



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

14 August 2023

DIVISION MEMORANDUM
NO. **389** S. 2023

**MONITORING AND TECHNICAL ASSISTANCE ON THE
IMPLEMENTATION OF 2023 BRIGADA ESKWELA**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. In consonance with DepEd Order No. 021, s. 2023, titled: **“2023 Brigada Eskwela Implementing Guidelines”**, this Office will conduct monitoring and provide technical assistance on the implementation of the Brigada Eskwela Activities on August 14 – 19, 2023 with the theme **“Bayanihan Para sa MATATAG na Paaralan”**.
2. This activity aims to:
 - a. check the progress and status of implementation of the program;
 - b. ensure the schools’ compliance with the guidelines stipulated in the above DepEd Order; and
 - c. provide necessary technical assistance to schools on the implementation of the program.
3. The composition of the Division Monitoring Teams and the schedule of the monitoring and technical assistance activities are as follows:

Team A	District	Date
1. Nannette G. Calixterio 2. Romar S. Jaravelo 3. Sephora M. Roldan 4. Dr. Ruth C. Gervero 5. Elenia P. Baranda 6. Ronie C. Reteracion 7. Dr. Joy Arnold T. Lejos 8. Dr. Immaculada J. Amores 9. Ronald D. Dile 10. Yzarda Claudette Ballera 11. Jerry V. Mosquite 12. Designated PSDS	Cuartero Mambusao West & Dumalag Panitan & Ivisan Pontevedra & Pilar Sapian & Jamindan Tapaz West	August 14, 2023 August 15, 2023 August 16, 2023 August 17, 2023 August 18, 2023 August 19, 2023




Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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Team B	District	Date
1. Andres D. Quiachon	Dao	August 14, 2023
2. Dr. Merlie J. Rubio		
3. Dr. Rolando B. Jamora	Mambusao East & Dumarao	August 15, 2023
4. Salvador Dale Artates		
5. Alan Vincent B. Altamia	Panay & Maayon	August 16, 2023
6. Dr. Marggie A. Obligacion		
7. Glenda Marie B. Botin	Pres. Roxas	August 17, 2023
8. Jhean Mae Grace Lingco		
9. Mary Grace A. Atinon	Sigma	August 18, 2023
10. One (1) Nurse II		
11. Designated PSDS	Tapaz East	August 19, 2023

- SDO personnel shall be granted Compensatory Time-Off (CTO) for all services rendered during weekends as members of the Brigada Eskwela monitoring and technical assistance teams.
- Attached is the Checklist for Monitoring and Implementation of 2023 Brigada Eskwela. The softcopy of the said checklist will be sent to Brigada Eskwela/Partnership GC.
- Expenses relative to this activity shall be charged to local and/or downloaded funds subject to usual accounting and auditing rules and regulations.
- For more information and concerns, please contact **Ms. Nannette G. Calixterio, SEPS**, 09998888959 or **Mr. Romar S. Jaravelo, EPS II**, 09128108586, SocMob, Division Brigada Eskwela Focal Persons.
- Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

BRIGADA ESKWELA PROGRAMS
PARTNERSHIP SCHOOLS



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**Checklist for Monitoring 2023 Brigada Eskwela Week
 August 14 - 19, 2023**

School: _____
 Level: _____
 District: _____
 School Head: _____

Instruction: Put a check on the appropriate box corresponding each item. (*O for Observed, NO for Not Observed*). Provide MOVs for items with Observed Indicators.

