



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

23 JUN 2025

DIVISION MEMORANDUM  
No. 280, s. 2025

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 234, S. 2025  
TITLED 2025 BRIGADA ESKWELA DIVISION KICK-OFF PROGRAM**

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

1. In reference to Division Memorandum No. 234, s. 2025 titled "2025 Brigada Eskwela Division Kick-Off Program, 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 29, 2025**.
2. 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 five days' service credits. The computation of the service credits to teachers shall be in consonance with DO 13, s. 2024 titled Revised Guidelines on the Grant of Vacation Service Credit for teachers.

DepEd employees in all governance levels are encouraged to join Brigada Eskwela and may serve for two (2) days within the Brigada Eskwela week. This shall be considered on official time.



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Contact Number: (036) 6518 456/0968-869-5867  
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Likewise, non-teaching personnel shall be granted Compensatory Time Off (CTO) for all services rendered during weekends/holidays as members of the Brigada Eskwela working committees and/or voluntary services in the Brigada Eskwela activities. Eight hours of accumulated services are equivalent to one-day CTO.

3. The school head must submit, in bunch, the documents of teaching and non-teaching personnel who rendered services during the 2025 Brigada Eskwela, as follows:
  - A. To be submitted at the **SDO Receiving Section on or before August 29, 2025:**
    1. Duly signed DTR – one (1) copy only per individual; and
    2. Duly signed Special Order – one (1) copy only. (*see attached document*)
  - B. To be submitted **in bunch** via the **Google Form link prior** to the submission of the documents listed under letter A:  
[https://bit.ly/2025BEServiceCreditsandCTO\\_perSCHOOL\\_inBUNCH](https://bit.ly/2025BEServiceCreditsandCTO_perSCHOOL_inBUNCH)
    1. Letter of Intent (to provide/render voluntary services during Brigada Eskwela, per teaching and non-teaching personnel);
    2. 2025 Brigada Eskwela Individual Work Plan, noted by the School Head – per teaching and non-teaching personnel (see attached template); and
    3. 2025 Brigada Eskwela Individual Accomplishment Report (with labeled pictures based on the Individual Work Plan) – per teaching and non-teaching personnel (see attached template).

**Items 1 to 3 should be arranged in sequence per individual.**

**Example:**

- **Teacher A:** Letter of Intent, Individual Work Plan, and Individual Accomplishment Report
- **Teacher B:** Letter of Intent, Individual Work Plan, and Individual Accomplishment Report

*Please see attached sample layout*



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4. Other provisions of the aforementioned Memorandum remain in effect.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl:

As stated

Reference:

DepEd Order (No. 012, s. 2025)

DepEd Memorandum No. 033, s. 2024

To be indicated in the Perpetual Index

Under the following subjects:

BUREAU AND OFFICES  
CAMPAIGN  
COMMITTEES  
LEARNERS  
MONITORING AND EVALUATION

OFFICIALS  
PARTNERSHIPS  
PROGRAMS  
SCHOOLS  
TEACHERS



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SCHOOLS DIVISION OF CAPIZ  
(NAME OF SCHOOL)



## 2025 BRIGADA ESKWELA INDIVIDUAL ACCOMPLISHMENT REPORT

NAME: Ana Dela Cruz  
POSITION: Teacher I  
SCHOOL: Ivisan ES  
DISTRICT: District of Ivisan

ACTUAL DAYS OF ATTENDANCE TO WORK	ACTUAL TIME LOG				ACTUAL ACCOMPLISHMENT/ OUTPUT	MEANS OF VERIFICATION (MOVs)
	TIME IN	TIME OUT	TIME IN	TIME OUT		
June 9, 2025	7:15	11:25	12:50	4:55	Participated in classroom and school clean-up activities	Please provide MOVs
					Painted classroom	
					Assisted in minor repairs	
					Assisted in documentation and photo coverage of activities	

Prepared by:

Volunteer (Teaching/Non-Teaching)

Noted by:

School Head



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(NAME OF SCHOOL)



### 2025 BRIGADA ESKWELA INDIVIDUAL WORK PLAN

NAME: Ana Dela Cruz  
POSITION: Teacher I  
SCHOOL: Ivisan ES  
DISTRICT: Ivisan

Objective	Activities	Persons Involved	Time Frame	Resources Needed	Expected Output

