



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

July 3, 2024

DIVISION MEMORANDUM
No. 380, s. 2024

2024 BRIGADA ESKWELA DIVISION KICK-OFF PROGRAM

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to Regional Memorandum No. 510, s. 2024 titled “Conduct of the Brigada Eskwela for S.Y. 2024 – 2025”, this Office, through the Social Mobilization and Networking Unit of the School Governance and Operations Division shall conduct the annual implementation of the Brigada Eskwela (BE) Activities on July 22 – 27, 2024. The theme for this year’s activities is “*Bayanihan Para sa MATATAG na Paaralan*”.
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. This year’s **Brigada Eskwela Division Kick-Off Program** will be on **July 22, 2024 at Vicente Andaya Sr. NHS, Sigma, Capiz at 9:00 o’clock in the morning**.
4. The implementation of the 2024 Brigada Eskwela shall follow the mechanics provided under the DepEd Order No. 021, s. 2023 titled “**2023 Brigada Eskwela Implementing Guidelines**”.



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

5. The participants to the Division Kick-Off Program are the following:

List of Participants	Number of Pax
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Guest from Regional Office	1
SGOD and CID Chiefs	2
Education Program Supervisors	10
Public Schools District Supervisors	10
Section and Unit Heads	
▪ SocMobNet	1
▪ M & E	2
▪ HRD	2
▪ DRRM	1
▪ YF	2
▪ Research and Planning	2
▪ Physical Facilities	3
▪ Medical and Dental with two (2) nurses	4
▪ ICT and IT Technical Support Committee	4
▪ Admin	1
▪ Property and Supply	1
▪ Records	1
▪ Cash	1
▪ Accounting including committee on decoration	2
▪ Budget	1
▪ Legal	1
Elementary School Heads and District BE Focal Persons	393
Secondary School Heads	54
Integrated School Heads	24
Governor	1
Vice – Governor	1
Chair, Committee on Education of the Sangguniang Panlalawigan	1
Mayor	1
Municipal Federated PTA Presidents including Capiz NHS	17
President, Capiz Division Federation of Supreme Secondary Learner Government (SSLG)	1
President, Capiz Division Federation of Supreme Elementary Learner Government (SELG)	1
Stakeholders	25
Guests	10
TOTAL	583



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REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

6. The Public Schools District Supervisors through their District Brigada Eskwela Focal Persons shall submit the list of participants through this link, https://bit.ly/SDOCAPIZ_BE_numberofparticipants not later than July 10, 2024
7. Every district is allowed to have a maximum of four (4) vehicles during the caravan.
8. Further, participants from schools/districts are requested to join the caravan per district and hang their own tarpaulin on their vehicle using the template to be sent in the partnership/BE group chat.
9. If available, participants are requested to wear their school/district Brigada Eskwela T-shirt during the caravan.
10. Participants are requested to bring their packed snacks and lunch.
11. Schools/Districts may conduct a Brigada Eskwela Kick-Off Program at their level on July 22, 2024 after the Division Brigada Eskwela Kick-Off so that the local stakeholders will be aware of the Brigada Eskwela implementation.
12. The orientation on the preparation for the conduct of the Division Brigada Eskwela Kick-Off will be on **July 11, 2024, 9:00AM, Thursday at the Capiz Division Multi-Purpose Hall**. The participants are the District Brigada Eskwela Focal Persons including Capiz NHS.
13. As part of our commitment to transparency, accountability and a comprehensive report on all donations received during the Brigada Eskwela program, the schools are requested to access the links daily to report the donations received.

