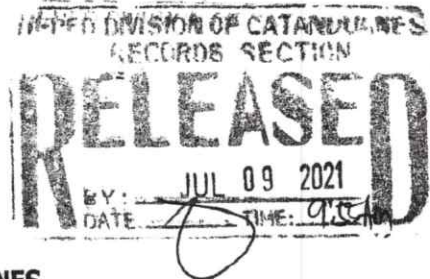




Republic of the Philippines
Department of Education
 Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



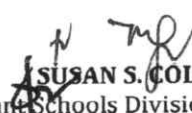
July 5, 2021

DIVISION MEMORANDUM
 OSDS-SGOD-DM- 276, s. 2021

To: Assistant Schools Division Superintendent
 Chiefs, CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors/In-Charge of the Districts
 Public Elementary and Secondary School Heads
 Division/District/School Reading Coordinators
 Division/District/School Brigada Eskwela Coordinators
 Division/School Information Officers
 All Others Concerned

**DIVISION GUIDELINES IN THE 2021 BRIGADA PAGBASA IMPLEMENTATION,
 MONITORING AND EVALUATION**

- Under Regional Memorandum No. 55, s. 2021 titled *Regional Brigada Pagbasa Implementation Plan, Monitoring, Evaluation and, Volunteer Appreciation*, this Office hereby issues the Division Guidelines in the 2021 Brigada Pagbasa Implementation, Monitoring, and Evaluation as Enclosure to this memorandum.
- These guidelines set the direction of the Brigada Pagbasa in SDO Catanduanes and impose proper interfacing between the School Governance and Operations Division (SGOD) and the Curriculum Implementation Division (CID) to ensure successful implementation of the project.
- Expenses relative to the implementation of Brigada Pagbasa shall be charged against local funds/School MOOE and Program Support Funds subject to the usual accounting and auditing rules and regulations.
- For immediate dissemination and compliance.


SUSAN S. COLLANO
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Encl.: As stated
 Reference: Regional Memorandum No. 55, s. 2021
 Regional Memorandum No. 52, s. 2021

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

BRIGADA PAGBASA VOLUNTEER	BRIGADA ESKWELA SCHOOL	LITERACY
------------------------------	---------------------------	----------

MBB/DM 2021 DIVISION GUIDELINES IN THE 2021 BRIGADA PAGBASA IMPLEMENTATION, MONITORING AND EVALUATION
 ___/ July 6, 2021





Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure to Division Memorandum No. 276, s. 2021

**DIVISION GUIDELINES IN THE 2021 BRIGADA PAGBASA IMPLEMENTATION,
MONITORING AND EVALUATION**

I. RATIONALE

1. Brigada Pagbasa, as a form of Brigada Eskwela's initiative, seeks to enhance the reading abilities and comprehension skills of learners especially Kindergarten to Grade 6 pupils. It is an offshoot to Brigada Eskwela, which primarily aims to prepare schools for the opening of classes through the help and assistance of various stakeholders.

2. Given that Brigada Pagbasa is part of Brigada Eskwela's implementation, volunteer tutors shall facilitate the teaching and learning process focusing on beginning reading per Regional Memoranda Nos. 52 and 55, s. 2021 and Division Memorandum No. 218, s. 2021.

3. The lead partners of Brigada Pagbasa are the World Vision Development Foundation, Inc. and ABC+: Advancing Basic Education in the Philippines (ABC+) who developed the materials including literacy assessment tests to be used by the volunteer tutors with the assistance of the teachers.

4. The project is a response to and complements the national 3Bs initiative or "Hamon: Bawat Bata Bumabasa" aims to strengthen the reading proficiency of every learner and help to nurture a culture of reading which is considered a requisite skill in all content areas per DepEd Memorandum No. 173, s. 2019.

5. The theme of Brigada Pagbasa implementation is "Bawat Batang Bicolano Bihasang Bumasa" or the 5Bs initiative of DepEd ROV, which is being hereby adopted by SDO Catanduanes.

II. SCOPE

6. The target beneficiaries of this project are learners in all grade levels with reading intervention needs. This means that even students in the secondary level (Grade 7 to Grade 12), could be catered to by this project as per recommendation from the teachers who conducted a valid assessment procedure to determine the reading intervention needs of the learners.

However, its main focus is to develop the reading abilities of K to 6 pupils in the early years and, given the suggested materials developed by the partners.

