



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

ADVISORY

August 4, 2023

(DIVISION MEMORANDUM NO.196, s. 2023, BRIGADA ESKWELA CULMINATING ACTIVITY AND BUILDING COMMUNITY PARTNERSHIP)

Pursuant to DepEd Order No. 21 s, 2023 re: 2023 Brigada Eskwela Implementing Guidelines, this Office will conduct Brigada Eskwela Culminating ang Building Community Partnership on August 17, 2023 6:30 AM to 5:00 PM.

As provided in DO No. 21 s, 2023, all work and tasks performed under Brigada Eskwela (BE) shall be **voluntary**.

This Office highly encourages all education stakeholders to participate in the BE, thus, CID, OSDS and SGOD Personnel are enjoined to participate in the BE activities of the schools nearest to their residence.

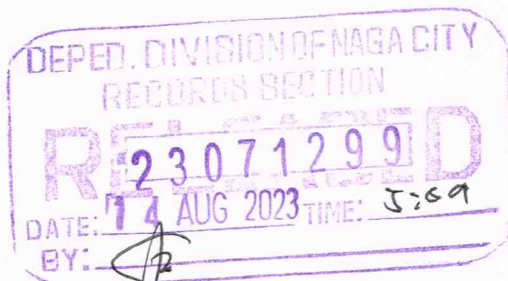
The Social Mobilization and Networking Section and the Public Schools District Supervisors shall spearhead the monitoring and Evaluation of the BE Implementation and are expected to submit reports on before August 26-27, 2023.

The School Division Office Personnel will conduct the Brigada Opisina from August 14 to 25, 2023 in their respective Offices.

The list of the Working Committees including the School Watching Team (SWT), the Programme, and the Brigada Collaterals are enclosed in this Advisory.

For the details of the Brigada Activities, Roles, and Instruction including the recognition of stakeholders, DO No. 21 s, 2023 is enclosed as a reference. For other concerns, contact the Social Mobilization and Networking Section through contact number 09485644710.

Please be guided accordingly.



SUSAN S. COLLANO CESO V
Schools Division Superintendent

DO 31, s. 2019 A Rev. 01



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Enclosure No. 1 to Advisory Division Memorandum No.196, s. 2023

WORKING COMMITTEES

A. Executive Committee

Name	Designation	Terms of Reference	Output
Susan S. Collano CESO V	Schools Division Superintendent	Resolve arising issues and concerns on BE Implementation	Division Report for BE Implementation
Cecile C. Ferro CESO VI	Assist. Schools Division Superintendent		
Anna Liza F. Abuloc	CID Chief ES		
Michael A. del Rosario	OIC SGOD Chief ES		
Mary Ann B. Rosauro	AO V for Admin Services		

B. Recognition And Appreciation Committee

Name	Designation	Terms of Reference	Output
Susan S. Collano CESO V	Chairperson	Approve and confer the Recognition of Stakeholders	List of stakeholders to be recognized.
Michael A. Del Rosario	Co-Chair	Review and submit to the Chairperson the List of Stakeholders for Recognition	Reviewed List of Stakeholders for Recognition
Jerome H. Baldemoro	Co-Chair	Prepare advocacy materials for Brigada Prepare and submit for review to the SGOD Chief ES the list of stakeholders for recognition Prepare the materials for the recognition activity	List of Stakeholders for Recognition Certificates of Recognition
Arturo A. Armea Marie Christine Ignacio Joan R. Dulong	Members	Assist in the implementation of the Stakeholders Recognition	Checklist of school who submitted the list of stakeholders to be recognized

C. School Watching Team (SWT)

Name	Designation	Terms of Reference	Output
Engr. Junmar Rey B. Aguilar	Chairperson	Validate assessments on the school facilities and maintenance needs in the schools	List of validated schools and their facilities which

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Name	Designation	Terms of Reference	Output
		Consolidate and submit report on the assessment to the SDS through the Chief ES for SGOD	require repair or replacement
Engr. Jeffrey Alanis Engr. Marie Christine Ignacio	Co-chairperson	Assist in the assessment	
School Heads and Brigada Coordinators	Members	Assess and submit reports on the school facilities and maintenance needs in the schools	List of School Facilities which require repair or replacement