Day	Link
Day 1 – July 22, 2024	https://bit.ly/SDOCapiz_BRIGADAESKWELA_DAY1
Day 2 – July 23, 2024	https://bit.ly/SDOCapiz_BRIGADAESKWELA_DAY2
Day 3 – July 24, 2024	https://bit.ly/SDOCapiz_BRIGADAESKWELA_DAY3
Day 4 – July 25, 2024	https://bit.ly/SDOCapiz_BRIGADAESKWELA_DAY4
Day 5 – July 26, 2024	https://bit.ly/SDOCapiz_BRIGADAESKWELA_DAY5
Day 6 – July 27, 2024	https://bit.ly/SDOCapiz_BRIGADAESKWELA_DAY6



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14. Attached are the program of activities, committee members, route of the caravan coming from 1st District, 2nd District and SDO Capiz to the venue, Vicente Andaya Sr. NHS, Sigma, Capiz.
15. Expenses relative to the conduct of this activity shall be charged to local and downloaded funds and other sources while travel and other incidental expenses of the participants, working committees, elementary, secondary and integrated school heads and focal persons, Municipal Federated PTA Presidents including Capiz NHS shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
16. For more information about this activity, kindly contact Mr. Romar S. Jaravelo, Senior Education Program Specialist at Mobile No. 09128108586, Division Brigada Eskwela Focal Person, Social Mobilization and Networking Unit of the School Governance and Operations Division (SGOD).
17. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

References: DepEd Order No. 022, DepEd Order No. 021, s. 2023
and Regional Memorandum No. 510, s. 2024

Incl: As Stated

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

COMMITTEES
LEARNERS
PARTNERSHIPS
PROGRAMS
SCHOOLS
TEACHERS

Enclosure No. 1 to DM No.
380, s. 2024



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

2024 DIVISION BRIGADA ESKWELA KICK-OFF PROGRAM
JULY 22, 2024
VICENTE ANDAYA SR. NATIONAL HIGH SCHOOL, SIGMA, CAPIZ

PART I CARAVAN

ASSEMBLY AREA: SDO CAPIZ, BANICA, ROXAS CITY
JUMP-OFF TIME: 6:30AM

**PART II ENTRANCE OF PARTICIPANTS, PARTNERS AND STAKEHOLDERS
(ACKNOWLEDGEMENT OF PARTICIPANTS)**

PART III PROGRAM

NATIONAL ANTHEM
PRAYER
CAPIZ HYMN
REGIONAL HYMN

Capiz Division Choristers
Capiz Division Choristers
Capiz Division Choristers
Capiz Division Choristers

WELCOME MESSAGES

MARIE PAZ ALMALBIS
Asst. Principal, OIC, Vicente Andaya Sr. NHS

DR. MIGUEL MAC D. APOSIN, CESO V
Schools Division Superintendent
Schools Division Office - Capiz

INTERMISSION NUMBER

Vicente Andaya Sr. NHS

BRIGADA ESKWELA ON ITS 21ST YEAR

KEYNOTE MESSAGE:
A CALL TO ACTION

HON. FREDENIL H. CASTRO
Governor, Province of Capiz

TURN-OVER OF DONATIONS FOR BRIGADA
ESKWELA

DECLARATION OF BRIGADA ESKWELA 2024

DR. MIGUEL MAC D. APOSIN, CESO V
Schools Division Superintendent
Schools Division Office - Capiz

MESSAGES OF SUPPORT

HON. THEA FAITH T. REYES
Board Member, 1st District of Capiz
Chair, Committee on Education

HON. JAIME O. MAGBANUA
Vice – Governor, Province of Capiz



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HON. NILDA B. VALAQUIO

Capiz Provincial Federated PTA President

JUNE REY LATA

Capiz Division Federation of Supreme
Secondary Learner Government (SSLG)

REX ANGELO MIGUEL TUPAS

Capiz Division Federation of Supreme
Elementary Learner Government (SELG)

Other Partners and Stakeholders

Vicente Andaya Sr. NHS

**PARTNERS, STAKEHOLDERS AND
GUESTS**

Capiz Division Choristers

INTERMISSION NUMBER

SIGNING OF PLEDGE OF COMMITMENT

CLOSING SONG

PHOTO OPPORTUNITY

HOSTS



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

**2024 SCHOOLS DIVISION OF CAPIZ BRIGADA ESKWELA KICK-OFF PROGRAM
JULY 22, 2024, VICENTE ANDAYA SR. NATIONAL HIGH SCHOOL, SIGMA, CAPIZ**

