



April 30, 2019

**DIVISION MEMORANDUM**

No. 263, s. 2019

**CONDUCT OF THE 2019 BRIGADA ESKWELA**

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. Pursuant to DepEd Memorandum No. 036, s. 2019, the Division of Negros Oriental will conduct the 2019 Brigada Eskwela on May 20 to 25, 2019 with the theme "Matatag na Bayan para sa Maunlad Paaralan".
2. Anent this, the Brigada Eskwela Division Launching will be held on **May 20, 2019 at 8:00 in the morning at Bacong Central School**, Bacong District. This will be followed by a Division Brigadahan at **10:00 AM**.
3. Participants of the Division Launching are the following:
  - a. Schools Division Superintendent
  - b. Assistant Schools Division Superintendents
  - c. Division Chiefs (CID and SGOD)
  - d. Division Education Program Supervisors
  - e. Senior Education Program Specialists
  - f. Division Section Heads
  - g. Public Schools District Supervisors/Districts-In-Charge
  - h. District Adopt-A-School Program Coordinators
  - i. Education Program Specialists II
  - j. Bacong District School Heads
  - k. Bacong Central School Faculty and Staff
  - l. Bacong Central School Volunteers and Stakeholders
4. The participants are requested to wear **any available old Brigada Eskwela shirt**.
5. Further, the Division Brigadahan will be participated by Division Office Personnel identified by each section head. Brigadahan volunteers are requested to bring the following:
  - a. Cap
  - b. Long-sleeved shirt
  - c. Paintbrush/ paint roller
  - d. Broomsticks or any cleaning equipment
  - e. Hammer or any carpentry tool
6. All School Heads are further encouraged to mobilize their Brigada Eskwela Steering Committees and invite volunteers and stakeholders to join the conduct of the activity in their respective schools. Please also post/hang the Brigada Eskwela tarpaulin at the façade of the school. (Please see attached sample).





7. Division Education Program Supervisors, Public School Division Supervisors, Districts-In-Charge, SGOD SEPS and EPS II are hereby requested to monitor the conduct of the Brigada Eskwela activities in the different public elementary and secondary schools using the monitoring tool provided by the Monitoring and Evaluation Section. Further, please submit all duly accomplished tool to Mr. Dennis Charl F. Andalajao, SEPS- M&E on or before **May 31, 2019**. (Please see attached monitoring tool).
8. Please be reminded of the different deadlines and schedule relative to the conduct of the Brigada Eskwela. Please refer to the attached timeline for the important dates and congressional level evaluators.
9. Travelling expenses of participants to the launching activity shall be charged against School/Division MOOE and other local funds while AM snacks and lunch shall be charged against Division ASP/Partnership funds subject to the usual accounting and auditing rules and regulations.
10. This serves as **TRAVEL ORDER**.
11. For information and widest dissemination.

For the Schools Division Superintendent:

  
**ERLINDA N. CALUMPANG, Ed. D.**  
Chief Education Program Supervisor  
Curriculum Implementation Division  
Office-In-Charge 

SGOD/RBP/kpantonio





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### IMPORTANT DATES TO REMEMBER

- May 20 – 25, 2019** - Brigada Eskwela Implementation
- May 20, 2019** - ~~Division Launching (Bacong Central School)~~
- May 30 – 31, 2019** - Submission of BE Album to District Evaluators
- June 3, 2019** - Deadline for the Submission of Consolidated Brigada Eskwela Report (BE divform 1 and BE divform 1.1) to the Division Coordinator
- June 5 – 10, 2019** - District Level Search
- June 13 – 14, 2019** - Submission of Nomination Form and BE Albums to Congressional Level Evaluators
- 1<sup>st</sup> Congressional District:**  
Chairman: **Dr. Dominador E. Bersa**  
Members: All PSDSs/DICs  
in the 1<sup>st</sup> Congressional District
- 2<sup>nd</sup> Congressional District:**  
Chairman: **Ms. Rhona G. Silva**  
Members: All PSDSs/DICs  
in the 2<sup>nd</sup> Congressional District
- 3<sup>rd</sup> Congressional District:**  
Chairman: **Mr. Sonny V. Uy**  
Members: All PSDSs/DICs  
in the 3<sup>rd</sup> Congressional District
- June 17 – 23, 2019** - Congressional District Search
- June 26 – 28, 2019** - Submission of Nomination Forms, BE Albums, Congressional Level Score Sheets, and Summary Sheets to the Division Office
- July 1 – 12, 2019** - Division Level Search (Perusal of Documents and Site Validation)

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)