D. Division Brigada Eskwela 2023 Monitoring Team

Name	Designation	Terms of Reference	Output
Jobert P. Narvadez	EPS for SGOD	Supervise compliance of the Terms of References (TORs) Provide Technical Assistance as needed	<ul style="list-style-type: none"> Checklist of the expected outputs, status of compliance and Technical Assistance Provided to be submitted to the Office of the SGOD Chief ES by August 27, 2023
Jerome H. Baldemoro	SEPS for Social Mobilization and Networking	Conduct daily monitoring and evaluation of the school's implementation in coordination with the Public Schools District Supervisors (PSDS) Other tasks as provided in DO 021, s. 2023, Enclosure, (D) (3)	<ul style="list-style-type: none"> Checklist of schools with status of with compliance reports Report on the daily monitoring, significant findings, incidents and other concerns related to the BE implementation
Arturo A. Armea	EPS II for Social Mobilization and Networking	Assist the conduct of daily monitoring	<ul style="list-style-type: none"> Consolidate reports from the districts and schools Submit summary of reports to the Office of the SDS through the SGOD Chief by August 27, 2023

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Name	Designation	Terms of Reference	Output
Ramil S. Pederio Teresita Irma S. Dy-Cok Fernando M. Carandang Mary Ann A. Papica Margerie B. Bathan Dante R. Santelices Emily A. Brofas Benedik Warren R. Ubante Gina B. Bobis Joretze S. Carandang	Public Schools District Supervisors (PSDS)	Conduct daily monitoring and evaluation of their respective district school's implementation. Provide technical assistance as need arises.	<ul style="list-style-type: none">• Checklist of Districts and Schools on their compliance of implementation report• Report on the daily monitoring, significant findings, incidents and other concerns related to the BE implementation submitted to the SocMobNet Section

E. Division Field Technical Assistance Team

Name	Designation	Terms of Reference	Output
DFTAT Ana Liza F. Abuloc Michael A. Del Rosario	Chair for Planning	Lead the Committee	Develop technical assistance plan based on the needs
Cesar T. Ariola Jaime D. Taumatorgo Emma B. Naguna Jobert P. Narvadez Rudyard C. Balacano Herman E. Bobis Eduardo C. Laureles Noel A. Balares Rhea B. Samino	Co-Chair(s) for Planning	Assess reports and develop responsive Technical Assistance plan to the schools	
DFTAT Team 1 Members Team 2 Members Team 3 Members Team 4 Members	Members	Assist in the implementation of TA plan	List of schools provided with TA

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Enclosure No. 2 to Advisory Division Memorandum No.196, s. 2023

PROGRAMME

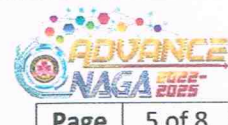
TIME	ACTIVITIES	PERSON RESPONSIBLE
August 17, 2023	BE Culminating Activities and Building Community Partnership	JESUS PASCUAL B. AGUILAR RAMON G. GERONIMO, JR
PART 1		
6:30-7:30 a.m.	Motorcade	
7:30-7:45 a.m	Arrival/Registration	SIES/SINHS BE COORDINATORS
PART 2	PROGRAMME	
7:45 a.m	Preliminaries <ul style="list-style-type: none">National AnthemPrayer	RIZZEL V. MONSERATE Teacher, San Rafael SPED Center
7:50 a.m. to 8:00 a.m	Welcome Remarks	JESUS PASCUAL B. AGUILAR School Head, San Isidro Elem School
	Acknowledgment of Participants	RAMON G. GERONIMO, JR oic-school head, san isidro nhs
8:00 a.m. to 9:00 a.m.	MagtIPONARYO Tayo: Sama sama maging IPONaryo lahat ng Pilipino	JONATHAN D. BATANGAN Executive Director Cebuana Lhuillier
		BONG RODRIGUEZ General Manager, GIBO Consumers Coop Group Initiative for Better Opportunities Incorporated
9:00 a.m. to 9:20 a.m.	Intermission Number	CHESSA AND TALA Invited guest performer
	Brigada Eskwela Overview	ARTURO A. ARMEA EPS II, Division Brigada Eskwela Coordinator
9:20 a.m. to 10:00. a.m.	Message of Support (Talk Show)	SDS SUSAN COLLANO CESO V CITY MAYOR NELSON LEGACION ATTY. LENI G. ROBREDO CONG. GABBY BORDADO SEN. RISA HONTIVEROS NCPTA AND GUESTS
10:00 a.m.	PLEDGE OF COMMITMENT SIGNING	PARTNERS, GUESTS AND OTHER STAKEHOLDERS
PART 3		
10:15 a.m. to 11:15 a.m.	PROGRAM PRESENTATION (Guided Tour)	Invited Guests <ul style="list-style-type: none">Plastic Bank Ph Implementation of the Ban on Single-Use Plastic in the SchoolsBicol Medical Center -Vocal Health ClinicMedical Mission Caravan