WORKING COMMITTEES

FOOD AND ACCOMMODATION

Chairman: Dr. Immaculada J. Amores – SEPS, HRD
Co-Chairmen: Selected Vicente Andaya Sr. NHS Faculty & Staff

PROTOCOL OFFICERS/USHERETTES/LEIS

Chairman: Dr. Lourdelyn Fuentes – Nurse II
Co-Chairmen: Ms. Jamie Rose Magsila – SDOD Admin
Selected Vicente Andaya Sr. NHS Faculty & Staff

PROGRAM

Chairmen: Mr. Romar S. Jaravelo – SEPS, SocMobNet
Dr. Marie Paz Almalbis – Asst. Principal, OIC – Vicente Andaya Sr. NHS
Co-Chairmen: Mr. Emmanuel V. Lati – ITO
Ms. Dorislyn T. Bellosillo – Master Teacher I, Division Music Coordinator
Selected Vicente Andaya Sr. NHS Faculty & Staff

FINANCE

Chairman: Atty. Benjie B. Doce, CPA, MBA – Accountant III
Co-Chairman: Ms. Cecil Joy D. Diocson – Budget Officer V

WAYS AND MEANS/SUPPLIES

Chairman: Ms. Rhodela U. Martinez – Administrative Officer IV
Co-Chairmen: Selected Property and Supply Staff
Selected Vicente Andaya Sr. NHS Teachers and Staff

DECORATION/PHOTO WALL

Chairman: Mr. Cerelo Villagrancia – Admin, Accounting Unit
Co-Chairmen: Selected Vicente Andaya Sr. NHS Faculty and Staff

VENUE/HALL PREPARATION

Chairman: Engr. Marlon V. Clarito – Engineer III
Co-Chairmen: Selected Vicente Andaya Sr. NHS Faculty & Staff

INVITATION

Chairman: Ms. Yzarda Claudette D. Ballera – PDO I
Co-Chairman: Ms. Jamie Rose Magsila

CARAVAN AND DOCUMENTATION

Chairman: Ms. Jhean Mae Grace Lingco – PDO I
Co-Chairmen: Mr. Cerelo Villagrancia
All Districts Brigada Eskwela Focal Persons



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REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

PARKING SPACES

Selected Vicente Andaya Sr. NHS Faculty and Staff

EXHIBITS DISPLAY (PUTTING UP OF TENTS FOR INVITED STAKEHOLDERS)

Selected Vicente Andaya Sr. NHS Faculty and Staff

TARPAULIN LAYOUT

Selected Vicente Andaya Sr. NHS Faculty and Staff

MEDICAL AND WELLNESS

Chairman: Dr. Joy Arnold T. Lejos – Medical Officer III
Co-Chairmen: Selected two (2) nurses

CERTIFICATES

Chairman: Ms. Jhean Mae Grace Lingco
Co-Chairmen: Ms. Jamie Rose Magsila
Selected Vicente Andaya Sr. NHS Faculty and Staff

REGISTRATION

Chairman: Mr. Jerry Mosquite – EPS II, HRD
Co-Chairmen: Ms. Mary Grace Atinon – EPS II, SM & E
Ms. Jamie Rose Magsila
Selected Vicente Andaya Sr. NHS Faculty and Staff
All District Brigada Eskwela Focal Persons

IT TECHNICAL SUPPORT

Chairman: Mr. Emmanuel V. Lati – Division ITO
Co-Chairmen: Mr. Vincent Lausa – School Head, Basiao NHS
Mr. Erden Gentolea – Teacher, Pontevedra NHS
Mr. Gene Boy Amador – Teacher, Dulangan NHS

