



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

July 30, 2024

DIVISION MEMORANDUM
No. 431, s. 2024

**2024 BRIGADA ESKWELA SERVICE CREDITS FOR TEACHING PERSONNEL
AND COMPENSATORY TIME-OFF FOR NON-TEACHING PERSONNEL**

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 DepEd Memorandum No. 033, s. 2024 titled "*Conduct of the Brigada Eskwela for School Year 2024 - 2025*", this Office, through the Social Mobilization and Networking Unit of the School Governance and Operations Division (SGOD) informs the field of the submission of documentary requirements for teaching and non-teaching personnel 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 **on or before August 30, 2024**.
2. Teachers shall earn one - day service credit for accumulated eight (8) hours of services as committee members and/or volunteers in the school preparation and partnership engagement activities, but not to exceed a total of six (6) 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 a 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 (8) hours of accumulated services are equivalent to one – day CTO.



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3. The school head must submit in bunch the documents of teaching and non-teaching personnel who rendered services during the 2024 Brigada Eskwela at SDO Capiz Receiving Section, to wit:
 - a. Letter of Intent (to provide/render voluntary services during Brigada Eskwela - 1 photocopy only);
 - b. 2024 Brigada Eskwela Individual Work Plan noted by the School Head – 1 copy only;
 - c. 2024 Brigada Eskwela Individual Accomplishment Report (*Pictures with label based on Individual Work Plan*) - 1 copy only;
 - d. Duly signed DTR - 1 copy only; and
 - e. Duly signed Special Order - 1 copy only. (*See attached Enclosure No. 1*)
4. For more information, 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).
5. Immediate dissemination of and compliance with this Memorandum are desired.


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

References: DepEd Order No. 021, s. 2023
DepEd Order No. 53, s. 2003

Incl: As Stated
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
CAMPAIGN
COMMITTEES
LEARNERS
PARTNERSHIPS
PROGRAMS
SCHOOLS
TEACHERS



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Special Order

No. _____ s. 2024

It is hereby made a matter of record that the following teachers rendered services during the **2023 BRIGADA ESKWELA** on **JULY 22 – 27, 2024** thus, they were granted service credits.

EMPLOYEE NUMBER	NAME	STATION	INCLUSIVE DATE OF SERVICE RENDERED	NO. OF DAYS SERVICE CREDITS RECOMMENDED	NO. OF DAYS SERVICE CREDITS

This service credit may be used to offset absence on account of illness.

Respectfully Submitted by:

School Head

Noted:

ROMAR S. JARAVELO

SEPS, Social Mobilization & Networking

Recommending Approval:

MA. SHARON S. BARRIENTOS

Administrative Officer V

Approved:

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



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