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		<ul style="list-style-type: none">• GIBO Inc.• Save our Watershed- MNWD• Department of Agriculture -Gulayan sa Paaralan• GIBO /SIDECO Entrepreneurial• Naga City Police Mobile Force Company- Community Peace and Order• Nestle Philippines -Health and Wellness Program• QUEEN 4Ps Beneficiaries Sanggawadan
11:15 to 4:00 p.m	<ul style="list-style-type: none">• Brigada Exhibit Launch• Clean Up Drive• School Maintenance• Distribution of QUEEN Support (42 Schools)• Medical Mission• Blood Letting• Bike-Adopt-Program – LGU	Parents, Stakeholders and Guests
4:00 PM	Word of Thanks	JEROME H. BALDEMOR Senior Education Program Specialist Social Mobilization and Networking
4:20 PM	Awarding of Certificates	SDS, SocMobNet, Partners and Stakeholders
5:00 PM	Adjournment	
	Hosts:	GILIE G. REBOYA IAN RAY BARCELO ENGR. IAN REYMOND MORATA
	Event Director:	JOBERT P. NARVADEZ

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Enclosure No. 3 to Advisory Division Memorandum No.196, s. 2023

BRIGADA ESKWELA COLLATERALS

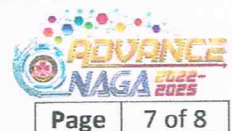


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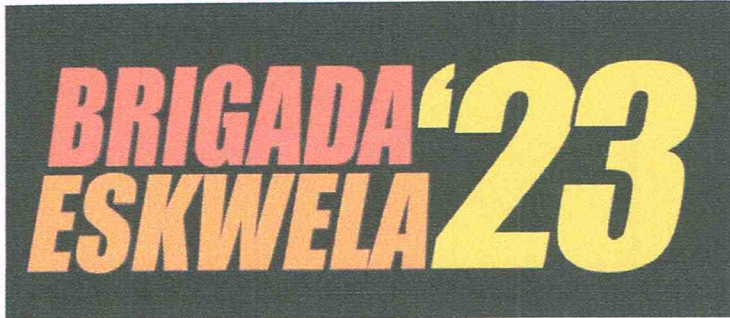


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TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA



FRONT



BACK



White Shirt

Material: Cotton

Colors:



Elements

Screen-printed:



FRONT



BACK



White Polo Shirt

Material: Honeycomb

Colors:



Elements

Embroidered:

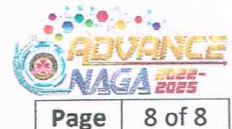


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SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

DIVISION MEMORANDUM
No. 196, s.2023

July 25, 2023

2023 BRIGADA ESKWELA CULMINATING ACTIVITIES, MEDICAL CARAVAN AND BUILDING COMMUNITY PARTNERSHIP

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), as articulated in **MATATAG-Bansang Makabata**, Batang Makabansa agenda, has committed to a learning recovery program to address learning losses arising from, among others, the COVID-19 pandemic and in consonance with Republic Act 8525 'AN ACT ESTABLISHING AN ADOPT-A-SCHOOL PROGRAM', PROVIDING INCENTIVES THEREOF, AND FOR OTHER PURPOSES', this Office announces the **2023 Brigada Eskwela Culminating Activities, Medical Caravan and Building Community Partnership** on August 17, 2023 (8:00 a.m. to 5:00 p.m.) at San Isidro Elementary School, Naga City.

- 2. This activity aims to:
 - a. promote public awareness and encourage involvement in Adopt-a-School Program (ASP) by strengthening partnership and volunteerism;
 - b. generate resources, both materials and manpower or volunteer services;
 - c. strengthen partnership engagements with partners and stakeholders that complement DepEd efforts to ensure quality basic education;
 - d. creation of networks and community-based organization to get total community commitment for collaborative programs and projects including but not limited to the conduct of bayanihan in the school, as articulated in **MATATAG-Bansang Makabata**, Batang Makabansa agenda; and
 - e. recognize and acknowledge the spirit of volunteerism and exerted effort shared by the school heads, school partnership coordinators, technical working committee, volunteers and stakeholders in the strong implementation of Bayanihan and Partnership Initiatives