PEACE AND ORDER

Selected Vicente Andaya Sr. NHS Faculty and Staff

TRANSPORTATION SERVICES COMMITTEE

Chairman: Mr. Francis Embucado
Co-Chairmen: Mr. Rey Bernaldez
Mr. Christian Bartocillo
Mr. Jim Duenas

MASTERS OF CEREMONIES

Yzarda Claudette D. Ballera



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

M & E AND END OF PROGRAM EVALUATION

Chairman: Mr. Ronald D. Dile

Co-Chairman: Ms. Mary Grace A. Atinon

OVER-ALL CHAIRMEN

Mr. Romar S. Jaravelo – SEPS, SocMobNet

Dr. Marie Paz Almalbis – Asst. Principal, OIC – Vicente Andaya Sr. NHS

CONSULTANTS

Dr. Edna B. Azcarraga – EPS, OIC, CES, SGOD

Dr. Segundina F. Dollete – CID Chief

Dr. Luz U. Banson, CESE – ASDS

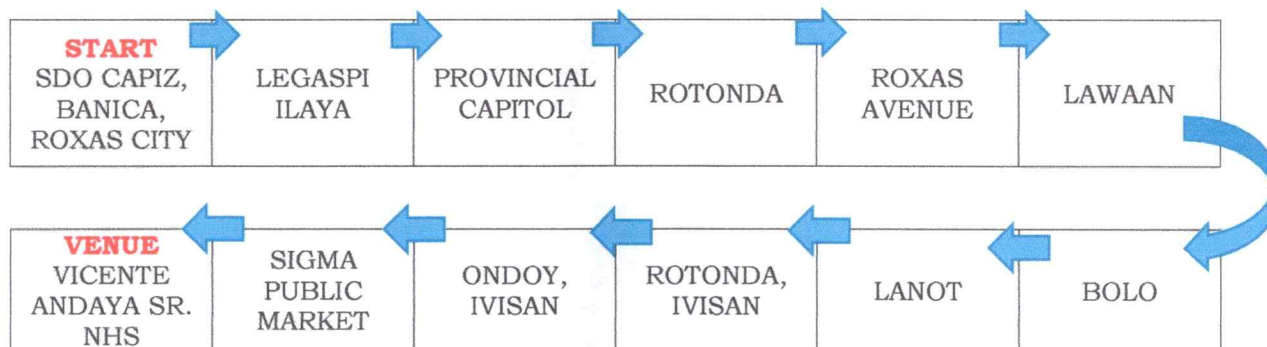
Dr. Miguel Mac D. Aposin, CESO V - SDS



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

**ROUTE OF THE 2024 DIVISION BRIGADA ESKWELA CARAVAN
(SDO CAPIZ PERSONNEL AND STAKEHOLDERS)
JULY 22, 2024**

Assembly Time: 6:30AM
Jump Off Time: 7:00AM
Participants: Schools Division Superintendent
Assistant Schools Division Superintendent
Education Program Supervisors
Section and Unit Heads
SGOD Personnel
Vicente Andaya Sr. NHS
Capiz NHS
PNP
PDRRM
Bureau of Fire
Red Cross
China Bank Savings
City Savings Bank
EastWest Rural Bank
Boy Scouts
Other Stakeholders





