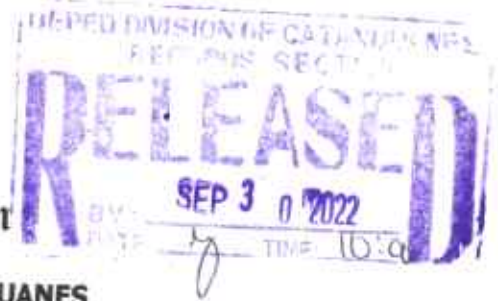




Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL

**SCHOOLS DIVISION OFFICE OF CATANDUANES**



September 29, 2022

DIVISION MEMORANDUM  
 OSDS-SGOD-DM- 468, s. 2022

**SUBMISSION OF THE 2022 BRIGADA ESKWELA ACCOMPLISHMENT REPORT**

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID & SGOD  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 District and School Brigada Eskwela (BE) Coordinators  
 District and School Adopt-A-School Program (ASP) Coordinators  
 All Others Concerned

1. Pursuant to DepEd Memorandum No. 62, s. 2022 titled "2022 Brigada Eskwela Implementing Guidelines", this Office informs the field of the following schedule of the submission of the 2022 Brigada Eskwela Accomplishment Report:

Activity	Schedule	Person/s In-Charge
Submission of 2022 BE Accomplishment Reports by School (elementary and secondary) to District for Consolidation <i>*Please see attached templates. Softcopy can be downloaded through this link:  <a href="https://bit.ly/BE2022SchoolReportTemplate">https://bit.ly/BE2022SchoolReportTemplate</a></i>	on or before October 31, 2022	School Head and School BE/ASP Coordinator
Submission of District Consolidated BE Accomplishment Reports by District to SDO for Consolidation <i>*(link sent to the email of the designated District BE Coordinator)</i>	on or before November 15, 2022	PSDS/District BE Coordinator <i>(to be consolidated by the District BE Coordinator)</i>
Submission of Division Consolidated BE Accomplishment Report by SDO to RO for Consolidation	on or before November 29, 2022	Division BE Coordinator

2. All partnership initiatives and generated resources during the 2022 Brigada Eskwela implementation shall be reported in the DepEd Partnerships Database System (DPDS) starting August 1, 2022 to September 30, 2022.





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3. The School Heads shall ensure that all donated items classified as property, Plant and Equipment are properly recorded in the book of accounts as stipulated in DepEd Order 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:

- a. Inventory Custodian Slip for donated properties with value below P50,000.00; and
- b. Property Acknowledgment Receipt for donated properties above P50,000.00.

4. For further concerns, you may contact Marife B. Brequillo, SEPS, SGOD-Social Mobilization and Networking Unit, at 0995-8438071/0939-4513915 or email at [socmob.ctd@deped.gov.ph](mailto:socmob.ctd@deped.gov.ph).

3. For immediate dissemination, guidance, and compliance.

**SUSAN S. COLLANO, CESO V**  
Schools Division Superintendent



## 2022 Brigada Eskwela Report\_Generated Resources Form 1

District	School	No. of books/reading materials received	Amount	No. of hygiene supplies received (alcohol, toothbrush, face mask, etc)	Amount	No. of school supplies and materials received	Amount	No. of gadgets and accessories received (table, monitor, speaker, etc)	Amount	No. of transmitter radio received and distributed	Amount
<b>TOTAL</b>											

Prepared by:

BE Coordinator

Recommending Approval

School Head

Approved by

PSDS





## 2022 BRIGADA ESKWELA REPORT (Form 1.2)

### RESOURCES GENERATED (SCOPE OF WORK - OTHER DONATIONS) (Form 1.2)

DISTRICT	SCHOOL	No. Multipurpose Hall/Building/Covered Court/Club/Reading Centers/La Hubs donated	Amount	No. of classrooms repaired	Amount	No. of Comfort Rooms constructed	Amount	No. of Comfort Rooms repaired	Amount
<b>TOTAL</b>									

Prepared by:  
BE Coordinator

Noted by:  
School Head

Approved  
PSDS















### INVENTORY CUSTODIAN SLIP

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

ICS No: \_\_\_\_\_

Quantity	Unit	Amount		Description	Inventory Item No.	Estimated Useful Life
		Unit Cost	Total Cost			

Received from:

\_\_\_\_\_

Signature Over Printed

\_\_\_\_\_

Name Position/Office

Date

Received by:

\_\_\_\_\_

Signature Over Printed

\_\_\_\_\_

Name Position/Office

Date

**PROPERTY ACKNOWLEDGMENT  
RECEIPT**

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

PAR No.: \_\_\_\_\_

Quantity	Unit	Description	Property Number	Date Acquired	Amount

<p>Received by:</p> <p>_____</p> <p style="text-align: center;">Signature over Printed Name of End User</p> <p>_____</p> <p style="text-align: center;">Position/Office</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p>Issued by:</p> <p>_____</p> <p style="text-align: center;">Signature over Printed Name of Supply and/or Property Custodian</p> <p>_____</p> <p style="text-align: center;">Position/Office</p> <p>_____</p> <p style="text-align: center;">Date</p>
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