III. VOLUNTEER TYPES AND RESPONSIBILITIES

7. Brigada Pagbasa volunteers are parent officials, community professionals, local officials, education graduates, teacher-applicants, private individuals, business owners, and others who registered directly online or through the assistance of the school concerned. For uniformity, only college graduates could serve as volunteer tutors. College students (*currently in their 3rd year*) who will volunteer as tutors may be allowed if specialization is in education.





Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Volunteer Type	Required Educational Requirement	Tasks/Responsibilities
a. Tutor	College graduate or at least 3 rd - year student taking up education-related courses	<ul style="list-style-type: none">• Participates in the orientation and training on Brigada Pagbasa• Assists in the profiling and mapping of beneficiary learners• Conducts pre and post-reading/literacy assessment tests• Accomplishes and submits attendance sheet and other required reports
b. Reader	At least high school graduate	<ul style="list-style-type: none">• Participates in the orientation and training on Brigada Pagbasa• Accomplishes and submits attendance sheet and other required reports
c. Book Donor	None	<ul style="list-style-type: none">• Participates in the orientation and training on Brigada Pagbasa• Donates storybooks and other reading materials to schools
d. Support	None	<ul style="list-style-type: none">• Participates in the orientation and training on Brigada Pagbasa• Provide supports for the implementation of Brigada Pagbasa in financial assistance, food/snacks, hygiene kits, and other forms of assistance to children and tutors.

IV. STRATEGIES OF IMPLEMENTATION AND TIMELINE

8. The implementation of Brigada Pagbasa started with a call for volunteers dubbed as Call for Ka-Brigada Pagbasa Volunteers last June 1-18, 2021. Schools are advised to accept volunteers who were not able to register online. They are further advised to exert efforts in order to be knowledgeable both in the instructional and management aspects of the Brigada Pagbasa program.

For proper guidance of all concerned, the timeline of implementation and the responsible persons are presented in the table that follows:





Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Phases	Activities	Time Frame	Persons Involved/ In-charge
Pre-implementation	Coordination Meeting on Call for Volunteers 2021 Ka-Brigada Pagbasa	June 9, 2021	Div. BE Coordinator
	Regional Launching and Orientation	June 18, 2021	CID & SGOD Chief, Div. BE Coordinator Div. Reading Coordinators, DIO, SGOD EPS
	Finalization of List of Volunteers and Mapping of Beneficiary Learners	June 21 to July 15, 2021	School Reading/Brigada Eskwela Coordinators, School Heads, PSDSs, Div. BE Coordinators
	Identifying the venue for the reading sessions <i>*The school is not allowed as venue of Brigada Pagbasa tutorial and reading).</i> <i>*Tutorials and reading must be conducted in an open area like backyard, covered courts or other venues whichever is nearest applicable.</i>	July 5-23, 2021	School heads, BE coordinators, volunteers
	Assignment and schedules of volunteers <i>*A volunteer reader should cater 1 learner per hour.</i> <i>*Volunteer tutors will only handle a maximum of three tutees per tutorial and can last only for 1 hour.</i>	July 19-23, 2021	School heads, School Reading & BE coordinators, volunteers
	Monitoring the venue, assignment and schedules of volunteers	July 19-23, 2021	PSDSs/In-charge of the Districts
	Planning Conference for Brigada Pagbasa Division Launching	July 2, 2021 July 16, 2021	SDS, ASDS, CID & SGOD Chiefs, SGOD EPS, DIO, Division Reading & BE Coordinators,
	Preparation of Assessment Tools	July 19-23, 2021	Division Reading Coordinators
Implementation	Division Brigada Pagbasa Orientation and Launching <i>(AM - Zones 1 & 4)</i> <i>(PM - Zones 2 & 3)</i>	July 19, 2021	SDS, ASDS, CID & SGOD Chiefs, EPSs, PSDSs, DIO, Division Reading Coordinators, Division BE Coordinator, School Information Officers, District & School Brigada Eskwela and Reading Coordinators, Elementary & Secondary School Heads, SDO Personnel
	Division Brigada Pagbasa Orientation to Volunteers (Readers and Tutors)	July 21, 2021	SDS, ASDS, CID & SGOD Chiefs, EPSs, PSDSs, DIO, Division Reading Coordinators, Division





Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

	(AM – Zones 1 & 4) (PM – Zones 2 & 3)		BE Coordinator, Volunteer Readers and Tutors
	Division Brigada Pagbasa Orientation to Volunteers (Parents, Support and Book Donors) (AM – Zones 1 & 4) (PM – Zones 2 & 3)	July 22, 2021	SDS, ASDS, CID & SGOD Chiefs, EPSs, PSDSs, DIO, Division Reading Coordinators, Division BE Coordinator, Volunteer Readers and Tutors
	Conduct of Literacy Assessment Test – Pre-test and Consolidation of Results (Reading Skills)	July 26-30, 2021	CID Chief, PSDSs, Division Reading Coordinators, School Heads an Reading Coordinators, Volunteers
	Brigada Pagbasa Implementation	August 6 to October 15, 2021	SDS, ASDS, CID & SGOD Chiefs, Division Reading/BE Coordinators, PSDSs, DIO, District/School Reading & BE Coordinators, volunteers, teachers, schools heads
Monitoring and Evaluation	Bi-Monthly Monitoring Conference	August 13 & 30, 2021 September 17 & 30, 2021 October 18, 2021	SDS, ASDS, CID & SGOD Chiefs, Division Reading/BE Coordinators, PSDSs, SDOD EPS, DIO, District/School Reading & BE Coordinators, Schools Heads Volunteer Readers & Tutors
	Submission of Ka-Brigada Pagbasa Volunteer of the Month	Monthly	CID & SGOD Chiefs, Division BE Coordinator, DIO, School Heads, School Reading/BE Coordinators, School Information Officers, Volunteers
	Submission of School Monitoring Report (initial) <i>School to District Office</i>	August 31, 2021	School Reading/BE Coordinators, School Heads, PSDSs, Division Reading & BE Coordinators, CID & SGOD Chiefs
	Conduct of Post-Test and Consolidation of Results (Reading Skills)	October 18-22, 2021	CID Chief, PSDSs, Division Reading Coordinators, School Heads an Reading Coordinators, Volunteers
	Submission of School Monitoring Report (Final) <i>School to District Office</i>	October 25, 2021	School Heads, BE Coordinators
	Submission of School Monitoring Report <i>District Office to SDO-SocMobNet</i>	October 29, 2021	School Heads, BE Coordinators
	Submission of Updated School Monitoring Report	October 29, 2021	District/School reading & BE coordinators, Div. Reading & BE Coordinators, CID & SGOD Chiefs





Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Reporting Scheme	a. Documentation of Best Practices b. Report Preparation and Consolidation for Submission to RO	November 3-5, 2021	DIO, School Information Officers Div. Reading & BE Coordinators, CID & SGOD Chiefs
Post-Implementation	Volunteers Appreciation	December 10, 2021	SDS, ASDS, CID & SGOD Chiefs, PSDSs, DIO, Division Reading/BE Coordinators, District & School Brigada Eskwela and Reading Coordinators, School Heads, Volunteers
	Post Conference of Reading & BE Coordinators	November 5, 2021	CID & SGOD Chiefs, SGOD EPS, Div. BE & Reading Coordinators, District/School Reading & BE Coordinators

9. The members of the Program Management Committee are listed in Annex A.

10. The **School Monitoring Tool** is found in Annex B and shall be submitted to the District Brigada Eskwela Coordinators on **August 31, 2021**, in soft and printed copies of the initial report. Updated reports should be submitted on **October 25, 2021**, to the District Brigada Eskwela Coordinators after the conduct of the post-test to the learners. Submission of district consolidated reports to this Office through the SGOD-Social Mobilization Networking Unit (Attn.: Marife B. Brequillo, SEPS) will be on **October 29, 2021**.

11. Schools Heads shall ensure that all parents and other stakeholders were oriented on Brigada Pagbasa. A short orientation will be conducted during a stakeholders' meeting or through a letter dissemination mechanism with the help of the School Information Officers.

12. Public Schools District Supervisors and School Heads shall monitor the conduct of this program and provide the necessary inputs based on the provisions of these guidelines.

VI. INTERFACING

13. To ensure accountability and proper coordination of all key personnel in the implementation of Brigada Pagbasa, the following terms of reference for offices are enumerated, to wit:

Office/Key Persons	Terms of Reference
Division Level	
School Governance and Operations Division	<ul style="list-style-type: none"> • Facilitates advocacy and information dissemination activities, resources generation, logistics, profiling of volunteers and submission of reports. • Spearheads overall monitoring of Brigada Pagbasa implementation. • Facilitates the conduct of reading-related researches.





Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

	<ul style="list-style-type: none"> Ensures that health protocols issued by the IATF will be strictly followed during the conduct of all activities of this project.
Curriculum Implementation Division	<ul style="list-style-type: none"> Facilitates the conduct of all training, and capacity- building activities for trainers, reading teachers, and volunteers. Leads in the monitoring of tutorial and reading sessions. Facilitate the preparation of Assessment Tools to be used during the Literacy Assessments (Pre-test and Post-test). Provides technical assistance to volunteers and reading teachers.
Gina L. Custodio, EPS I	<ul style="list-style-type: none"> In-charge of the PECD
Ruth B. Sorrrera, SP II, In-charge of the District	<ul style="list-style-type: none"> Facilitates the preparation of Assessment Tools for Gr. I-III
Gina B. Pantino, EPS I	<ul style="list-style-type: none"> Facilitates the preparation of Assessment Tools for Gr. IV-VI (English)
Ma. Gina M. Templonuevo, EPS I	<ul style="list-style-type: none"> Facilitates the preparation of Assessment Tools for Gr. IV-VI (Filipino)
Marife B. Brequillo, SEPS, Division BE Coordinator	<ul style="list-style-type: none"> Facilitates the monitoring and recording of the number of volunteers and resources generated and conduct of Volunteers' Appreciation.
Anjo G. Tugay, SEPS, DIO	<ul style="list-style-type: none"> Facilitates the submission of Ka-Brigada Pagbasa Volunteer of the Month. Facilitates the advocacy and information dissemination activities of the project.
PSDSs and In-charge of the Districts	<ul style="list-style-type: none"> Conduct monitoring of the orientation to volunteers and implementation of Brigada Pagbasa. Provides technical assistance to volunteers and reading teachers.
School Level	
School Head	<ul style="list-style-type: none"> Conducts overall monitoring of Brigada Pagbasa Pagbasa implementation. Ensures that all parents and other stakeholders are oriented on Brigada Pagbasa.
Brigada Eskwela Coordinator	<ul style="list-style-type: none"> Facilitates advocacy and information dissemination activities, resources generation, profiling of volunteers and submission of reports. Assists school heads in the overall monitoring of Brigada Pagbasa implementation.
Reading Coordinators	<ul style="list-style-type: none"> Facilitates the conduct of Pre-test and Post-test (Reading Skills) to the learners.



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

VII. HEALTH PROTOCOLS

14. Wearing of facemask, face shield, and observance of physical distancing shall be observed as required by the IATF and DepEd orders.

VIII. EFFECTIVITY

15. These guidelines are issued for Brigada Pagbasa implementation in the Schools Division Office of Catanduanes effective Calendar Year 2021.



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Annex A

PROGRAM MANAGEMENT COMMITTEE

SUSAN S. COLLANO

Asst. Schools Division Superintendent
OIC, Office of the SDS

MA. LUISA T. DELA ROSA

Asst. Schools Division Superintendent

MARY JEAN S. ROMERO

Chief ES, SGOD

ROMEL G. PETAJEN

Chief ES, CID

AROLINE T. BORJA

EPS, SGOD

PUBLIC SCHOOLS DISTRICT SUPERVISORS

Program Focal Persons

MARIFE B. BREQUILLO

SEPS, SGOD
Division BE Coordinator

RUTH B. SORRERA

SP II, Div. Reading
Coordinator
Beginning Reading
(Grade 1 to 3)

GINA B. PANTINO

EPS I, Div. Reading
Coordinator
Grade 4-6 (English)

MA. GINA M. TEMPLONUEVO

EPS I, Div. Reading Coordinator
Grade 4-6 (Filipino)