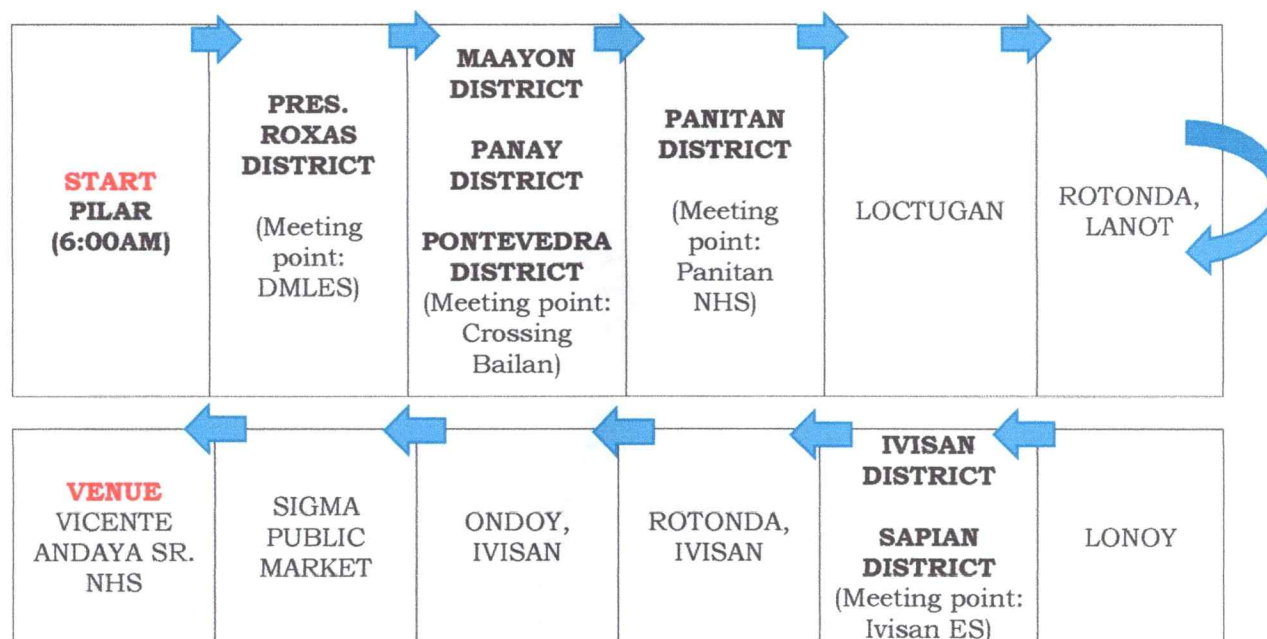
Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

ROUTE OF THE 2024 DIVISION BRIGADA ESKWELA CARAVAN (1ST DISTRICT)
JULY 22, 2024

Jump Off Time: 6:00AM (Pilar District)

All districts will wait in their designated meeting point

Participants: Public Schools District Supervisors
Elementary, Secondary and Integrated School Heads
Secondary and Integrated School BE Focal Persons
Municipal Federated PTA President



Note:

- Every vehicle per district needs to have a label identifying the district and the vehicle number.
- Sapien District will wait at Ivisan ES, Ivisan, Capiz.

Ex: Pilar District – VAN 1
Pilar District – VAN 2
Pilar District – VAN 3
Pilar District – VAN 4

ORDER OF THE CARAVAN PER DISTRICT

- **PNP IVISAN (Leading Group – going to Vicente Andaya Sr. NHS, Sigma, Capiz)**
- 1. SDO Capiz
- 2. District of Pilar
- 3. District of Pres. Roxas
- 4. District of Maayon
- 5. District of Panay
- 6. District of Pontevedra
- 7. District of Panitan
- 8. District of Ivisan
- 9. District of Sapien

