balinas, SEPS – SM&N Sussett O. Salcedo, EPS II - SM&N
Program	Carla S. Barzo, EPS II - HRD Judito R. Iligan, Planning Officer III Rofely M. Napoles, SEPS – Research and Planning
Documentation	Lily Grace T. De La Serna, PDO I Nerissa P. Balinas, PDO I
Physical Setup	Julius T. Tinsay, Engineer III Sammy Jandry B. Javines, PDO II
Online & Technical Set up	Vicente M. Demiden, ITO I / Kyle Andrada
Monitoring	Edgardo D. Ibanez, SEPS – M&E Karl Joseph R. Santillan, EPS II – M&E / DFTAT
Food	Kim T. Lidres, Job Hire Personnel
Health	Vicente P. Gabales Jr., Medical Officer III Maria Eden P. Orpeza, Dentist III Mary Grace B. Gallegos, Nurse II Mark Anthony D. Ofamen, Nurse II Chevien D. Davila, Nurse II Jairen P. Leonida, Nurse II Jocelyn C. Condada, Nurse II

Brigada Eskwela 2023 Matrix

DATE / TIME	ACTIVITY	PERSONS INVOLVED	MODE OF DELIVERY
August 2023	Pre-Implementation Stage of Brigada Eskwela (Assessment of Physical Facilities and Maintenance Needs of the Schools, Resource Mobilization, Organization of Brigada Eskwela Committees and their Orientation on Specific Roles and Tasks, Invitation of Potential Partners, Preparations for BE kickoff)	SDS, ASDS, PSDSs, Soc. Mob., SHs, School BE Coordinators	Face to face
August 8 , 2023 Iloilo National High School Gymnasium	Brigada Eskwela Regional Kick-off Program	CO, SDS, ASDS, Chief SGOD & SM&N	Face to face
August 14, 2023, 9:00 AM @ Division Conference Hall	Brigada Eskwela Division/ School Kick-off Program	SDO Personnel, SHs, School BE Coordinators, Teachers, Partners and Stakeholders	Face to face
Division Week Long BE August 14 - 19, 2023	Brigada Eskwela Implementation and Monitoring of Schools (Distribution of school kits to be handled by the LGU)	Schools	Face to face
August 19, 2023	Brigada Eskwela School Culmination	PSDSs, SHs, School BE Coordinators, Teachers and Stakeholders	Face to face
September 22, 2023 Division Conference Hall	School BE Coordinators Validation of Documents	SM&N and School BE Coordinators	Face to face
September 30, 2023	School Submission of BE Documents	SM&N,SHs, School BE Coordinators	Face to face
Last week of October 2023	Regional Submission of BE documents	RO, SM&N	Face to face



Republic of the Philippines
Department of Education

DepEd ORDER
No. **021**, s. 2023

AUG 03 2023

2023 BRIGADA ESKWELA IMPLEMENTING GUIDELINES

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Minister, Basic, Higher, and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education sets this year's *Brigada Eskwela* on **August 14-19, 2023**.
2. The *Brigada Eskwela* (BE) is a nationwide school maintenance program that engages all education stakeholders to contribute their time, efforts, and resources in ensuring that public schools are all set in time for class opening. It is a six-day event where local communities, parents, alumni, civic groups, local businesses, non-governmental organizations (NGOs), private individuals, and even teachers and students volunteer their time and skills for the conduct of clean-ups, minor to medium repairs, and maintenance work in classrooms and within the school site.
3. With the issuance of Presidential Proclamation No. 297, dated July 21, 2023, lifting the State of Public Health Emergency throughout the Philippines due to COVID-19, all prior orders, memoranda, and issuances that are effective only during the State of Public Health Emergency shall be deemed withdrawn, revoked, or cancelled and shall no longer be in effect. All COVID-19 restrictions including but not limited to the wearing of face masks and distancing are lifted.
4. The Guidelines on the Implementation of *Brigada Eskwela* for School Year 2023-2024 are enclosed.
5. All regions and schools divisions are instructed to provide intensive and extensive support to school heads.
6. This DepEd Order shall take effect upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
7. Immediate dissemination of and strict compliance with this Order is directed.




