



DEP ED-DIVISION OF CAGAYAN DE ORO CITY  
 CAGAYAN DE ORO CITY  
 Date: April 23, 2019  
**RELEASED**  
 DATE: APR 24 2019  
 BY: [Signature]

**Division Memorandum**

No. 317 s. 2019

**2019 BRIGADA ESKWELA IMPLEMENTING GUIDELINES**

To : **Curriculum and Implementation Division (CID) Personnel**  
**Schools Governance and Operation Division (SGOD) Personnel**  
**Elementary and Secondary School Heads**  
 This Division

1. Pursuant to DepED Memorandum No. 036 s. 2019 entitled as **Brigada Eskwela (BE) Implementing Guidelines**, the field is hereby informed that the conduct of BE week-long activity is scheduled from **May 20 to 25, 2019** with the theme **Matatag na Bayan para sa Maunlad na Paaralan**.
2. The launching of Division Brigada Eskwela will be at Cagayan de Oro City National High School (Junior HS) on May 17, 2019 while the schools' BE Kick-off shall be on May 20, 2019.
3. School heads shall take the lead role in planning the activities geared on making the schools ecologically conscious, resilient, clean and conducive to learning. Thus, important reminders to SHs in the conduct of this activity are indicated in Enclosure 1.
4. All DepED employees are encouraged to join the BE activities by volunteering their skills and sharing their time to public schools.
5. Teaching personnel are entitled to earn vacation service credits arising from their active involvement in the Brigada Eskwela activity. Teachers shall earn one-day service credit for the accumulated eight hours participation in the maintenance effort.
6. To ensure the proper conduct of Brigada Eskwela week and timely submission of BE reports, you are enjoined to adhere on the following timeline and activities:

<b>Date</b>	<b>Activities</b>
May 17, 2019	Launching of Division Brigada Eskwela
May 20, 2019	Schools Brigada Eskwela (BE) Kick-Off Ceremony and Caravan
May 20- 25, 2019	Brigada Eskwela Implementation and Monitoring of Schools (Monitoring of schools shall be done by the CID and SGOD personnel)
May 25, 2018	<b>Culminating Program</b> - Presentation of Accomplishments - Awarding of Certificate of Recognition to Partners/Donors - Symbolic Turn-Over and Acceptance of Outputs and Donations from Stakeholders/Partners/Donors
June 8, 2018	Submission of <b>BE Division Form I (No. of Volunteers)</b> and <b>BE Division Form 1.1 (Generated Resources)</b>
June 18, 2018	Submission of Brigada Eskwela (BE) Accomplishment Report following the unified format.

7. To implement the selection process in the Search for **Brigada Eskwela Best Implementing Schools**, DepED issues a set of criteria and details that are provided in Enclosure 2.
8. School heads are further required to submit **BE Form 01- Physical Facilities Maintenance and Needs Assessment Form** and **BE Form 02- Brigada Eskwela School Work Plan** which are hereto attached on April 26, 2018 thru Dr. Jean T. Loquillano.
9. See the following attached enclosures for your reference:
  - Enclosure 1-** Reminders to School Heads
  - Enclosure 2-** Brigada Eskwela Best Implementing School Awards and Criteria of Selection
  - Enclosure 3-** BE Div Form 1 and BE Div Form 1.1
  - Enclosure 4-** BE Form 01
  - Enclosure 5-** BE Form 02
10. Widest dissemination and compliance of this Memorandum is directed.

  
**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent 

Encls.: As stated

Reference: Unnumbered DepEd Memorandum s. 2018

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

PARTNERSHIPS  
PROGRAMS  
PRIZES/AWARDS

REPAIR  
SCHOOLS  
TEACHERS

*jtl/SGOD*

(Enclosure No. 1 to DepEd Memorandum No. 036, s. 2019)