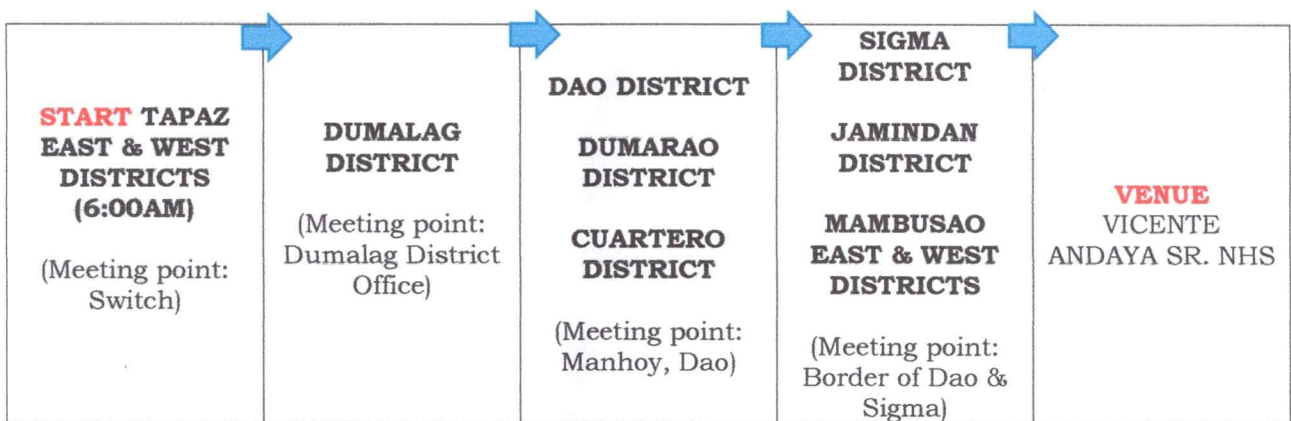


Republic of the Philippines
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REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

ROUTE OF THE 2024 DIVISION BRIGADA ESKWELA CARAVAN (2ND DISTRICT)

JULY 22, 2024

Jump Off Time: 6:00AM (Tapaz East and West Districts)
All districts will wait in their designated meeting point
Participants: Public Schools District Supervisors
Elementary, Secondary and Integrated School Heads
Secondary and Integrated School BE Focal Persons
Municipal Federated PTA President



Note:

- Every vehicle per district needs to have a label identifying the district and the vehicle number.
- Jamindan District should move out at 6:00AM bound to Mambusao (Meeting point: Plaza – Tourist Center). Mambusao East, Mambusao West, and Jamindan Districts should go to the Dao and Sigma border.

Ex: Tapaz East District – VAN 1
Tapaz East District – VAN 2
Tapaz East District – VAN 3
Tapaz East District – VAN 4

ORDER OF THE CARAVAN PER DISTRICT

- **PNP Sigma (Leading Group – going to Vicente Andaya Sr. NHS, Sigma, Capiz)**

1. Tapaz East District	6. Cuartero District
2. Tapaz West District	7. Jamindan District
3. Dumalag District	8. Mambusao East District
4. Dao District	9. Mambusao West District
5. Dumarao District	10. Sigma



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City



2024 DIVISION BRIGADA ESKWELA KICK-OFF PROGRAM

NUMBER OF PARTICIPANTS (FIRST DISTRICT)

PLEASE BE NOTED TO FILL IN THE NUMBER OF PAX

DISTRICT	PSDS	ELEMENTARY SCHOOL HEADS	SECONDARY SCHOOL HEADS	INTEGRATED	DISTRICT PTA FEDERATED PRESIDENT	TOTAL
1 MAAYON	1				1	
2 PANITAN					1	
3 PILAR	1				1	
4 PRES. ROXAS					1	
5 PANAY	1				1	
6 PONTEVEDRA					1	



2024 DIVISION BRIGADA ESKWELA KICK-OFF PROGRAM

NUMBER OF PARTICIPANTS (SECOND DISTRICT)

PLEASE BE NOTED TO FILL IN THE NUMBER OF PAX

DISTRICT	PSDS	ELEMENTARY SCHOOL HEADS	SECONDARY SCHOOL HEADS	INTEGRATED	DISTRICT PTA FEDERATED PRESIDENT	TOTAL
1 CUARTERO	1				1	
2 DAO					1	
3 DUMALAG	1				1	
4 DUMARAO					1	
5 IVISAN	1				1	
6 SAPIAN					1	
7 JAMINDAN	1				1	
8 SIGMA					1	
9 MAMBUSAO EAST	1				1	
10 MAMBUSAO WEST					1	
11 TAPAZ EAST	1				1	
12 TAPAZ WEST					1	



