



February 21, 2019

**DIVISION MEMORANDUM**

No. 113, s. 2019

**CONDUCT OF THE 2019 BRIGADA ESKWELA  
AND THE 2019 BRIGADA ESKWELA SEARCH FOR BEST IMPLEMENTING SCHOOLS**

To : Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors/Districts-In-Charge  
Public Elementary and Secondary School Heads  
District Adopt-A-School Coordinators  
All Others Concerned

1. In consonance with the implementation of the National Schools Maintenance Week, all schools are enjoined to conduct the Brigada Eskwela this May 2019, with the theme "Matatag na Bayan para sa Maunlad na Paaralan", and further encouraged to participate in the **2019 Division Search for Brigada Eskwela Best Implementing Schools**.
2. District Adopt-A-School Program Coordinators are directed to submit a District Consolidated Brigada Eskwela Report (**Generated Resources and Number of Volunteers**) on **June 3, 2019**. (Please see attached BE divform 1 and BE divform1.1).
3. Further, the 2019 Division Search for Brigada Eskwela Best Implementing Schools aims to give due recognition to schools with exemplary efforts exhibited during the implementation of the Brigada Eskwela program on the following categories:

**Elementary Level**

Category	Number of Teachers (National)	Resource Generated
Small School	9 and below	99,999 and below
Medium School	10 - 29	100,000 - 299,999
Large School	30 - 50	300,000 - 499,999
Mega School	51 and above	500,000 and above

**Secondary Level**

Category	Number of Teachers (National)	Resource Generated
Small School	9 and below	99,999 and below
Medium School	10 - 25	100,000 - 299,999
Large School	26 - 50	300,000 - 999,999
Mega School	51 and above	1,000,000 and above

22 FEB 2019

4. Submission of School BE Albums to the District Evaluation Team is on **May 30 – 31, 2019**.

5. The District Selection Committee at the District Level shall be composed of the following:

Chairperson: Public School District Supervisor/District-In-Charge  
Members: District Adopt-A-School/Brigada Eskwela Coordinator  
District DRRM Coordinator  
District Physical Facilities In-Charge  
District Nurse  
District Federated PTA President  
District Teachers' League/Faculty Club President

6. Selection at the District Level will be on **June 5 – 10, 2019** and must come up with only one (1) winner per category both in the elementary and secondary levels which will represent the district in the Congressional Level Search. Districts must submit a Nomination Form (Please see attached **NomForm1**) together with the School BE Albums to the Congressional Selection Committee on **June 13 - 14, 2019**.

7. The Composition of the Congressional Selection Committee will be announced through a separate Memorandum. (Committee composition will be determined during the Briefing and Planning Conference on March B, 2019).

8. The congressional district selection will be on **June 17 – 23, 2019** and evaluators will choose top three (3) winners in every category in the elementary and secondary levels. However, only the first place winner will represent the congressional district in the Division Level. The Congressional Evaluators will submit the Nomination Form (Please see attached **NomForm2**), Summary of Scores, Score Sheets, and BE albums to the Division Evaluators on **June 26 - 28, 2019**.

9. Finalists from the congressional districts must see to it that the documents are completely arranged from Brigada Eskwela Forms 1 to 7. It must feature the prioritized activities in the Brigada Eskwela. Pictures must have captions taken before, during, and after the Brigada Eskwela. Attendance Sheets with diverse participation must be properly filed.

10. Modes of Verification (MOV's) must be properly arranged to satisfy the selection criteria. The Criteria for the Selection is as follows:

Scope of Work	- 35%
Diverse Volunteer Participation	- 25%
Generated Resources	-15%
Alignment to Brigada Eskwela Theme	-10%
Creativity and Innovation	-10%
Increment of Resources and Volunteers	- 5%
	100%

11. The suggested BE album/package content, but not limited to, is as follows:

a. Background of the School

- b. Priority Improvement Areas
- c. Annual Improvement Plan (AIP)
- d. BE divform 1 and BE divform 1.1 for the 2018 and 2019 Brigada Eskwela
- e. BE Forms 1 – 7
- f. BE Priority Projects with Programs of Work
- g. Pictures with Captions
- h. Deeds of Donation and Acceptance
- i. Receipts

