



Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



July 27, 2023

DIVISION MEMORANDUM
OSDS-SGOD-DM- 293, s. 2023

PREPARATION FOR THE 2023 BRIGADA ESKWELA IMPLEMENTATION

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 Brigada Eskwela (BE) Coordinators
District/School Adopt-A-School (ASP) Coordinators
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. In preparation for the 2023 Brigada Eskwela implementation, all schools shall be guided with the following activities:

• **Pre-Implementation Stage**

- a. Assessment of Physical Facilities and Maintenance Needs of the School (see attached template) with submission link: <https://bit.ly/2023DISAGGREGATEDPFMNAssessment>
- b. Compliance with the Absolute Prohibition on Solicitation; and
- c. Creation of the **Brigada Eskwela Task Force**.
The task force shall undertake the following:
 - Conduct of extensive public awareness campaigns
 - Establishment of partnerships for resource mobilization
 - Program Implementation
 - Handling of Administrative and Financial Matters
 - Documentation

▪ **Implementation Stage**

The actual Implementation stage is during the *Brigada Eskwela* week, also referred to as the National Schools Maintenance Week. This is usually conducted 2 or 3 weeks before the opening of classes. 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.**

- Suggested Activities
- Maintenance of Clean Schools
- Implementation of the Ban on Single-Use Plastics in Schools





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▪ **(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

• **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. Preparation and submission of Accomplishment Report
- b. Sustaining *Brigada Eskwela*
- c. Service Credits/Compensatory Time Off
- d. Recognition and Appreciation of Partners

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.





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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.

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

To be indicated in the Perpetual Index

Under the following subjects:

BRIGADA ESKWELA
RECOGNITION
VOLUNTEERS

ADOPT-A-SCHOOL PROGRAM
PARTNERS
STAKEHOLDERS

MBB/DM 2023/ PREPARATION FOR THE 2023 BRIGADA ESKWELA IMPLEMENTATION
00 ____/July 27, 2023



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2023 DISAGGREGATED PHYSICAL FACILITIES AND MAINTENANCE NEEDS ASSESSMENT FORMS FOR CLASSROOMS (Base on Key Stages)

DISTRICT: _____

SCHOOL	SCHOOL ID	ENROLMENT AS PER EARLY REGISTRATION OR PROJECTED ENROLMENT FOR SY 2023-2024										TOTAL
		KINDER	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	MULTIGRADE	TOTAL		
		0	0	0	0	0	0	0	0	0	0	0
TOTAL		0	0	0	0	0	0	0	0	0	0	0

Prepared by:

PRINTED NAME & SIGNATURE
 School Brigada Bahay Coordinator
 Contact No./ E-mail Address:

PRINTED NAME & SIGNATURE
 School Physical Facilities Coordinator
 Contact No./ E-mail Address:

Checked & Approved by:

PRINTED NAME & SIGNATURE
 SCHOOL HEAD
 Contact No./ E-mail Address:

NOTED:

PRINTED NAME & SIGNATURE
 PSDS/ OIC-PSDS



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2023 DISAGGREGATED PHYSICAL FACILITIES AND MAINTENANCE NEEDS ASSESSMENT FORMS FOR CLASSROOMS (Base on Key Stages)

DISTRICT: _____

SCHOOL (Secondary)	SCHOOL ID	ENROLLMENT AS PER EARLY REGISTRATION OR PROJECTED ENROLLMENT FOR SY 2023-2024			TOTAL NUMBER OF TEACHERS (REG./ PERM. EXCLUDING THE SCHOOL HEAD			TOTAL NUMBER OF ACADEMIC CLASSROOMS								
		JHS	SHS	TOTAL	JHS	SHS	TOTAL	JHS	SHS	TOTAL	LABORATORY	ICT	SCIENCE LABORATORY	TECHVOC WORKSHOP		TOTAL
														UNIQUE	REGULAR	
TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Prepared by: _____

PRINTED NAME & SIGNATURE
 School Brigada Eskwela Coordinator
 Contact No./ E-mail Address: _____

PRINTED NAME & SIGNATURE
 School Physical Facilities Coordinator
 Contact No./ E-mail Address: _____

Checked & Approved by: _____

Noted: _____

PRINTED NAME & SIGNATURE
 SCHOOL HEAD
 Contact No./ E-mail Address: _____

PRINTED NAME & SIGNATURE
 PSDS/ OIC-PSDS

Total Number of Makashift Classrooms (made of light materials/ Semi-Perm. / PTA Constructed)	Total Needed CLASSROOM for Construction	Total Needed CLASSROOM for Repair	Total No. of Chairs (Sum of Desks and Armchairs Available)	Total Needed Chairs	Total No. of Toilets Available *Units	Total No. of Needed Toilets based on 1:50 Learners' Ratio	Total No. Hand Washing Facility (HWF) *Units	Total HWP Needed *Units	Does the School have access to potable water? If YES, type inside the box below	Does the School have Electricity already? If YES, type inside the box below
0	0	0	0	0	0	0	0	0	0	0

PAST DISASTERS THAT OCCURRED IN THE SCHOOL Pls. type 1 inside the box below if the school experienced such disaster/s.							NAME OF SCHOOL HEAD	E-MAIL ADDRESS OR CONTACT NUMBER	NAME OF SCHOOL BRIGADA KENWELA COORDINATOR	E-MAIL ADDRESS OR CONTACT NUMBER	NAME OF SENIOR HIGH SCHOOL PARTNERSHIP FOCAL PERSON	E-MAIL ADDRESS OR CONTACT NUMBER
FIRE	EARTHQUAKE	TYPHOON	VOLCANIC ERUPTION	FLOOD	LANDSLIDE	ARMED CONFLICT						
0	0	0	0	0	0	0						