Prepared by:

\_\_\_\_\_  
Volunteer (Teaching/Non-Teaching)

Noted by:

\_\_\_\_\_  
School Head



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**SUPPORTING DOCUMENTS IN THE AVAILMENT OF SERVICES CREDITS FOR  
TEACHING PERSONNEL AND COMPENSATORY TIME OFF FOR NON-  
TEACHING PERSONNEL**

School ID:  
School:  
District:  
Name of School Head:  
Position:  
Contact Number:

**Summary of Teaching and Non-Teaching Personnel Who Rendered Services  
During the 2025 Brigada Eskwela**

Teaching Personnel		Service Credit Days Availed	Non-Teaching Personnel		CTO Days Availed
1	Ana Dela Cruz	5	1	Daniel Morales	1
2	Arnel Flores	5	2	Grace Reyes	1
3			3		
4			4		
5			5		
6			6		
7			7		



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**Teaching Personnel**

Name: **Ana Dela Cruz**

a. Letter of Intent

**LETTER OF INTENT**



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**c. Individual Accomplishment Report**

Republic of the Philippines Department of Education Region VI - Western Visayas SCHOOLS DIVISION OF CAPIZ (NAME OF SCHOOL)	
<b>2025 BRIGADA ESKWELA INDIVIDUAL ACCOMPLISHMENT REPORT</b>	
<b>NAME:</b>	Ana Dela Cruz
<b>POSITION:</b>	Teacher I
<b>SCHOOL:</b>	Ivisan ES
<b>DISTRICT:</b>	District of Ivisan

ACTUAL DAYS OF ATTENDANCE TO WORK	ACTUAL TIME LOG				ACTUAL ACCOMPLISHMENT/ OUTPUT	MEANS OF VERIFICATION (MOV's)
	TIME IN	TIME OUT	TIME IN	TIME OUT		
June 9, 2025	7:15	11:25	12:50	4:55	Participated in classroom and school clean-up activities Painted classroom Assisted in minor repairs Assisted in documentation and photo coverage of activities	Please provide MOV's

Prepared by: \_\_\_\_\_  
Volunteer (Teaching/Non-Teaching)

Noted by: \_\_\_\_\_  
School Head



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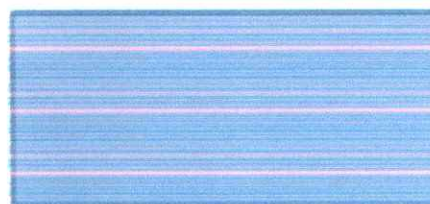
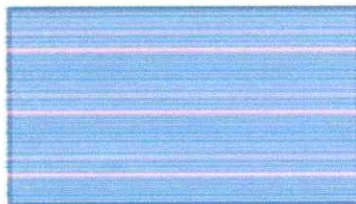
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MOVs:

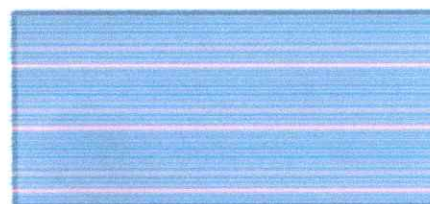
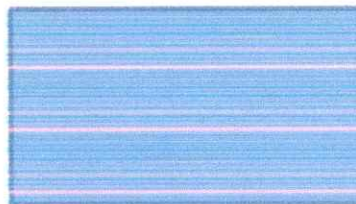
Assisted in documentation and photo coverage of activities



Painted classroom



Assisted in minor repairs



Assisted in documentation and photo coverage of activities



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Attachment to DM No.  
\_\_\_\_\_, 2025



Republic of the Philippines  
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SCHOOLS DIVISION OF CAPIZ

**June 18, 2025**

**Special Order**  
**No.1-\_\_\_\_s. 2025**

It is hereby made a matter of record that the following teaching and non-teaching personnel rendered services during the **2025 BRIGADA ESKWELA** on **JUNE 9 – 13, 2025**. In accordance with DepEd Order 13, s. 2024, the said personnel were accordingly granted service credits and/or CTO, as applicable:

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:

**ROEL F. BERMEJO**  
Schools Division Superintendent



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