12. Please be reminded of the following Brigada Eskwela Forms:

- Form 1 - Physical Facilities Repair and Maintenance Need Assessment Form  
(To be Accomplished by the Physical Facilities Coordinator)
- Form 2 - School Work Plan  
(To be Accomplished by the School Head)
- Form 3 - Resource Mobilization Form  
(To be Accomplished by the Resource Mobilization Committee)
- Form 4 - Daily Attendance of Volunteers
- Form 5 - Record of Donations Received  
(To be Accomplished by the Documentation Committee)
- Form 6 - Record of Donations Received  
(To be Accomplished by the Program Implementation Committee)
- Form 7 - School Accomplishment Report  
(To be Accomplished by the School Head)

13. Division finalists must also prepare a five-minute video presentation which will be presented during the site validation to be conducted by the evaluators. The video presentation must feature the impact of the Brigada Eskwela activities/projects to teaching and learning, to the students, and the community.

14. The Division Level Search will be on **July 1 – 12, 2019** which will include the perusal of documents/album and site validation. Winners will be announced through a Division Memorandum. The first place winner will automatically represent the division in the regional search. The decision of the division evaluators will be final and irrevocable.

15. The Evaluators for the Division Level Search are the following:

Chairperson: Dr. Rachel B. Picardal

Members:

- Dr. Nonale Resoor - Scope of Work
- Dr. Anna Lee A. Amores - Scope of Work
- Miss Rosela R. Abiera - Diverse Volunteer Participation;  
Increment of Volunteers
- Mrs. Karla P. Antonio - Generated Resources;  
Increment of Resources
- Dr. Emma S. Mate - Alignment to Brigada Eskwela Theme
- Mr. Joseph R. Gemina - Alignment to Brigada Eskwela Theme
- Mr. Antonio B. Baguio, Jr - Creativity and Innovation

16. The evaluators from the District Level, Congressional Level, and Division Level must use the unified Evaluation Rubric/Score Sheet attached in this Memorandum.

17. Please also refer to the attached timeline and deadlines which must be strictly followed.
18. Services rendered on weekends will merit Service Credit for teachers and Compensatory Overtime Credit for non-teaching personnel.
19. Travelling and other incidental expenses of district and congressional level evaluators shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
20. This serves as **TRAVEL ORDER**.
21. For information, guidance, widest dissemination, and strict compliance.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent  
2/21/19



### **IMPORTANT DATES TO REMEMBER**

- |                           |  |
|---------------------------|--|
| <b>May 20 – 25, 2019</b>  | - Brigada Eskwela Implementation   |
| <b>May 20, 2019</b>       | - Division Launching (venue to be announced)   |
| <b>May 30 – 31, 2019</b>  | - Submission of BE Album to District Evaluators  |
| <b>June 3, 2019</b>       | - Deadline for the Submission of Consolidated Brigada Eskwela Report (BE divform 1 and BE divform 1.1) to the Division Coordinator |
| <b>June 5 – 10, 2019</b>  | - District Level Search  |
| <b>June 13 – 14, 2019</b> | - Submission of Nomination Form and BE Albums to Congressional Level Evaluators  |
| <b>June 17 – 23, 2019</b> | - Congressional District Search  |
| <b>June 26 – 28, 2019</b> | - Submission of Nomination Forms, BE Albums, Congressional Level Score Sheets, and Summary Sheets to the Division Office           |
| <b>July 1 – 12, 2019</b>  | - Division Level Search (Perusal of Documents and Site Validation)   |



BRIGADA ESKWELA 2019  
 DISTRICT CONSOLIDATED REPORT

District: \_\_\_\_\_

Schss ID	School Name	GENERATED RESDURCES											VOLUNTEER WORK		
		INFRASTRUCTURE						Other Donations					Total No. of Volunteers	Total No. of Hours Rendered (Labor)	OVERALL Volunteer Man Hours (Amount in Pess) *
		Equipment			Hardware Materials			Construction/Repair of Classrooms/Facilities							
			Item	Amount (in Peso)		Item	Amount (in Peso)	Qty.	Item	Amount (in Peso)	Qty.	Item	Amount (in Peso)		
<b>TOTAL</b>				-				-				-		-	-