GINA L. CUSTODIO

EPS I, Kindergarten
In-charge of PECD

**DISTRICT/SCHOOL BRIGADA ESKWELA COORDINATORS
DISTRICT/SCHOOL READING COORDINATORS**

Monitoring and Evaluation Committee

Name	Position/Designation	Area of Assignment
Mary Jean S. Romero	Chief ES, SGOD	All Districts
Romel G. Petajen	Chief ES, CID	All Districts
Gina B. Pantino	EPS, CID	Bagamanoc South
Ma. Gina M. Templonuevo	EPS, CID	Baras North
Gina C. Custodio	EPS, CID	Gigmoto
Jesslyn T. Taway	EPS, CID	Baras South
Amelia B. Cabrera	EPS, CID	Panganiban
Frankie T. Turalde	EPS, CID	Viga West
Jezrahel Omadto	EPS, CID	Bato West
Nelson T. Sicio	EPS, CID	Caramoran South
Cynthia T. Soneja	EPS, CID	Virac North
Niño Gerard C. Ceneta	EPS, CID	Pandan West
Aroline T. Borja Dr. Hidelita G. Posada	EPS, SGOD Dentist II	San Miguel North & South





Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Marife B. Brequillo Dr. Kristine G. Santelices	SEPS, SGOD Medical Officer III	San Andres East & West
Sarah S. Chiong Maria Audrea L. Vivo	SEPS, SMM & E PDO II-DRRM	Virac South
Anjo G. Tugay Ahdel Idanan	SEPS, Planning & Research Nurse II	Pandan East
Eva Jra. T. Cariño Emeline Francia P. Abrasaldo	PDO I-YFD Nurse II	Bato East
Elizabeth S. Urbano Rosario R. Vegim	EPS II-HRD PDO I-YFD	Caramoran North
Rey C. Bonayon Engr. Rodger A. Matienzo	Planning Officer III Engineer III	Bagamanoc North
Dr. Amylou B. Celso Imaculate T. Latorre	Dentist II EPS II-SocMobNet	Viga East

Annex B



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo – Region V - Catanduanes

Annex B. School Monitoring Tool for Brigada Pagbasa



Republic of the Philippines
Department of Education
 REGION V - BICOL

SCHOOL BRIGADA PAGBASA MONITORING TOOL

Division:	District/Municipality:
Name of School:	School ID:
Name of PSDS:	Contact Number:
Name of School Head:	Contact number:
Name of Brigada Pagbasa/Eskwela Coordinator:	Contact Number:
Enrolment for S.Y. 2020-2021	

I. Target Outputs

Outputs	Number	Date Started/Conducted/Distributed
Number of learners attending Brigada Pagbasa		
Number of parents and volunteers oriented for Brigada Pagbasa reading remediation Program.		
Number of trained parents and community literacy volunteers who regularly and actively support the Brigada Pagbasa and other activities that enhance learning outcomes.		
Number of locally – relevant materials distributed in the last 6 months by Brigada Pagbasa Partners		

9

II. Target Outcome: Improved Reading Level of Learners

Reading Level	Pre-Assessment Test (Number of learners)	Post Assessment Test (Number of learners)
No. of learners that cannot read any letter		
No. of learners that can read letters (4 of 5 letters)		
No. of learners that can read common words (4 of 5 words)		
No. of learners at that can read a paragraph of 4 simple sentences (with no more than 3 mistakes)		
No. of learners that can read and understand a story (2 of 3 questions answered correctly)		
No. of learners that can read and understand local material (2 of 3 questions answered correctly)		

III. Disaggregated Data of Volunteers

Ka-Brigada Pagbasa Volunteer	Number
Number of Volunteer Readers	
Number of Volunteer Tutors	
Number of Volunteer Book Donors	
Number of Volunteer Support	

IV. Type of Volunteers

Type of Volunteers	Number
Parent Officials	
Community Professionals	
Local Officials (Brgy/Municipal)	
Education Graduates	
Teacher Applicants	
Private Individuals	
Business Owners	
Others (please specify)	

V. Major Partners (List of Organizations like INGOs, Civil Society Organizations supporting Brigada Pagbasa)

Name of Organization	Name of Representative	Email Address	Type of Support

VI. Brigada Pagbasa Generated Resources

Items	Quantity	Amount
Books/Reading Materials (per unit)		
Hygiene Kits (per pack)		
School supplies (per pack)		
Food/snacks for learners		
Valuation for volunteer reader Formula: Nos. of hours x rate		
Valuation for volunteer tutor Formula: Nos. of hours x rate		
Others (pls specify)		
TOTAL AMOUNT		

VII. Implementation Concerns (top 5 issues encountered in the implementation)

VIII. Lessons Learned

Prepared by:

School Brigada Pagbasa/Brigada Eskwela Coordinator

Noted by:

School Head

PSDS