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**BRIGADA ESKWELA (BE) DIVISION MONITORING TOOL**  
 S.Y. 2019– 2020

District:	Name of School:																																																																								
School Address:	School ID:																																																																								
(Please check appropriate box) Level: <input type="checkbox"/> Elementary <input type="checkbox"/> High School <input type="checkbox"/> Senior High School	Type of School ELEMENTARY SECONDARY <input type="checkbox"/> Central School <input type="checkbox"/> JHS & SHS <input type="checkbox"/> Brgy. School <input type="checkbox"/> Stand- Alone <input type="checkbox"/> Annex <input type="checkbox"/> Mother School <input type="checkbox"/> Annex																																																																								
School Head:	Contact Number:																																																																								
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<b>A. SCOPE OF WORK (Please check appropriate column)</b>				
	Repaired	Repainted	Replaced	Others (Brief description)
1. Roofs/gutters				
2. Ceilings				
3. Walls				
4. Windows and doors				
5. Blackboards				
6. Comfort rooms				
7. Chairs/desks/tables				
8. Water facilities/drainage system				
9. Signages				
10. School garden				
11. Lighting				
12. Windows				
13. Doors				
14. Comfort rooms				
15. School grounds				
16. School canteen				
17. School fence				
18. Others, please specify:				

<b>C. GENERATED RESOURCES (converted into peso – worth) You may use additional sheet.</b>		
Type of Donations	Source	Estimated Cost

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<b>B. DIVERSE VOLUNTEER PARTICIPATION (use separate sheets if needed)</b>								
Type of volunteer	Name of Organization (use separate sheets, if needed)	Number of Volunteers per Day						Total
		1	2	3	4	5	6	
1. Private Sector (NGOs, foundations, corporations, international organizations, private schools/universities, mission and aid groups)								
2. Community Involvement (Parents & other family members, officers and members of PTCA, alumni, nearby homeowners or community members, religious groups, etc.)								
3. Government Agency involvement (National Government & LGUs)								

<b>D. DISASTER PREPAREDNESS OF THE SCHOOL</b>			
	Evident	Not Evident	Remarks
<b>I. Safety Learning Facilities</b>			
1. Calibrate electrical system for repair & upgrade.			
2. Repair minor classroom damages.			
3. Install appropriate and available fire suppression equipment or resources.			
4. Ensure that corridors and pathways are free from any obstruction.			
5. De-clog drainage and provide cover to open canals.			
6. Post safety precaution tips in the laboratories and workshops.			
7. Prepare an evacuation and exit plan.			

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8. Prune trees to avoid entanglement from electrical wiring.			
9. Cordon off and post safety signage along or near construction sites and condemned buildings			
10. Secure cabinets and ensure that heavy objects are below head level			
11. Identify evacuation areas and classrooms as temporary shelters during emergencies.			
<b>II. School Disaster Management</b>			
12. Post emergency contact numbers in various areas			
13. Warning mechanisms installed (working emergency button/bell/ fire alarm/speakers/ text blasts)			
14. Equip school with first aid kits and other emergency preparedness supplies			
15. Identify other sources of water supply			
16. Ensure that comfort rooms & hand washing areas are functioning.			
17. ID of personnel and students/pupils have relevant personal information			
18. Database/ Directory of contact details			
19. Secure storage for safekeeping of important documents			
<b>III. Disaster Risk Reduction in Education</b>			
20. Identify storage area for safekeeping of pertinent school records, textbooks, teaching manuals, computers and other school equipment.			
<b>E. SIGNIFICANT EVENTS/EXPERIENCES (use separate sheets, if needed)</b>			
What happened?	Who were involved?	When?	What is/are important contribution to the operation of the school or to the existing needs of the school?
<b>F. CLASSROOM READINESS</b>			
	Evident	Not Evident	Remarks

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1. Lesson Plan			
2. Curriculum Guides			
3. Teaching Guides			
4. Other References			
5. Classroom Structuring			
6. Display/Bulletin Board			
7. Different Learning Corners			
8. Instructional Materials per Subject			
9. Attendance Chart			
10. Class Record			
11. Class Register			

**G. ISSUES AND CONCERNS (Describe briefly problems encountered and how resolved)**

**H. LESSONS LEARNED/BEST PRACTICES**





**I. SUGGESTIONS TO STRENGTHEN BRIGADA ESKWELA PROJECT**

\_\_\_\_\_  
Name of School Head

\_\_\_\_\_  
Name of Division Evaluator





# BRIGADA ESKWELA '19

May 20-25, 2019

Matatag na Bayan Para sa  
Maunlad na Paaralan