SARA Z. DUTERTE
Vice President of the Republic of the Philippines
Secretary of the Department of Education

Encl.:
As stated

References:

DepEd Memorandum Nos. 020, 2023 and 062, s. 2022

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
CAMPAIGN
COMMITTEES
LEARNERS
OFFICIALS
POLICY
PROGRAMS
SCHOOLS

(Enclosure to DepEd Order No. **021**, s. 2023)



GUIDELINES ON THE IMPLEMENTATION OF BRIGADA ESKWELA FOR SY 2023–2024

PROCEDURES

A. PRE-IMPLEMENTATION STAGE

To prepare for the implementation of the *Brigada Eskwela*, schools shall be guided by the following:

1. Assessment of Physical Facilities and Maintenance Needs of the School

Before the implementation of *Brigada Eskwela*, the *School Facilities Coordinator* shall identify the needs for the upcoming school year's opening of classes and assess school facilities that require repair or replacement. The assistance of the Education Physical Facilities Division, School Watching Team (SWT), and Parents-Teachers Association (PTA) officers and members may be sought, if necessary.

Schools shall identify other requirements/activities necessary for school operations and teaching and learning.

2. Compliance with the Absolute Prohibition on Solicitation

School heads, teachers, and other school personnel are **strictly prohibited** from soliciting or collecting any form of contribution including but not limited to *Brigada Eskwela* fees from parents or legal guardians, volunteers, partners, and stakeholders. The *Brigada Eskwela* activities shall focus on voluntary work and participation to ensure that schools are adequately prepared for the upcoming school year.

3. Creation of the *Brigada Eskwela* Working Committees

School Heads/Principals shall lead the creation of the working committees for the *Brigada Eskwela* as well as supervise its functions. Together with the school head/principal, the working committees shall be composed of teachers and other non-teaching personnel. Further, parents, learners, community members, and external stakeholders may also be part of the task force provided that the nature of the involvement is **voluntary**.

School personnel cannot require the participation of parents in exchange for extra points in grades of learners.

The committee shall undertake the following:

3.1 Conduct Extensive Public Awareness Campaigns

- Promote public awareness and encourage involvement in *Brigada Eskwela* which may include the dissemination of advocacy materials and the conduct of awareness campaigns.

3.2 Establishment of Partnerships for Resource Mobilization

- Mobilize voluntary resources, including both materials, manpower, and volunteer services, for the conduct of *Brigada Eskwela* in adherence to RA 5546. The law strictly prohibits the sale of tickets or the collection of contributions, whether voluntary or otherwise, from school children, learners, and teachers of public and private schools, for any project or purpose (DO No. 5, s. 1992 titled "Policy on Solicitation of Contribution"; DO No. 47, s. 2022 titled "Promotion of Professionalism in the Implementation and Delivery of Basic Education Programs and Services"; and DO No. 49, s. 2022 titled Amendment to DO No. 47, s. 2022).
- Determine target resources and identify potential volunteers and partners.
- Identify strategic activities in engaging stakeholders for Disaster Risk Reduction and Management.
- Ensure that the pledges/commitments of partners are delivered.
- Accept donations from partners before and during the *Brigada Eskwela* week.
- Craft a Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) determining the roles and responsibilities of the parties involved - the school and its partners.

3.3 Program Implementation

- Direct and monitor the implementation of different activities as specified in the school work plan aligned with the School Improvement Plan (SIP) and Annual Implementation Plan (AIP).
- Provide guidance and directions to work teams in the performance of assigned tasks.
- Monitor actual accomplishments vis-à-vis identified needs and planned activities.

3.4 Handling of Administrative and Financial Matters

- Provide administrative support and manage funds that will be generated in support of *Brigada Eskwela*.
- Ensure that all in-kind donations from and rendered services by both government and private sources are properly recorded and used in accordance with applicable rules and regulations and use appropriate forms in acknowledging receipt of donations (the Acknowledgement Receipt and Inventory Custodian Slip).
- Provide logistical support to volunteers such as but not limited to, work materials, first aid kits, refreshments, etc.
- Conduct daily inventory of all materials used.
- Prepare documents required for availment of tax incentives by partners such as, but not limited to:
 - a. MOA;
 - b. Deed of donation and/or deed of acceptance; and

c. other required documents.

3.5 Documentation

- Prepare necessary documentation and reports of the *Brigada Eskwela* Program including photo/video documentation, preparation of daily reports on donations received and services rendered, and recording the daily attendance of volunteers.