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3. Participants, Timeline of Activities and Technical Working Groups are attached here as enclosures 1,2 and 3.
4. Expenses relative to the conduct of the activity shall be charged against PSF-ASP Support Funds/ Division MOOE (*for the division*), School MOOE for (*school based activity*), and other local funds subject to the usual accounting and auditing rules and procedures.
6. For further details and information, please contact the Social Mobilization and Networking Section at +639065154861.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

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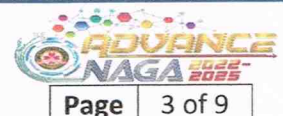
Enclosure No. 1 List of Participants

Brigada Eskwela Culminating Activities	
Office	No. of Participants
OSDS (SDS, ASDS, AOs, ITO, Accounting)	10
SGOD – Chief	1
EPS	1
SEPS SocMob, HRD, M&E, Planning & Research	4
EPS 2 SocMob, HRD, M&E	3
PDO II & I	3
POIII	1
Education Facilities	2
Health and Nutrition	11
CID – Chief	1
EPS	11
PSDS	10
ALS	2
Public Elementary School	
School Heads	30
School ASP/Partnership Coordinators (1 per school)	30
Teaching, Non-Teaching Personnel and Stakeholders (20 per school)	600
Public Secondary School	12
School Heads	12
School ASP/Partnership Coordinators (1 per school)	12
Teaching, Non-Teaching Personnel and stakeholders (20 per school)	60
Guests/DO Partners/ Brgy LGU/Speakers	20
Private Partners and Stakeholders	150
OSDS Non-Teaching Personnel	50
Technical Working Group/Performers	30
Total	1,594

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Enclosure No. 2 Timeline of Activities and Venue

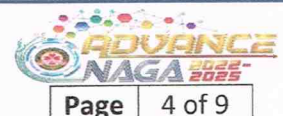
TIME	ACTIVITIES	PERSON IN CHARGE
July 28, 2023	Brigada Eskwela and Partnership Engagement Orientation <i>(Virtual)</i>	ARTURO A. ARMEA EPS II, Division Brigada Eskwela Coordinator
August 11- 20, 2023	BE Caravan and Medical Mission <ul style="list-style-type: none">• NCSAT – August 11, 2023• Carolina ES – August 12, 2023• RV Maramba ES – August 13, 2023• Dr. Domingo ES - August 14, 2023• Tabuco CS – August 15, 2023• Balatas ES – August 16, 2023• San Isidro ES and San Isidro NHS – August 17, 2023• Naga Central School 2 – August 18, 2023• Triangulo ES – August 19, 2023• Grandview ES – August 20, 2023	SocMobNet, Partners and Stakeholders Noel Perez Maria Theresa Ruizo Grace Orbeta Rosario De Leon Luis Marasigan Flora Ocbian Jesus Pascual Aguilar Ramon Geronimo, Jr. Juliet Curva Esmeralda Delos Reyes Juliet Mercado

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TIME	ACTIVITIES	PERSON IN CHARGE
August 17, 2023	BE Culminating Activities and Building Community Partnership	San Isidro Elem and San Isidro National HS
PART 1		
6:30-7:30 a.m.	Motorcade	
7:30-8:00	Arrival/Registration	SIES/SINHS BE Coordinators
PART 2	PROGRAMME	
8:00 a.m	Preliminaries <ul style="list-style-type: none"> • AVP • National Anthem • Prayer • Naga City Hymn • Bicol March 	
8:15 to 9:00AM	Welcome Remarks	JESUS PASCUAL B. AGUILAR School Head, San Isidro Elem School
	Acknowledgment of Participants	RAMON G. GERONIMO, Jr OIC-School Head, San Isidro NHS
	Brigada Eskwela Overview	ARTURO A. ARMEA EPS II, Division BE Coordinator
	Intermission Number	Cheza and Tala Invited Guest Performer
9:00 a.m. to 10:00. a.m.	Talk show Press Briefing	SDS Susan Collano Mayor Nelson Legacion Cong. Gabby Bordado NCPTA and Guests
10:00 a.m.	PLEDGE OF COMMITMENT SIGNING	PARTNERS, GUESTS AND OTHER STAKEHOLDERS
PART 3		
10:15 a.m. to 11:15 a.m.	PROGRAM PRESENTATION	Invited Guests <ul style="list-style-type: none"> • Plastic Bank Ph Implementation of the Ban on Single-Use Plastic in the Schools • Bicol Medical Center -Vocal Health Clinic • Department of Agriculture -Gulayan sa Paaralan