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE - CAPIZ

June 25, 2024

DIVISION MEMORANDUM
NO. 361, S. 2024

CONDUCT OF THE BRIGADA ESKWELA FOR S.Y. 2024 - 2025

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 510, s. 2024 titled "*Conduct of the Brigada Eskwela for S.Y. 2024 – 2025*".
2. Immediate dissemination of this Memorandum is desired.

max
MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent *g*

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS
PROGRAMS
PUBLICATIONS



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

JUL 24 2024

REGIONAL MEMORANDUM

No. _____, s. 2024

CONDUCT OF THE BRIGADA ESKWELA FOR S.Y. 2024-2025

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Education Support Services Division- Partnership Unit, with the 21 Schools Division Offices shall conduct the annual implementation of the Brigada Eskwela (BE) Activities on July 22-27, 2024, in preparation for the school opening for School Year (SY) 2024-2025 on July 29, 2024. This is in consistent in with DepEd Order (DO) No.003, s 2024 titled Amendment to DepEd Order No. 022, 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024).
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 sites.
3. The implementation of the 2024 Brigada Eskwela with the theme, "**Bayanihan Para sa Matatag na Paaralan**", shall follow the mechanics provided under DO 021, s. 2023, titled **Brigada Eskwela Implementing Guidelines**.
4. To kick start the weeklong activity of the Brigada Eskwela, there shall be a Regional Kick-Off Program on **July 19, 2024, at La Castellana National High School, Negros Occidental** at 8:00 o'clock in the morning. This is in collaboration with the Schools Division of Negros Occidental.
5. The expected participants to attend onsite are the following:

List of Participants	
Regional Director	1
Keynote Speaker & staff	2
Regional Functional Division Chiefs	8
Project Development Officer IV	1
Schools Division Superintendents	21



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149, 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Certificate No. PRP-QMS
24-93-0184



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

Asst. Schools Division Superintendents	24
SGOD Chiefs	21
SEPS& EPS II (SocMob)	42
Regional/SDO TWG	20
Technical Officials	8
Schools Principal & Asst. School Principal (Host School)	2
Stakeholders, LGU Officials and other onsite participants	100
TOTAL	250

6. Expenses incurred in the conduct of the activity shall be charged to ROP MOOE Fund while the travel, hotel accommodation, and other incidental expenses of the expected participants to their local fund, both subject to the usual accounting and auditing rules and regulations.
7. For more information, contact **Ma. Lira Cynthia B. Quejada, Project Development Officer IV** through email at ma.lira@cdeped.gov.ph or at mobile number 09190097650.
8. Immediate dissemination of this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: DepEd Order Nos 022 and 021, s. 2023

Incl: As Stated

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

COMMITTEES
LEARNERS
PARTNERSHIPS
PROGRAMS
SCHOOLS
TEACHERS

NOTED: REGIONAL EDUCATION OFFICE, CEBU, 17 JULY 2023



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP-QMS
24-93-0184



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

BRIGADA ESKWELA 2024 REGIONAL KICK-OFF PROGRAM

July 19, 2024

La Castellana National High School
La Castellana, Negros Occidental

TIME	ACTIVITIES	PERSON-IN-CHARGE
PART I		
6:00 AM - 7:30 AM	CARAVAN	Host SDO
7:31 AM - 8:00 AM	ARRIVAL/REGISTRATION	SDO TWG/Host School
8:01 AM - 8:30 AM	SHORT MEETING WITH TEACHERS AND PTA OFFICIALS (Host School)	RD/RO/SDO Officials/School Head/Teachers
PART II		
FORMAL KICK-OFF PROGRAM		
8:31 AM - 8:55 AM	Preliminaries (BE Recorded Video 2023)	RO/SDO ITOs
8:56 AM - 9:00 AM	Acknowledgment of Guests and Participants	HOST
9:01 AM - 9:05 AM	OPENING SALVO	
9:06 AM - 9:15 AM	NATIONAL ANTHEM PRAYER REGIONAL HYMN	SDO/RO TWG
9:16 AM - 9:20 AM	WELCOME MESSAGE	HON. RHUMMYLA G. NICOR MANGILIMUTAN Mayor, La Castellana, Negros Occ.
9:21 AM - 9:25 AM	OPENING MESSAGE	DR. RAMIR B. UYTICO, CESO III Regional Director
9:26 AM - 9:30 AM	MESSAGE OF SUPPORT	HON. EUGENIO JOSE V. LACSON Governor, Province of Negros Occidental
9:31 AM - 9:35 AM	STATEMENT OF PURPOSE	DR. LEONERICO E. BARREDO Chief- ESSD
9:36 AM - 9:40 AM	INTRODUCTION OF THE GUEST OF HONOR AND SPEAKER	DR. RAMIR B. UYTICO, CESO III Regional Director
9:41 AM - 9:45 AM	KEYNOTE SPEECH	ATTY. REVSEE ESCOBEDO Undersecretary for Operations



