



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

April 29, 2024

DIVISION MEMORANDUM

No. 246, s. 2024

**PREPARATION FOR THE 2024 BRIGADA ESKWELA IMPLEMENTATION AND SUBMISSION OF THE 2024 DISAGGREGATED PHYSICAL FACILITIES AND MAINTENANCE NEEDS ASSESSMENT FORMS FOR CLASSROOMS (Based on Key Stages)**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors/In-Charge of the Districts  
Elementary and Secondary School Heads  
District/School Partnerships Focal Persons  
SELG/SSLG Advisers and Officers  
Others Concerned

1. The Department of Education (DepEd), has first implemented the *Brigada Eskwela* or the National Schools Maintenance Week with the issuance of DepEd Memorandum No. 79, s. 2003 consistent with Republic Act 8525 otherwise known as the Adopt-A-School Program Act of 1998. From 2003 up to present, *Brigada Eskwela* serves as one of the major initiatives of DepEd involving all the sectors of the community to help prepare public schools for the opening of classes.

2. As a preparation for the 2024 Brigada Eskwela implementation, all schools shall be guided with the following activities:

• **Pre-Implementation Stage**

a. Assess the school's physical facilities to determine the required maintenance for the upcoming academic year. (Please see attached template and submission link.)

**<https://bit.ly/2024PhysicalFacilitiesNeedsAssessment>**

b. Comply with the Absolute Prohibition on Solicitation, which forbids school heads, teachers, and other school personnel from collecting or soliciting any fees for Brigada Eskwela.

c. Supervise and create the Brigada Eskwela Working Committees, including volunteers such as community member, parents and other stakeholders who will:

- Conduct of extensive public awareness campaigns.
- Establish partnerships for resource mobilization.
- Manage, supervise and monitor the different activities in line with the SIP and AIP.



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- Handle administrative and financial matters.
- Prepare essential documentation of the Brigada Eskwela Program like photos, videos, attendance records of volunteers, donation reports, and services rendered by the volunteers.

▪ **Implementation Stage**

This is the time when all marketing, advocacy and resource mobilization efforts during the pre-implementation will bear fruit. This is also the time when plans are carried out with the support of volunteer stakeholders and partners. **As a matter of policy, all work and tasks performed under the Brigada Eskwela are voluntary in nature.** Maintenance of Clean Schools and Implementation of the Ban on Single-Use Plastics in Schools must also be observed.

▪ **(Suggested Activities)**

Activities	Persons Responsible	Expected Outputs
Kick-Off Ceremony	SH, School BE Coordinator, Working Committees, School Governance 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, Database of Partners
Receipts of donations, resources/supplies	SH, School BE Coordinator, Working Committees	Registry of donations, resources, and supplies received
Repair/Repainting/ Replacement/Rehab of school facilities such as roofs/gutters, walls, comfort rooms, handwashing facilities, libraries, etc.	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 Accomplishments, Certificates of Recognition



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• **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:

- a. Schools shall prepare and submit the collected data by accomplishing the DepEd Partnerships Database System (DPDS).
- b. Sustain *Brigada Eskwela* by improving the school year-round to ensure a clean, conducive, and resilient learning environment for learners.
- c. Service Credits/Compensatory Time Off shall be granted to the school who actively participated during the *Brigada Eskwela* week.
- d. Recognition and Appreciation of Partners at the SDO and school level.

3. All public schools shall also be guided with the following implementation roles and responsibilities:

**a. The school heads/principals:**

- Spearhead the implementation of the school preparedness activities;
- Create the *Brigada Eskwela* Task Force;
- Identify relevant *Brigada Eskwela* activities aligned to SIP;
- Identify potential partners;
- Ensure the conduct of *Brigada Eskwela* activities as the above-mentioned;
- Submit resources generated and volunteers through the DPDS;
- Provide updates to partners/stakeholders on the status of the spearheaded project by providing them a coffee table magazine style of accomplishment report for them to be recognized as well; and
- 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 school head may initiate innovations that will improve the performance level of the teachers and learners.

**b. Partners and Stakeholders**

- Monitor, in coordination with the school, the status of the project implemented during the *Brigada Eskwela* week.

**c. Volunteers**

- Coordinate with the school and assist the *Brigada Eskwela* activities.

**d. Teachers**

- Assist the school head in the implementation of the activities prepared for the day and/or for the week;
- Engage parents of the learners to participate in the *Brigada Eskwela*;
- Monitor the assigned tasks performed by the volunteers; and
- Identify classroom needs to ensure readiness.




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**e. Supreme Elementary Learner Government (SELG)/Supreme Secondary Learner Government (SSLG) Officers**

- Assist their homeroom teachers in the implementation of *Brigada Eskwela* activities.

4. For immediate dissemination, guidance, and compliance.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

Encl. : As stated  
References : DepEd Memorandum No. 079, s. 2003  
DepEd Order No. 021, s. 2023

To be indicated in the Perpetual Index

Under the following subjects:

BRIGADA ESKWELA  
RECOGNITION  
VOLUNTEERS

ADOPT-A-SCHOOL PROGRAM  
PARTNERS  
STAKEHOLDERS

SGOD/mbb  
4/29/2024



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# 2024 DISAGGREGATED PHYSICAL FACILITIES AND MAINTENANCE NEEDS ASSESSMENT FORMS FOR CLASSROOMS (Based on Key Stages)

In preparation for the 2024 Brigada Eskwela Implementation, all schools are advised to kindly accomplish this form. Please provide accurate data in every field. Thank you.