Prepared by: \_\_\_\_\_  
 District Adopt-a-School Program Coordinator

Approved by: \_\_\_\_\_  
 District Supervisor

\*Php 37.50 per man-hour cost

**SCORE SHEET FOR THE SELECTION OF BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS**

SCHOOL: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ CATEGORY: \_\_\_\_\_

**I. SCOPE OF WORK (35%)**

**A. Alignment to School Improvement Plan (10%)**

		5	4	3	2	1	SCORE
1	Priority Improvement Areas indicated in the School Improvement Plan (SIP)	All PIAs have BE Maintenance/Improvement Works	75% of PIAs have BE Maintenance/Improvement Works	50% of PIAs have BE Maintenance/Improvement Works	25% of PIAs have BE Maintenance/Improvement Works	Maintenance/Improvement Works are not aligned with any PIA	
2	Alignment to Priority Improvement Areas indicated in the SIP	All PIAs have BE Maintenance/Improvement Works	75% of PIAs have BE Maintenance/Improvement Works	50% of PIAs have BE Maintenance/Improvement Works	25% of PIAs have BE Maintenance/Improvement Works	Maintenance/Improvement Works are not aligned with PIAs	
3	Alignment to BE Plan and Physical Facilities Repair and Maintenance Needs Assessment	100% of the BE Assessment is addressed by the BE Works	75% of the BE Assessment is addressed by the BE Works	50% of the BE Assessment is addressed by the BE Works	25% of the BE Assessment is addressed by the BE Works	BE Assessment is addressed by any of the BE Works	
4	Program of Work	All BE Maintenance/Improvement Works have POW	75% of Maintenance/Improvement Works have POW	50% of Maintenance/Improvement Works have POW	25% of Maintenance/Improvement Works have POW	Maintenance/Improvement Works have no POW	

Total Points Earned: \_\_\_\_\_

**SCORE: Total Points Earned Multiplied by 10% =** \_\_\_\_\_

**B. Maintenance/ Improvement Works (25%)**

Brigada Eskwela Works (Please enumerate below the different BE projects)	5	4	3	2	1
	100% Completion	75% Completion	50% Completion	25% Completion	10% Completion
1					
2					
3					
4					
5					

Total Points Earned: \_\_\_\_\_

**SCORE: Total Points Earned Multiplied by 25% =** \_\_\_\_\_



**II. DIVERSE VOLUNTEER PARTICIPATION (25%)**

**A. Parent Volunteers (15%)**

Number of Parent Volunteers for Current Brigada Eskwela \_\_\_\_\_

Number of Parents in the Previous School Year \_\_\_\_\_

**SCORE: Number of Parent Volunteers Divided by Number of Parents in the Previous SY Multiplied by 15% = \_\_\_\_\_**

**B. Other volunteers (10%)**

Volunteers	2	1.5	1	0.5
	Minimum of 5 volunteers (attendance sheet and pictures)	Minimum of 5 volunteers (attendance sheet only)	Four or less volunteers (attendance sheet and pictures)	Four or less volunteers (attendance sheet only)
NGAs and other government organization and public corporation				
Local Government Units (Barangay, Municipality, Province)				
Community Involvement including NGOs and Professional Association				
Private Sector Involvement including corporate foundations and private schools				
Pupil/Student Organization (SSG/SPG)				
Alumni Associations and other civic organizations				

Total Points Earned: \_\_\_\_\_

**SCORE: Total Points Earned Multiplied by 10% = \_\_\_\_\_**

**III. GENERATED RESOURCES (15%)**

Category	Required Generated Resources (in Pesos)	
	Elementary	Secondary
Small School	99,999 and below	99,999 and below
Medium School	100,000 - 299, 999	100,000 - 299, 999
Large School	300,000 - 499, 999	300,000 - 999, 999
Mega School	500,000 and above	1,000,000 and above

  

Amount Generated	5	4	3	2	1
Infrastructure + Donations + Volunteer Man Hours	Raised 100% more than the required target	Raised 80% more than the required target	Raised 60% more than the required target	Raised 40% more than the required target	Raised 20% more than the required target
Php					