The following matrix indicates the possible steps/actions that potential external partners may undertake to ensure active engagement during the *Brigada Eskwela* week.

Stakeholders	Nature of Engagement
Provincial/ Municipal/ City Government Units	<ul style="list-style-type: none"> a. Coordinate/engage with DepEd division offices b. Secure a copy of the school preparedness checklist c. Convene the Local School Board (LSB) to identify possible support on school preparedness/readiness d. Mobilize local support through the business sector, philanthropies, academe, and local organizations to assist schools' preparations for class opening e. If available, include schools in the early warning system implemented in the locality f. If possible, issue a local ordinance or resolution to support the implementation of <i>Brigada Eskwela</i>
Barangay Government Units	<ul style="list-style-type: none"> a. Coordinate/engage with nearby elementary and/or secondary schools b. Participate in school preparatory meetings for <i>Brigada Eskwela</i> c. Mobilize local assistance to support school readiness strategies d. Secure a copy of the school preparedness checklist e. Support the school preparedness strategies
Private partners/ individuals	<ul style="list-style-type: none"> a. Coordinate/engage with DepEd division or district or school b. Secure a copy of the school preparedness checklist c. Choose an intervention to be provided to schools such as repair, maintenance, supplies and materials, emergency kits/bags for learners and teachers d. Provide advocacy/information materials for schools

	e. Support the school readiness/preparedness strategies
Local/NGOs and Volunteers	<ul style="list-style-type: none"> a. Coordinate/engage with target elementary and/or secondary schools b. Secure a copy of the school preparedness checklist or <i>Brigada Eskwela</i> Plan c. Signify interest to assist the school during preparation for class opening d. Participate in school preparatory meetings for <i>Brigada Eskwela</i> e. Identify and communicate support that will be provided to schools f. Support the school preparedness strategies
Parents	<ul style="list-style-type: none"> a. Participate voluntarily in school preparatory meetings for <i>Brigada Eskwela</i> b. Set an example for children in doing community service c. Render voluntary support to the school preparedness strategies

B. IMPLEMENTATION STAGE

The actual implementation stage is during the *Brigada Eskwela* week on August 14-19, 2023. As a matter of policy, all work and tasks performed under the *Brigada Eskwela* are voluntary in nature.

1. Suggested Activities

Based on needs assessment, schools shall select appropriate activities for implementation during the *Brigada Eskwela* week from the following suggested list:

Activities	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Persons Responsible	Expected Output/s
Kick-Off Ceremony	/						SH, School Coordinator, Working Committees, School Governing Council	Program of Activities, Pledges of Commitment
Presentation of Major projects/activities to be done	/						SH, School Coordinator	Presentations
Organizing and Briefing of working Teams	/						SH, School Coordinator	Organizational Structure, Functions of each committee
Presentation of BE plan	/						SH, School Coordinator	Presentation

Registration of Partners and Stakeholders / Volunteers	/	/	/	/	/	/	Secretariat	Accomplished Registration Forms
Receipt of donations, resources/supplies	/	/	/	/	/	/	SH, School Coordinator, Working Committees	Registry of donations, resources, and supplies received
Repair/Repainting/Replacement/Rehabilitation of school facilities such as roofs/gutters, walls, comfort rooms, and others	/	/	/	/	/	/	Working Committees	Daily Accomplishment Report
Debriefing Activities	/	/	/	/	/	/	SH, School Coordinator, Working Committees, Secretariat	Report of accomplishment
Closing Program						/	SH, School Coordinator, Working Committees, Stakeholders	Program of Activities, Presentation of Accomplishment Certificates of Recognition

2. Maintenance of Clean Schools

Schools shall ensure that school grounds, classrooms and all its walls, and other school facilities are clean and free from unnecessary artwork, decorations, tarpaulin, and posters at all times. Oversized signages with commercial advertisements, words of sponsorships, and/or endorsements or announcements of any kind or nature shall be taken down in compliance with DO 37, s. 2010 titled Prohibition on Use and/or Display of School Signages Showing Commercial Advertisements, Sponsorships, and/or Endorsements. Classroom walls shall remain bare and devoid of posters, decorations or other posted materials. Classrooms should not be used to stockpile materials and should be clear of other unused items or items for disposal.