\* Indicates required question

1. Email \*

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2. School \*

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3. District \*

---

4. Level \*

Mark only one oval.

Elementary

Secondary

Integrated

5. Kinder \*

---

6. Grade 1 \*

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7. Grade 2 \*

---

8. Grade 3 \*

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9. Grade 4 \*

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10. Grade 5 \*

---

11. Grade 6 \*

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12. TOTAL ENROLMENT (Grade K-6) \*

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13. SPED/Multigrade \*

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ENROLMENT AS PER EARLY REGISTRATION OR PROJECTED ENROLMENT FOR SY 2024-2025



14. Grade 7 \*

\_\_\_\_\_

15. Grade 8 \*

\_\_\_\_\_

16. Grade 9 \*

\_\_\_\_\_

17. Grade 10 \*

\_\_\_\_\_

18. TOTAL ENROLMENT (Grade 7-10) \*

\_\_\_\_\_

19. Grade 11 \*

\_\_\_\_\_

20. Grade 12 \*

\_\_\_\_\_

21. TOTAL ENROLMENT (Grade 11-12) \*

\_\_\_\_\_

TOTAL NO. OF TEACHERS

(Regular/Permanent. Please do not include the school principal, head teacher and non-teaching personnel.)

\_\_\_\_\_

22. Elementary \*

\_\_\_\_\_

23. Junior High School \*

\_\_\_\_\_

24. Senior High School \*

\_\_\_\_\_

NUMBER OF CLASSROOMS (Elementary)

25. Kinder \*

\_\_\_\_\_

26. Grade 1 \*

\_\_\_\_\_

27. Grade 2 \*

\_\_\_\_\_

28. Grade 3 \*

\_\_\_\_\_

29. Grade 4 \*

\_\_\_\_\_

30. Grade 5 \*

\_\_\_\_\_

31. Grade 6 \*

\_\_\_\_\_

32. SPED/Multigrade \*

\_\_\_\_\_

33. TOTAL \*

\_\_\_\_\_

NUMBER OF ACADEMIC CLASSROOMS (Secondary)

34. Junior High School \*

\_\_\_\_\_

35. Senior High School \*

\_\_\_\_\_

36. TOTAL \*

\_\_\_\_\_

37. ICT Laboratory \*

\_\_\_\_\_

38. Science Laboratory \*

\_\_\_\_\_

39. Tech-Voc Workshop \*

\_\_\_\_\_

40. TOTAL \*

\_\_\_\_\_

FOR ELEMENTARY AND SECONDARY

41. Total Number of Makeshift Classrooms (made of light materials/Semi-Perm./PTA Constructed) \*

\_\_\_\_\_

42. Total Needed Classroom for Construction \*

\_\_\_\_\_

43. Total Needed Classroom for Repair (not included in BERF) \*

\_\_\_\_\_

44. Total No. Chairs (desks and armchairs) \*

\_\_\_\_\_

45. Total Needed Chairs (desks and armchairs) \*

\_\_\_\_\_

46. Total No. of Functional Toilets Available \*

\_\_\_\_\_

47. Total No. of Needed Toilets based on 1:50 Learners' Ratio \*

\_\_\_\_\_

48. Total No. of Functional Handwashing Facilities \*

\_\_\_\_\_

49. Total Needed Handwashing Facilities \*

\_\_\_\_\_

50. Does the school have functional library? \*

Check all that apply.

- Yes
- No

51. Does the school a recipient of DCP Package? \*

Check all that apply.

- Yes
- No

52. Does the School have access to potable water? \*

Mark only one oval.

- Yes
- No

53. Does the School have Electricity? \*

Mark only one oval.

- Yes
- No

PAST DISASTERS THAT OCCURRED IN THE SCHOOL (for the past 5 years)

54. Fire (please indicate the date of occurrence) \*

\_\_\_\_\_

55. Earthquake (please indicate the date of occurrence) \*

\_\_\_\_\_

56. Typhoon (please indicate the date of occurrence) \*

\_\_\_\_\_

57. Volcanic Eruption (please indicate the date of occurrence) \*

\_\_\_\_\_

58. Flood (please indicate the date of occurrence) \*

\_\_\_\_\_

59. Landslide (please indicate the date of occurrence) \*

\_\_\_\_\_

60. Armed Conflict (please indicate the date of occurrence) \*

\_\_\_\_\_



61. NAME OF SCHOOL HEAD \*

\_\_\_\_\_

62. CONTACT NUMBER \*

\_\_\_\_\_

63. NAME OF SCHOOL PARTNERSHIPS FOCAL PERSON (Please put N/A if it is \*  
the school head)

\_\_\_\_\_

64. CONTACT NUMBER \*

\_\_\_\_\_

65. NAME OF SCHOOL PHYSICAL FACILITIES COORDINATOR (Please put N/A \*  
if it is the school head)

\_\_\_\_\_

66. CONTACT NUMBER \*

\_\_\_\_\_

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