Points Earned = \_\_\_\_\_

MOVs needed: receipts and DODs

**SCORE: Total Score Multiplied by 15% = \_\_\_\_\_**

**IV. ALIGNMENT TO BRIGADA ESKWELA THEME (10%)**

**A. WASH in Schools (5%)**

**1 Point per Item**

Pupil to group facility with soap ratio 1:100 for one shift	
Handwashing facilities with soap in strategic areas (near canteen/eating area, play areas, toilets)	
Supply of soap, toothbrush and fluoride toothpaste through DepEd funds/ external partners	
Information on proper disposal of sanitary pads in the girls toilet	
DepEd approved materials on menstrual hygiene management for teachers and learners are available	
Toilets are secure, private, with door and lock, have lighting, adequate ventilation, and abundant water supply	
Detached Toilets are located within view of school building and people	
Learner to toilet seat ratio (by gender) is 1:50 learners or less	
Dailing cleaning of toilets, handwashing and other water facilities	
Segregated trash bins with cover are available in all classrooms, toilets, canteens, offices, clinics, play areas, hallway	
Comprehensive waste segregation system is in place, such as policy, facility and practice, and sanctions for non-compliance	
Garbage is collected at least twice a week OR school has compost facility for biodegradable waste and materials recovery facility (MRF) for recyclable waste	
Functional drainage from kitchen and wash areas to ensure there is no stagnant water in the school.	
Safe drinking water is provided for free for all children in the school at all times	
There are organized teams to promote WINS (e.g. student clubs)	

Total Points Eamed = \_\_\_\_\_

**SCORE: Total Score Multiplied by 5% = \_\_\_\_\_**

**B. School Safety and Preparedness Guide (5%)**

**1 Point per Item**

Fire Safety Inspection Certificate	
No broken windows, doors, blackboards, and roof	
Fire extinguishers and other fire suppression equipment	
Unobstructed corridors and pathways, no protruding objects	
Drainage Facilities	
Safety signage for ongoing construction, unfinished, damaged and condemned school buildings	
Secured cabinets and drawers and ICT equipment and ensure heavy objects are below head level	
Posted safety measures in laboratories and workshops	
Prepared an evacuation/exit plan and directional signage on every floor and building	
Had identified evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies	
Pruned trees to avoid entanglement from electrical wirings	
Posted a directory of emergency contact numbers of relevant government agencies and offices in various areas of the school	
Established early warning mechanisms and informed all students and personnel	

Equipped school with first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergencies	
Identified alternative sources and/or maintain supply of drinking water in school	
Provision of Identification Cards to students with relevant information	
Created a database of students and their family contact details	
Secured vital school records through scanning and stored in cloud	
Coordinated with barangay officials on provision of pedestrian lanes and pedestrian safety of students	
Provision of Security/Incident Log	
Storage are for safekeeping of vital school records, textbooks, teaching manuals, computers and other school equipment	
School Evacuation Plan can be seen in classrooms and in a strategic area in the school	
Conducted Orientation on DRRM Procedures during the Brigada Eskwela Week	
Identified and cordoned hazardous areas	
Printed Name of School and School ID at the rooftop of main building	

Total points earned = \_\_\_\_\_

**SCORE: Total Score Multiplied by 5% = \_\_\_\_\_**

**V. CREATIVITY AND INNOVATION (10%)**

**A. Access (5%)**

Innovations	5	4	3	2	1
	100% of learners are benefited resulted an average 5% increase in the KPIs	75% of learners are benefited resulted an average 4% increase in the KPIs	50% of learners are benefited resulted an average 3% increase in the KPIs	25% of learners are benefited resulted an average 2% increase in the KPIs	10% of learners are benefited resulted an average 1% increase in the KPIs
SHDP Application Project					
Re-Entry Plan					
School Banner Project					
Medical Dental Services					
Gulayan at Palaisdaan sa Paaralan					
Income Generating Project					
Other Projects:					

Total points earned = \_\_\_\_\_

**SCORE: Total Score Multiplied by 5% = \_\_\_\_\_**

**B. Quality (5%)**

Any Among the School Innovations/ PAPs/Innovation Results which Received Awards	5	4	3	2	1
	Received National Award/s	Received Regional Level Award/s	Received Division Level Award/s	Received Congressional Level Award/s	Received District Level Award/s