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		<ul style="list-style-type: none">• GIBO /SIDEKO Entrepreneurial• Naga City Police Mobile Force Company- Community Peace and Order• Nestle Philippines -Health and Wellness Program• QUEEN 4Ps Beneficiaries Sanggawadan
11:15 to 4:00 p.m	<ul style="list-style-type: none">• Brigada Exhibit Launch (Per School)- Ribbon Cutting• Clean Up Drive• School Maintenance• Distribution of QUEEN Support (42 Schools)• Medical Mission• Blood Letting• Bike-Adopt-Program – LGU• DepEd Raffle Bonanza 2023	Parents, Stakeholders and Guests
4:00 PM	Wrap-up and Word of Thanks	JEROME H. BALDEMORO PhD Senior Education Program Specialist Social Mobilization and Networking
4:20 PM	Awarding of Certificates	SocMobNet, Partners and Stakeholders
5:00 PM	Adjournment	
	Hosts:	Gilie G. Reboya Ian Ray Barcelo Engr. Ian Reymond Morata
	Event Director:	Jobert P. Narvadez EdD

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Enclosure No. 3 Executive and Technical Working Committees

a. EXECUTIVE COMMITTEE

SUSAN S. COLLANO, CESO V	Schools Division Superintendent
CECILE C. FERRO CESO VI	Assistant Schools Division Superintendent
ANNA LIZA F. ABULOC	Chief, CID
MICHAEL A. DEL ROSARIO	OIC-Chief, SGOD
MARY ANN B. ROSAURO	AOV, PERSONNEL ADMINISTRATION

b. TECHNICAL WORKING GROUP

Supervising Committee			
Name	Designation	Terms of Reference	Output
Jobert P. Narvadez	Chair for Planning	Lead the Committee	Contingency Plan Checked reports
Jerome H. Baldemoro Arturo A. Armea Joseph M. Condono	Co-Chair(s) for Planning	Supervise the progress of each committee,	

Committee on Project Implementation and Partnership			
Name	Designation	Terms of Reference	Output
Jerome H. Baldemoro	Chair for Planning	Lead the Committee	Designation of assignments
Arturo A. Armea Marie Christine Ignacio Edelaine Manlapaz Joan R. Dulong Joseph M. Condono Ramon F. Geronimo, Jr Jesus Pascual B. Aguilar	Co-Chair(s) for Planning	Orient the committees Prepare the Procurement Documents etc. Check the technical facilities materials, food and venue Coordinate with involved personnel Link with partners and other stakeholders for possible partnership Record and report all the resources received from partners	PR and related documents Gathered resources

Committee on Coordination, Documentation, and Registration			
Name	Designation	Terms of Reference	Output
Arturo A. Armea	Chair for Planning	Lead the Committee	Completed attendance sheets
Marie Christine C. Ignacio Rochellene Estrela Gilie G. Reboya Honeylet P. Alfon Elma M. Llagas Jamelou Losani	Co-Chair(s) for Planning	Prepare attendance/ registration sheets Secure that all participants be logged in the registration sheets Prepare Narrative Report	and accomplishment reports two weeks after the event Certificates, communication letters

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Committee on Coordination, Documentation, and Registration			
Name	Designation	Terms of Reference	Output
Marites C. Nacario Maybelle Saavedra			

Committee on Finance			
Name	Designation	Terms of Reference	Output
Salvacion T. Verona	Chair for Planning	Lead the Committee	Allocation of fund Settle all financial requirements to suppliers
Mary Ann Encila Edna S. Porteria Melita Canton Allan Leonem	Co-Chair(s) for Planning	Conduct the review of the budget requirement Facilitate Financial transactions, liquidation reports, program, and Attendance Prepare the Certificates Accomplish Reports	

Committee on Monitoring and Evaluation			
Name	Designation	Terms of Reference	Output
Maria Teresa R. Rentoy	Chair for Planning	Lead the Committee	Tools and consolidated report
Maybelle Saavedra Janet Barrios	Co-Chair(s) for Planning	Conduct the survey for evaluation, quality assurance	

Committee on School Physical Needs Assessment			
Name	Designation	Terms of Reference	Output
Junmar Rey B. Aguilar	Chair for Planning	Lead the Committee	Complete Hall Set-up
Arturo A. Armea Michael B. Hernandez Dennis Rodriguez Manuel Luna Jr. San Isidro ES and San Isidro NHS Teaching and non-teaching staff	Co-Chair(s) for Planning	Prepare hall and stage design Coordinate in the use of venue Dismantle Hall after the event Check physical condition of school classrooms and other facilities	