C. POST-IMPLEMENTATION STAGE

Post-implementation is the period after the conduct of the *Brigada Eskwela* week. The collected data shall be consolidated in preparation for the school's accomplishment report. The following shall be undertaken:

1. Preparation and Submission of Accomplishment Report

Schools shall prepare and submit an accomplishment report hence, the following shall be undertaken:

- 1.1 Accomplish the school's *Brigada Eskwela* Report through the DepEd Partnerships Database System (DPDS).
- 1.2 Other projects and activities completed with the help of stakeholders and partners outside the *Brigada Eskwela* week shall be reported to the division and central office through the DepEd Partnership Database System (DPDS).

The school heads/principals shall ensure that all donated items classified as property, plant, and equipment are properly recorded in the book of accounts as stipulated in DO No. 082, s. 2011 titled "Guidelines on the Proper Recording of all Donated Properties." The documents required to support the recording in the book of accounts are as follows:

- i. Inventory Custodian Slip for donated properties with a value below P50,000.00; and
- ii. Property Acknowledgment Receipt for donated properties above P50,000.00.

2. Sustaining *Brigada Eskwela*

School improvement does not end on the last day of the *Brigada Eskwela* week. It may be a year-round undertaking to guarantee the school children of a learning center that is clean, resilient, and conducive to learning. Sending letters of gratitude to partners and volunteers for their contributions in prepping the school in time for the opening of classes will surely inspire them to do more.

The partnerships shall likewise be sustained. There might be uncompleted tasks in the *Brigada Eskwela* work plan or other school needs that may come up during the school year with which schools shall need the help of stakeholders.

Other possible strategies for sustainability:

- 2.1. Keep the stakeholders informed of the status and progress of the programs/projects.
- 2.2. Listen to the ideas and concerns of stakeholders through the conduct of forums, focus group discussions, etc. to strengthen partnerships.
- 2.3. Conduct training/ attend relevant seminars.
- 2.4. Keep the spirit of *Bayanihan* alive in every school activity.
- 2.5. Conduct recognition and appreciation programs for the working committees and stakeholders. SDOs and ROs shall conduct their own recognition and appreciation programs. Schools and SDOs may be awarded certificates of recognition by the RO for outstanding and/or exceptional performance in implementing *Brigada Eskwela*.

3. Service Credits/Compensatory Time-off

Teaching personnel shall be entitled to earn vacation service credits arising from their active involvement as members of the school *Brigada Eskwela* working committees and/or voluntary services in the *Brigada Eskwela* activities. Teachers shall earn one-day service credit for accumulated eight hours of service as committee members and/or volunteers in the school preparation and partnership engagement activities, but not to exceed the total of six days' service credits. The computation of the service credits to teachers shall be in consonance with DO 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, particularly, Item No. 1-d sub-items d and k and Item. No. 1-f.

Likewise, non-teaching personnel shall be granted Compensatory Time-Off (CTO) for all services rendered during weekends as members of the *Brigada Eskwela* working committees and/or voluntary services in the BE activities. Eight hours of accumulated services are equivalent to one-day CTO.

4. Recognition and Appreciation of Partners

The usual search for Best Implementing School Awards, Hall of Fame Awards, and Brigada Plus at the national level shall **no longer** be part of the program, therefore, any issuance regarding the awards and recognition are **rescinded**. True to the spirit of volunteerism or *Bayanihan*, *Brigada Eskwela* shall veer away from any form of competition; but rather initiate, encourage, and strengthen cooperation and collaboration among education stakeholders.

However, recognition and appreciation of partners and stakeholders that contributed to the success of the *Brigada Eskwela* may be decided on the school, district, and/or division levels only. At the SDO level, the Schools Division Superintendent (SDS) shall serve as the Committee Chair with the SGOD Chief and Senior Education Program Specialist (SEPS) for Social Mobilization and Networking as co-chairs to further determine who among the stakeholders shall receive due recognition. The conferment of such may be given during culminating activity or Partners Recognition Program, as deemed applicable.

Internal and External Stakeholders including community and industry partners who displayed outstanding contributions in the attainment of the *Brigada Eskwela* initiative may be considered recipients of recognition. The following are suggested qualifiers, subject to the recommendation and approval of the committee:

- i. *Group/Institutional* – may be given to partners (e.g. *NGA/LGU, Private, NGO*) who have supported the school/institution for three (3) consecutive years.
- ii. *Individual* – may be given to the Chief Local Executive, Barangay leaders, School Head, Partnership Focal Person, and

other individuals who have shown immense support for the realization of *Brigada Eskwela* goals.