Total points earned = \_\_\_\_\_

**SCORE: Total Score Multiplied by 5% =** \_\_\_\_\_

**VI. INCREMENT OF RESOURCES AND VOLUNTEERS (5%)**

**A. Volunteer Participation**

Total Number of Volunteers		5	4	3	2	1
Previous Year	Current Year	80% - 100% increase	60% - 70% increase	40% - 50% increase	10% - 20% increase	no increase

**B. Generated Resources**

Total Generated Resources		5	4	3	2	1
Previous Year	Current Year	80% - 100% increase	60% - 70% increase	40% - 50% increase	10% - 20% increase	no increase

Total Points Earned (A + B) = \_\_\_\_\_

**SCORE: Total Score Multiplied by 10% =** \_\_\_\_\_

Summary of Scores:

- I Scope of Work \_\_\_\_\_
- II Diverse Volunteer Participation \_\_\_\_\_
- III Generated Resources \_\_\_\_\_
- IV Alignment to Brigada Eskwela Theme \_\_\_\_\_
- V Creativity and Innovation \_\_\_\_\_
- VI Increment of Resources Generated \_\_\_\_\_

**TOTAL**

Evaluated by:

\_\_\_\_\_  
Signature over Printed Name

**2019 BRIGADA ESKWELA SEARCH**

**NOMINATION FORM**  
**(For the Congressional Level Search)**

District: \_\_\_\_\_  
District Supervisor: \_\_\_\_\_

**ELEMENTARY**

Small School: \_\_\_\_\_  
Medium School: \_\_\_\_\_  
Large School: \_\_\_\_\_  
Mega School: \_\_\_\_\_

**SECONDARY**

Small School: \_\_\_\_\_  
Medium School: \_\_\_\_\_  
Large School: \_\_\_\_\_  
Mega School: \_\_\_\_\_

Nominated by: \_\_\_\_\_

**DISTRICT EVALUATORS:**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

**2019 BRIGADA ESKWELA SEARCH**

**NOMINATION FORM**  
(For the Division Level Search)

Congressional District:     1st     2nd     3rd

**ELEMENTARY**

Small School: \_\_\_\_\_  
Medium School: \_\_\_\_\_  
Large School: \_\_\_\_\_  
Mega School: \_\_\_\_\_

**SECONDARY**

Small School: \_\_\_\_\_  
Medium School: \_\_\_\_\_  
Large School: \_\_\_\_\_  
Mega School: \_\_\_\_\_

Endorsed by:

**CONGRESSIONAL DISTRICT EVALUATORS:**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

## 2019 BRIGADA ESKWELA SEARCH SUMMARY SHEET

CATEGORY/ SCHOOL		Scope of Work	Diverse Volunteer Participation	Generated Resources	Alignment to BE Theme	Creativity & Innovation	Increment of Resources	TOTAL	RANK
<b>ELEMENTARY</b>									
<b>SMALL SCHOOL</b>	1								
	2								
	3								
	4								
	5								
<b>MEDIUM SCHOOL</b>	1								
	2								
	3								
	4								
	5								
<b>LARGE SCHOOL</b>	1								
	2								
	3								
	4								
	5								
<b>MEGA SCHOOL</b>	1								
	2								
	3								
	4								
	5								
<b>SECONDARY</b>									
<b>SMALL SCHOOL</b>	1								
	2								
	3								
	4								
	5								
<b>MEDIUM SCHOOL</b>	1								
	2								
	3								
	4								
	5								
<b>LARGE SCHOOL</b>	1								
	2								
	3								
	4								
	5								
<b>MEGA SCHOOL</b>	1								
	2								
	3								
	4								
	5								

\_\_\_\_\_  
Signature Over Printed Name

Judge 1

\_\_\_\_\_  
Signature Over Printed Name

Judge 2

\_\_\_\_\_  
Signature Over Printed Name

Judge3

\_\_\_\_\_  
Signature Over Printed Name

Judge 4

\_\_\_\_\_  
Signature Over Printed Name

Chairman