**REMINDERS FOR SCHOOL HEADS IN THE IMPLEMENTATION OF  
2019 BRIGADA ESKWELA**

1. Brigada Eskwela espouses the spirit of volunteerism. Taking part in the school repair and other maintenance work is not mandatory nor requisite for parents to enable their children to be accommodated in the school.
2. No Brigada Eskwela fee shall be solicited from volunteers.
3. All Uniformed Personnel are welcome to participate in Brigada Eskwela, however, carrying guns and firearms is prohibited inside the school premises.
4. In the performance of the key role in operationalizing this year's Brigada Eskwela in relation to the theme, school heads are expected to consider the following materials:
  - a) School safety and Preparedness Guide (Annex A of Enclosure No. 1)
  - b) Stakeholder Engagement Strategy (Annex B of Enclosure No. 1)
  - c) Kit's Menu (Annex C of Enclosure No. 1)
  - d) WASH in Schools Activities
  - e) Learning Resource Centers
5. Pursuant to DepEd Order No. 6, s.2012 entitled "Guidelines on the Adoption and Implementation of Public Health Policies on Tobacco Control and Protection against Tobacco Industry Interference," receiving assistance or support from companies and other players in the tobacco industry for Brigada Eskwela is not allowed.
6. Pursuant to DepEd Order No. 48, s. 2018 entitled "Prohibition on Electioneering and Partisan Political Activity," the schools may not receive any forms of contribution/donations from official candidate for the local and national election.

### **Brigada Eskwela Best Implementing School Award**

To give due recognition to schools whose efforts in the implementation of the Brigada Eskwela program are exemplary, the Department of Education (DepEd) shall be awarding the **Brigada Eskwela Best Implementing Schools** in the following categories:

#### **Elementary Level**

<b>Category</b>	<b>Number of Teachers (National)</b>	<b>Number of Teachers (NCR)</b>
Small School	9 and below	40 and below
Medium School	10 - 29	41 – 80
Large School	30 - 50	81 – 120
Mega School	51 and above	121 and above

#### **Secondary Level**

<b>Category</b>	<b>Number of Teachers (National)</b>	<b>Number of Teachers (NCR)</b>
Small School	15 and below	40 and below
Medium School	16 - 30	41 – 80
Large School	31 - 50	81 – 120
Mega School	51 and above	121 and above

*Note: Integrated School (Kindergarten to Grade 12) may choose which category level they intend to participate in the selection.*

**Hall of Fame Awards** shall be given to schools which were awarded as Best Implementing Schools for three consecutive years.

The selection of the Brigada Eskwela Best Implementing Schools shall be evaluated in accordance with the following criteria:

#### **Criteria of Selection – Best Implementing Schools**

##### **1. Scope of Work – 30%**

Scope of work is based on the school BE plan and physical facilities repair and maintenance needs assessment such as Repair Works, Maintenance Works, New Improvements and Beautification/Landscaping/Learners Kiosk Installation that are identified/included in the School Annual Implementation Plan. The computation is based on the percentage of work completed multiplied by 30%.

##### **2. Diverse Volunteer Participation – 25%**

The diversity of participation shall consider the group affiliation of volunteers with the following percentage assignment:

a. Parent volunteers – 15%

The computation is based on the number of parent volunteer turn-out over the targeted number of volunteer multiplied by 15%.

The target parent volunteer participation is up to 200% of the learners' population.

b. Other volunteers – 10%

Target representative per group is 5 volunteers per entity to get 2 points, below 5 volunteers shall be given 1 point then multiplied by 10%.

NGAs and other government organizations and public corporations	LGUs (Brgy / Mun / Prov)	Community Involvement including NGOs and Professional Associations	Private Sector Involvement including Corporate Foundations and Private Schools	Pupil / Student Organization (SSG / SPG), Alumni Associations and other civic organizations / associations
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**3. Generated Resources – 15%**

**Elementary Level**

Category	Number of Teachers (National)	Resource Generated (in pesos)	Number of Teachers (NCR)	Resource Generated (in pesos)
Small School	9 and below	99,999 and below	40 and below	399,999 and below
Medium School	10 – 29	100,000 – 299,999	41 - 80	400,000 – 799,999
Large School	30 – 50	300,000 – 499,999 ₱	81 - 120	800,000 – 1,199,999
Mega School	51 and above	500,000 and above	121 and above	1,200,000 and above

**Secondary Level**

Category	Number of Teachers (National)	Resource Generated (in pesos)	Number of Teachers (NCR)	Resource Generated (in pesos)
Small School	15 and below	99,999 and below	40 and below	399,999 and below
Medium School	16 – 30	100,000 – 299,999	41 - 80	400,000 – 799,999
Large School	31 – 50	300,000 – 999,999	81 - 120	800,000 – 1,199,999
Mega School	51 and above	1,000,000 and above	121 and above	1,200,000 and above

The amount of resources generated shall include all donations-in-kind and equivalent amount of materials used for the scope of work accomplished during the Brigada Eskwela week and the equivalent amount of volunteer man-hour. It shall also include all resources accepted after the steering and working committees were formed and commence to execute their functions as early as January 2019.

**4. Alignment to Brigada Eskwela Theme – 15%**

The evaluation shall consider the alignment of the program implementation to the Brigada Eskwela theme.