4.1 Recognition and Appreciation of Partners at the SDO Level

At the SDO level, the SDS shall serve as the Committee Chair with the SGOD Chief and Senior Education Program Specialist (SEPS) for Social Mobilization and Networking as co-chairs to further determine who among the stakeholders shall receive due recognition. The conferment of such may be given during culminating activity or Partners Recognition Program, as deemed applicable.

4.2 Recognition and Appreciation of Partners at the Regional Level

Partners at the regional level may also be recognized in adherence to the above-mentioned attributes and qualifiers. The Regional Director (RD) shall serve as the Committee Chair with ESSD Chief and Regional Partnership Focal Person as co-chairs. As to Individuals, Exemplary Division Partnership Focal Person may also be conferred.

Expenses to be incurred for the culminating and conferment activity, including plaques, certificates, and the like, may be charged to Regional MOOE and Division MOOE/local funds for Division and program support fund from the Central Office (CO), subject to the usual government accounting and auditing rules and regulations.

D. IMPLEMENTATION ROLES AND RESPONSIBILITIES

1. Central Office

The External Partnership Service (EPS) shall:

- 1.1 issue School Preparedness Guidelines which provides a checklist on school preparedness measures.
- 1.2 lead the conduct of the *Brigada Eskwela* National Kick-Off Program;
- 1.3 monitor the week-long implementation of BE through the RO;
- 1.4 verify and evaluate the submissions of *Brigada Eskwela* Reports in the DPDS;
- 1.5 provide updates to the media and the general public through the Public Affairs Service (PAS), DepEd Central Office on the status of implementation;
- 1.6 coordinate and facilitate the distribution of donations received by the CO to identified regional, division, and schools; and

2. Regional Office

The Education Support Services Division (ESSD) shall:

- 2.1 engage local stakeholders to support the implementation of *Brigada Eskwela*;
- 2.2 monitor the actual implementation of *Brigada Eskwela*;

- 2.3 create the Regional Monitoring Team for approval of the Director;
- 2.4 verify and validate the *Brigada Eskwela* Reports of the SDOs in the DPDS;
- 2.5 conduct planning meetings with SDOs to determine school needs;
- 2.6 provide technical assistance to SDOs in formulating strategies to support school preparedness; and
- 2.7 validate, Monitor, and prepare a report on the implementation of preparedness strategies.

3. Division Office

The Social Mobilization and Networking (SMN) shall:

- 3.1 mobilize assistance from education partners and other government agencies for schools' implementation of preparedness measures;
- 3.2 ensure support is equitably distributed to all schools;
- 3.3 conduct daily monitoring and evaluation of the school's implementation in coordination with the Public Schools District Supervisors (PSDS). The unit shall create the division monitoring team for approval of the Schools Division Superintendent;
- 3.4 verify and validate the submission of partnership interventions of the schools through the PSDS;
- 3.5 recommend schools for the monitoring by the RO;
- 3.6 conduct orientation on the *Brigada Eskwela* implementing guidelines;
- 3.7 plan for stakeholders' recognition and appreciation activities;
- 3.8 coordinate with local government agencies and uniformed personnel;
- 3.9 ensure availability of the summary of school-level data for local partners' preferences; and
- 3.10 prepare a list of schools that would be needing the most assistance from partners.

4. Public Schools

The school heads/principals shall:

- 4.1 spearhead the implementation of school preparedness activities;
- 4.2 create the *Brigada Eskwela* Task Force;
- 4.3 identify relevant *Brigada Eskwela* activities aligned to SIP;
- 4.4 identify potential partners;
- 4.5 ensure the conduct of *Brigada Eskwela* activities as above-mentioned;
- 4.6 submit resources generated and volunteers to the PSDS;
- 4.7 provide updates to partners /stakeholders on the status of the spearheaded project by providing them a coffee table magazine style of accomplishment for them to be recognized as well;
- 4.8 if, and when the school has attained a state where all physical aspects have been improved and no further work needed to be done, the SH may initiate innovations that will improve the performance level of the teachers and learners.

5. Partners and Stakeholders

Partners and stakeholders shall monitor, in coordination with the school, the status of the project implemented during the **Brigada Eskwela** week.