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

9:45 AM - 9:48 AM	Intermission Number	
9:48 AM - 10:00 AM	RECORDED VIDEO MESSAGES FROM PARTNERS	STAKEHOLDERS
PART III	TURN-OVER OF DONATIONS FOR BRIGADA ESKWELA	
10:01 AM - 10:30 AM	TURN-OVER OF DONATION FROM THE PARTNERS TO SCHOOL AND PHOTO OPPORTUNITY	RO/SDO Officials, School Head and Partners
10:31 AM - 10:35 AM	DECLARATION OF BRIGADA ESKWELA 2024-2025	DR. RAMIR B. UYTICO, CESO III Regional Director
10:36 AM - 11:00 AM	2024 BRIGADA ESKWELA BEGINS	Teachers, Guests, Volunteers and Partners (All participants may join in the clean up and repair activities in classrooms)
11:01 AM - 12:00 NOON	LUNCH & HOME SWEET HOME	
PART IV		
1:00 - 2:00 PM	Blessing of the DepEd Region VI- Jalandoni Estate Building (Mansalanao Elem. School, Brgy Mansalanao, La Castellana, Negros Occidental)	



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:

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CAMPAIGN
COMMITTEES
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SCHOOLS



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	<ol style="list-style-type: none">Coordinate/engage with DepEd division officesSecure a copy of the school preparedness checklistConvene the Local School Board (LSB) to identify possible support on school preparedness/readinessMobilize local support through the business sector, philanthropies, academe, and local organizations to assist schools' preparations for class openingIf available, include schools in the early warning system implemented in the localityIf possible, issue a local ordinance or resolution to support the implementation of <i>Brigada Eskwela</i>
Barangay Government Units	<ol style="list-style-type: none">Coordinate/engage with nearby elementary and/or secondary schoolsParticipate in school preparatory meetings for <i>Brigada Eskwela</i>Mobilize local assistance to support school readiness strategiesSecure a copy of the school preparedness checklistSupport the school preparedness strategies
Private partners/ individuals	<ol style="list-style-type: none">Coordinate/engage with DepEd division or district or schoolSecure a copy of the school preparedness checklistChoose an intervention to be provided to schools such as repair, maintenance, supplies and materials, emergency kits/bags for learners and teachersProvide advocacy/information materials for schools

	e. Support the school readiness/preparedness strategies
Local/NGOs and Volunteers	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	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 BE Coordinator, Working Committees, School Governing Council	Program of Activities, Pledges of Commitment
Presentation of Major projects/activities to be done	/						SH, School BE Coordinator	Presentations
Organizing and Briefing of working Teams	/						SH, School BE Coordinator	Organizational Structure, Functions of each committee
Presentation of BE plan	/						SH, School BE 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*.



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.
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4. The Guidelines on the Implementation of *Brigada Eskwela* for School Year 2023-2024 are enclosed.
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PROCEDURES

A. PRE-IMPLEMENTATION STAGE

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

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Local/NGOs and Volunteers	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
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Closing Program						/	SH, School BE 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*.