The evaluation shall consider the School Safety and Preparedness Guide – 21 points, computed as points meet/21 x 6%.

The WASH in Schools shall consider the 12 activities and provisions, computed as points meet/12 x 6%.

Advocacy on Brigada Eskwela theme translated into school overall experiences and learnings – 3%

**5. Creativity and Innovation – 10%**

The evaluation shall be based on the presence of value added projects or unusual projects benefiting the schools and the learners: e.g. medical and dental services, provision of school supplies and uniform, awareness/literacy campaigns, special services, among other projects. The criteria shall also consider the quantity of innovations, number of beneficiaries, and impact to access and quality.

**6. Increment of Resources and Volunteers – 5%**

This criterion is determined based on the percentage of the increase of the current performance compared with the previous/last Brigada Eskwela accomplishments. For newly established school, the data for the first year of operation shall be the baseline.

**Criteria of Selection – Brigada Eskwela Plus Most Sustained School**

**School Maintenance Activities Throughout the School Year – 70%**

1. Evaluation shall be based on the sustained level of implementation of all school maintenance activities from June 2018 to June 2019.
2. A Narrative / Accomplishment report of all school maintenance activities from the Calendar Year (CY) 2018-2019 shall be submitted to show how the implementation of BE was sustained.

**School and Community Effort to Improve Participation and Reduce Drop-Out, or Enroll in the Alternative Delivery Mode – 15%**

1. Evaluation shall be based on the on-going school-community/stakeholders project to improve participation and drop-out reduction.
2. Data from School Year (SY) 2016-2017 shall be the baseline for the school participation and drop-out rate. The comparative report of data from SY 2016-2017 and SY 2017-2018 school participation and drop-out rate shall serve as the basis for this criterion.

**School and Community Effort to Improve Student and Community Learnings – 15%**

1. Evaluation shall be based on school and community/stakeholders effort to improve student and community learnings referring to but not limited to remedial activities, parenting seminars, literacy programs, Alternative Learning System engagement activities and other school-community initiated activities.









Republic of the Philippines  
Department of Education

Region 10  
**DIVISION OF CAGAYAN DE ORO CITY**  
(Name of School)  
(School Address)  
School Year \_\_\_\_\_

**BRIGADA ESKWEIA**

**PHYSICAL FACILITIES AND MAINTENANCE NEEDS ASSESSMENT FORM**

Instruction: Conduct an ocular inspection of the school physical listed below. Then provide the needed information to facilitate the improvement to be done on these identified facilities. (If needed you may use separate forms for each classroom or school facility).

FACILITIES	CONDITION (Check One)		Remarks If Unsatisfactory, describe the problem	Nature of Improvement Needed (e.g. repair, repainting, replacement, etc)	Material Resources Needed (Indicate kind and quality)	Manpower Needed(Indicate quantity and nature of labor services needed)
	Satisfactory	Unsatisfactory				
• Roofs/Gutters						
• Ceilings						
• Walls						
• Blackboards						
• Chairs/desks/tables						
• Water facilities/ Drainage System						
• Signages						
• School garden						
• Lighting						
• Windows						
• Doors						
• Comfort Rooms						

• School Grounds					
• School Canteen/Clinic					
• School Fence/ wall					
• Electricity					
• Alternative gate					
• Reference Materials					
• Laboratory equipment					

Prepared by: \_\_\_\_\_

Noted: \_\_\_\_\_

School Physical Facilities Coordinator

Date of Inspection

School Head



Republic of the Philippines  
 Department of Education  
 Region 10  
**DIVISION OF CAGAYAN DE ORO CITY**  
 (Name of School)  
 (School Address)  
 School Year \_\_\_\_\_

**BRIGADA ESKWELA**  
**SCHOOL WORK PLAN**

Instruction: List down all the specific activities that you will be undertaking in relation to the conduct of Brigada Eskwela in your school and fill in the required information. Add another sheet if needed. Once completed, submit a copy to the adopt-A-School Program coordinator or Brigada Eskwela coordinator of your division on or before \_\_\_\_\_.

<b>KRA</b>	<b>Activities</b>	<b>Timeline</b>	<b>Person's Responsible</b>	<b>Materials Needed</b>	<b>Budget</b>
1. Advocacy and Marketing					
2. Resource Mobilization					
3. Implementation					
4. Monitoring and Evaluation					
5. Reporting					

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Signature over Printed name

Date Prepared

ASP Division Coordinator/ BE coordinator