6. Volunteers

Volunteers shall coordinate with the school and assist in the **Brigada Eskwela** activities.

7. Teachers

Teachers shall:

- 7.1 assist the SH in the implementation of the activities prepared for the day and/or the week;
- 7.2 engage parents of the learners to participate in *Brigada Eskwela*;
- 7.3 monitor the assigned tasks performed by the volunteers; and
- 7.4 identify classroom needs to ensure readiness.

8. Supreme Student Government (SSG)/Supreme Pupil Government (SPG) Officers

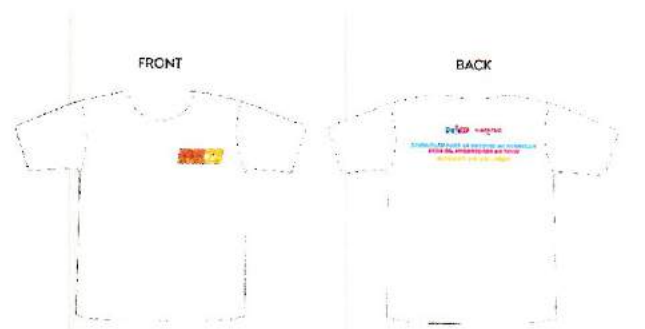
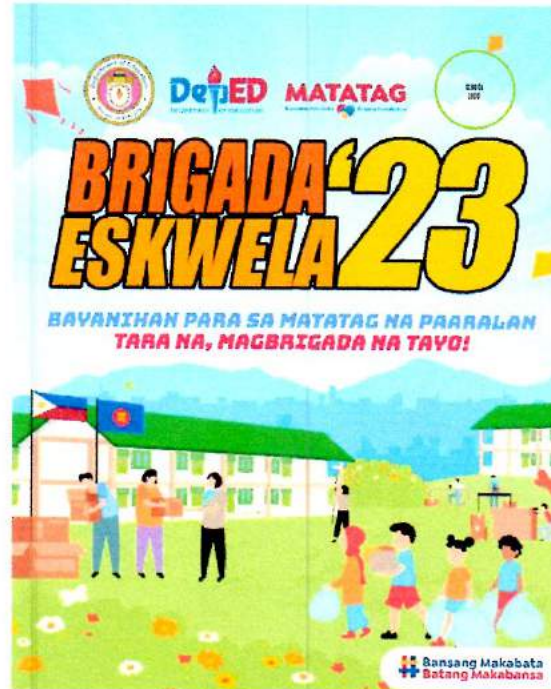
The SSG/SPG Officers shall assist their homeroom teachers in the implementation of *Brigada Eskwela* activities.

REFERENCES

- Department of Education. (2015). DepEd Order No. 40, s. 2015, *Guidelines on K to 12 Partnerships*.
- Department of Education. (2013). DepEd Order No. 2 s. 2013. Revised Implementing Rules and Regulations of Republic Act 8525, *An Act Establishing An "Adopt-A-School Program," Providing Incentives Therefor, and For Other Purposes*.
- Department of Education. (2008). DepEd Order No. 24 s. 2008, *Institutionalisation of Brigada Eskwela Program of the National Schools Maintenance Week (NCMW)*.
- Department of Education. (2011). DepEd Order No. 082, s. 2011, *Guidelines on the Proper Recording of all Donated Properties*.

Enclosure No. 7, Division Memorandum No. ____, s. 2023

Brigada Eskwela 2023 Tarpaulin 4x6 and T-shirt Lay-out



White Shirt

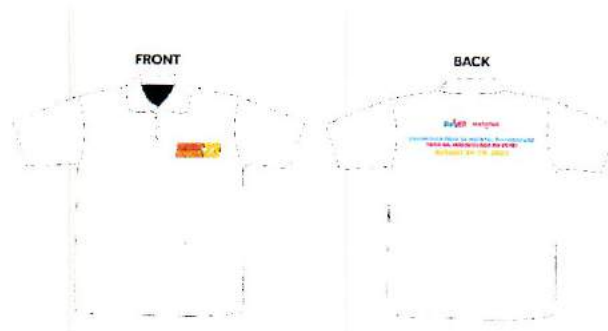
Material: Cotton

Colors:



Elements

Screen-printed:



White Polo Shirt

Material: Honeycomb

Colors:



Elements

Embroidered:





Republic of the Philippines
Department of Education
Region VI Western Visayas
DIVISION OF SILAY CITY

BRIGADA ESKWELA 2023 MONITORING TOOL

“Brigada Eskwela: *“Bayanihan Para sa MATATAG na Paaralan”*

Objective: This tool aims to:

1. identify donations received by schools in relation to the schools’ learning modalities;
2. present partnership initiatives done by school during Brigada Eskwela and Brigada Pagbasa was aligned to school BE-LCRP;
3. monitor the status of Brigada Pagbasa implementation of schools in addressing the education related challenges especially on literacy and numeracy;
4. ensure school’s readiness in WinS/ DRRM/ First Aid kits & Covid related materials on the implementation of their school learning delivery modalities;
5. assess the learners Home Learning Space; Gulayan sa Tahanan/ Paaralan and Urban Gardening; and
6. compute for cost of human benefits from trees and grass in school grounds as source of oxygen (O₂) in an Eco-friendly school.

I. School Data

Name of School : _____ District : _____
Name of School Head : _____ Date Monitored: _____

II. Opening Activity

	Done	On-going	None
a. Hold an opening program	_____	_____	_____
b. Posting of information/campaign materials (Tarpaulin)	_____	_____	_____
c. Teachers and School Head BE work plan	_____	_____	_____

III. Daily Attendance

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
a. Number of School Head and Teachers	_____	_____	_____	_____	_____	_____
b. Number of volunteers	_____	_____	_____	_____	_____	_____

⋮

IV. Donations Received:

Materials received	Quantity	Total amount of Donations generated
Repair and Maintenance Supplies and Materials		
Printing Machines and Photocopier		
Distance Learning - Printed and Electronic Modules		
Disinfection and Cleaning Supplies and Equipment		
LR's Distribution and Retrieval Services		
Personal Protective Equipment		
Disaster Prevention and Emergency Kits		
Distance Learning - TV/RADIO-Broadcast/Airtime		
Capacity Building/Webinars		
Food items and Food Supplements		
Mental Health and Psychosocial Support Services		
Medical Services Supplies and Equipment		
	Total	

V. Repairs/Improvement/Maintenance	Done	On-going	None
1. Repainting/repair/cleaning of roofs and gutters	_____	_____	_____
2. Repainting/repair/cleaning of walls	_____	_____	_____
3. Repainting/repair of eaves/ceilings	_____	_____	_____
4. Repainting/repair/cleaning of doors and windows	_____	_____	_____
5. Repainting/repair of chairs, tables and cabinets	_____	_____	_____
6. Cleaning/scrubbing/waxing of floors	_____	_____	_____
7. Cleaning/improving of personality corners	_____	_____	_____
8. Cleaning/organizing of broom boxes	_____	_____	_____
9. Repainting/repair of other structures (e.g. stage, feeding center, clinic, guidance office, etc.)	_____	_____	_____
10. Repair of electrical wiring, lightings and fixtures	_____	_____	_____
11. Repainting/repair of perimeter fence and gate	_____	_____	_____
12. Weeding/landscaping of school ground and plant boxes	_____	_____	_____
13. Weeding/replanting of Gulayan sa Paaralan/ Tahanan	_____	_____	_____
14. Posting of approved/new teacher's and class program	_____	_____	_____

VI. School adherence to LGU City Health Office and IATF safety/health protocols

	Evident	Not evident
1. Observed wearing of facemask/ face shield in the office	_____	_____
2. Observed physical distance at least 1.5 meters or 6 feet among personnel.	_____	_____
3. Practice disinfection of work station/office/ school premises.	_____	_____
4. Ensure availability of alcohol-based sanitizer/ 70% alcohol and foot bath in the main entrance of the office.	_____	_____
5. Observed virtual or online meetings or conferences.	_____	_____
6. Posted sanitary/ health/ safety reminders in the office.	_____	_____
7. Established tracking system/ log book for office personnel and visitors.	_____	_____