Committee on Health Measures and Safety			
Name	Designation	Terms of Reference	Output
Joanne G. Sebastian, MD	Chair for Planning	Lead the Committee	Maintained health and safety measures
Dr. Maribel C. Vales Dr. Gemma L. Borromeo Hazel Rose Sumpay Loree May Claveria Ayn Loreste Peteza Vaneza Lo	Co-Chair(s) for Planning and members	Secure and maintain health protocols before and during the event. Provide safety measures and assistance	

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Committee on Health Measures and Safety			
Name	Designation	Terms of Reference	Output
Sherlyn Abogado Alita Shearmane Santiago Eva Azañes Maria Angela Rustia Ruel Aspe		Provision of 1 st Aid and Basic Life Support	

Committee on Learning Resource and Publication			
Name	Designation	Terms of Reference	Output
Cesar Arriola	Chair for Planning	Lead the Committee	Recorded the learning resources displayed and received
Helen Aragon Margie Tuy	Co-Chair(s) for Planning and members	Prepare necessary things for learning resources, publication and IECs. Record and report learning resources displayed and received from the partners	

Committee on Advocacy Campaign / Public Information and Dissemination			
Name	Designation	Terms of Reference	Output
Maybelle C. Saavedra	Chair for Planning	Lead the Committee	Prepared advocacy materials and established media relationship
AZS Production Sarah Jane L. Villamar Marianville D. Pabico Rebecca B. Borromeo Vanessa V. Ballore Maricris I. Navarro Marlyn N. Aguila Kharen C. Ruiz Orlando D. Peras	Co-Chair(s) for Planning and members	Prepare necessary advocacy materials. Coordinate with the SDO Brigada Eskwela Planning Team Facilitate the Advocacy activities to the local AM and FM Radio Stations and local TV Stations. Serve as resource person during the advocacy activities.	

DO 31,s 2019 DM



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23061206
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Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V
SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

CONTEXTUALIZED ONSITE MONITORING & EVALUATION TOOL
2023 Brigada Eskwela Culminating Activities and Building Community Partnership

Session Topic: _____
Session Facilitator: _____ Date: _____

Directions: Kindly rate the activity, session facilitator and the organizer using the rating scale. Put check or a tick opposite to the column of your response.

Activity	Strongly Agree	Agree	Disagree	Strongly disagree
A. Compliance to Health Protocols and School Disaster Management				
1. Appropriate ventilation and lighting at the venue was observed				
2. Doctors and nurses were visible in the area				
3. There were entrance and exit signages and directions placed in the conspicuous places				
4. The school/venue was equipped with first aid kits, emergency lights and other supplies necessary in cases of emergency were highly accessible				
5. There were enough parking spaces allotted for guests and other participants				
B. Venue and Physical Arrangement with the Mobilization of WINS				
1. With spacious venue where participants were conveniently accommodated				
2. Enough number of chairs were provided for the participants and guests				
3. Venue was well lighted and with clear audio/video facilities				
4. Provision of potable water supply				
5. Clean comfort rooms were available for guests and participants				
6. Trash bins and other MRF were visible in the area				
C. Session/Discussion				
1. The topic discussed was relevant				
2. The program started and finished on time				
3. The discussion was well-planned				
4. The objectives of the program/discussion were met				



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5. Allotted time per speaker was observed				
6. The participants were able to demonstrate their learning				
D. Speaker/Facilitator				
1. Exhibited full grasp of the topic				
2. Was sensitive to the participants mood				
3. Deepened learning by asking questions to the participants				
4. Maintained positive environment				
5. Expressed ideas clearly				
6. Was able to firm up attainment of the objectives				

Comments/Suggestions:

Critical Incidents: If you have encountered any remarkable event/situation (either positive or negative), please accomplish the **STAR** form.

Situation/Task - Describe the specific situation and/or task that needed to be accomplished.

Action - Describe how the persons/team responded to or acted on the situation.

Result - Describe the effect of the action or lack of action.

Situation/Task	Action	Result

Name of Participant (Optional): _____

Name of School (Optional): _____

School Address (Optional) _____



Address: Roxas Avenue, Triangulo, Naga City

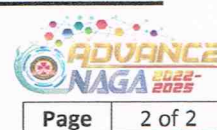
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31 JUL 2023





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



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	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	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	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 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 BE 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 BE Coordinator, Working Committees, Secretariat	Report of accomplishment
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*.