VII. School Safety Preparedness Guide

	Evident	Not Evident
1. Fire safety inspection/assessment certificate	_____	_____
2. No broken window, doors, roofs and chalkboards	_____	_____
3. Un obstructed corridors and pathways	_____	_____
4. Drainage system facilities	_____	_____
5. Posted safety signage	_____	_____
6. Secured/fastened cabinets, tables and ICT equipment	_____	_____
7. Posted safety reminders in laboratories and workshops	_____	_____
8. Posted evacuation plan/evacuation route	_____	_____
9. Posted evacuation/exit plan and directional signage	_____	_____
10. Conduct grass cutting and pruned trees	_____	_____
11. Posted directory of emergency contact numbers	_____	_____
12. Established early warning mechanism	_____	_____
13. Equipped with first aid kits and other necessary	_____	_____
14. supplies in case of emergency	_____	_____
15. Identified alternative sources of drinking water	_____	_____
16. Provision of student I.D. with relevant information	_____	_____
16. Created data base of student information and their family contact details	_____	_____
17. Secured and safely stored vital school records	_____	_____
18. Provision of pedestrian lanes	_____	_____
19. Provision of security/incident log	_____	_____
20. Presence of storage area for school vital records	_____	_____

2023 Brigada Eskwela DFTAT

District	Schools	DFTAT
I	Silay South Elementary School	Henden I. Guarte, PSDS Leopoldo A. Fernandez, EPS – Aral. Pan. Carla S. Barzo, SEPS -HRD Jairen p. Leonida, Nurse II
	Sto. Rosario Elementary School	
	Don Serafin Gamboa Elementary School	
	Don Serafin Golez Integrated School	
II	Don E. Hofileña Elementary School	Emily D. Claro, PSDS Federico P. Pillion Jr., CES-CTD Rommel C. Fuentes, EPS-TLE Edgardo D. Ibañez, SEPS-SM&E Chevien D. Davila, Nurse II
	Guimbala-on Elementary School	
	Lantawan Integrated School	
	Camantero Elementary School	
	Patag Diotay Elementary School	
III	Mambulac Elementary School	Zenia I. Billones, PSDS Juliet P. Quezon, EPS-Filipino Judito R. Iligan Jr., PO III Mark Anthony D. Ofamen, Nurse II
	Don Homero H. Tanpinco Elementary School	
	Tayap Elementary School	
	Patag Elementary School	
	DMLMHS, Patag Extension	
IV	Dominador “Oking” Jison Elementary School	Melanie M. Ugbamen, PSDS Julius T. Tinsay, Engineer III Alvino Berioso, OIC-EPS-Math Lily Grace De La Serna, PDO I Mary Grace B. Gallegos, Nurse II
	Hinicayan Elementary School	
	Emiliano Lizares Elementary School	
	Napilas Integrated School	
V	Adela Elementary School	Randy B. Quiapo, PSDS Roy P. Balinas, SEPS-SM&N Mary Leilani G. Javines, EPS-English Mark Anthony D. Ofamen, Nurse II
	E. Lopez Elementary School	
	Violeta Integrated School	
	Benita Jarra Elementary School	
VI	Gov. E. Gaston Memorial Elementary School	Clea L. Agudon, PSDS Sammy Jandry B. Javines, AO V, OIC - PDO II Mary Grace B. Gallegos, Nurse II
	HPCo. Elementary School	
	DMLMHS HPCo. Extension	
	Mambag-id Elementary School	
	La Purisima Concepcion Elementary School	
VII	Silay North Elementary School	Jocylene A. Dawal, PSDS Brenda D. Aseral, EPS-SGOD Nerissa Balinas, PDO I Chevien D. Davila, Nurse II
	Bongol Elementary School	
	Lantad Elementary School	
	DADDJIS	
VIII	DMLMHS	Carmelita G. Sumaylo, PSDS Carmel Joy Aujero, PDO II Rofely M. Napoles, SEPS P&R Sussett O. Salcedo, EPS II -- SM&N Tom Rolfe D. Sitchon, Nurse II
	Angeles Farm School	
	Sibato Integrated School	
	Silay SPED Center	
IX	BELNHS	Gerardo T. Artieda, PSDS Richard R. Esparagoza, EPS-Math Karl Joseph R. Santillan, EPS II-SM&E Jairen P. Leonida, Nurse II
	Don Felix T. Lacson NHS	
	Brgy. Guimbala-on National High School	
	Guinhalaran Integrated School	
Junior/ Senior High School	All Secondary Schools	Catherine R. Apusaga, PSDS Jose L. Quinto, CES-SGOD Daisy L. Lopez, EPS-Science Joy Ann Balagosa, Principal II