INDICATORS	OBSERVATIONS			Remarks (number, status, condition, etc.)
	O		NO	
	Mark Check (/)	Indicate and attach the MOV's		
A. PRE - IMPLEMENTATION STAGE				
1. Assessment of Physical Facilities and Maintenance Needs of the School (Before the implementation of Brigada Eskwela, the School Facilities Coordinator shall identify the needs for the upcoming school year's opening of classes and assess school facilities that require repair or replacement. (Attach School Priority Needs)				
1a. Assisted in the identification of the school priority needs.				
1. Education Facilities Division				
2. School Watching Team (SWT)				
3. Parents - Teachers Association (PTA). (<i>Names were found at the assessment of school priority needs</i>)				
2. Compliance with the Absolute Prohibition on Solicitation. Conducted orientation on the new guidelines on the implementation of Brigada Eskwela especially on no collection policy.				
3. Creation of the Brigada Eskwela Working Committees				
3.1. Created the Brigada Eskwela Working Committee. (Please see the Brigada Eskwela Plan)				
3.2. Conducted Extensive Public Awareness Campaigns				





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3.2.1. Information dissemination of advocacy materials				
3.2.2. Conducted awareness campaigns				
3.3. Establishment of Partnerships for Resource Mobilization				
3.3.1. Mobilized voluntary resources, including both materials, manpower, and volunteer services, for the conduct of Brigada Eskwela in adherence to RA 5546				
3.3.2. Determined target resources and identified potential volunteers and partners. <i>(Report of Donations, Wall of Donors, DOD, DOA etc.)</i>				
3.3.3. Identified strategic activities in engaging stakeholders for Disaster Risk Reduction and Management. <i>(List of strategic activities, pictures etc.)</i>				
3.3.4. Ensured that the pledges/commitments of partners were delivered. <i>(Pledge of commitment, pictures etc.)</i>				
3.3.5. Accepted donations from partners before and during the Brigada Eskwela week. <i>(DOD, DOA etc.)</i>				
3.4. Program Implementation				
3.4.1. Directed and monitored the implementation of different activities as specified in the school work plan aligned with the School Improvement Plan (SIP) and Annual Implementation Plan (AIP). <i>(Pictures, report of implementation etc.)</i>				
3.4.2. Provided guidance and directions to work teams in the performance of assigned tasks. <i>(Pictures etc.)</i>				
3.4.3. Monitored actual accomplishments vis-à-vis identified needs and planned activities				
3.5. Handling of Administrative and Financial Matters				





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3.5.1. Provided administrative support and manage funds that will be generated in support of Brigada Eskwela.				
3.5.2. Ensured that all in-kind donations from and rendered services by both government and private sources are properly recorded. <i>(Use Acknowledgement Receipt and Inventory Custodian Slip).</i>				
3.5.3. Provided logistical support to volunteers such as but not limited to, work materials, first aid kits, refreshments, etc.				
3.5.4. Conducted daily inventory of all materials used				
3.5.5. Prepared documents required for availment of tax incentives by partners such as, but not limited to:				
a. MOA;				
b. Deed of donation and/or deed of acceptance; and				
c. Other required documents				
3.6. Documentation				
1. Prepared necessary documentation and reports of the Brigada Eskwela Program such as...				
a. Photo/video documentation;				
b. Prepared daily reports on donations received;				
c. Rendered services; and				
d. Recorded the daily attendance of volunteers.				





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B. IMPLEMENTATION STAGE

1. Suggested Activities *(Based on needs assessment, school shall select appropriate activities for implementation during the Brigada Eskwela week)*

Activities	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Persons Responsible	Expected Output s
Kick-Off Ceremony							SH, School Coordinator, Working Committees, School Governing Council	BE Program of Activities, Pledges of Commitment
Presentation of Major projects/ activities to be done							SH, School Coordinator	BE Presentations
Organizing and Briefing of working Teams							SH, School Coordinator	BE Organizational Structure, Functions of each committee
Presentation of BE Ian							SH, School Coordinator	BE Presentation
Registration of Partners and Stakeholders							Secretariat	Accomplished Registration Forms
Volunteers								
Receipt donations, resources/ supplies							SH, School Coordinator, Working Committees	BE Registry of donations, resources,





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									and supplies received
	Repair / Repainting / Replacement / Rehabilitation of school facilities such as roofs / gutters, walls, comfort rooms, and others							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 Accomplishment Certificates of Recognition

2. Maintenance of Clean Schools						
1. School grounds are clean						
2. Classrooms and all its walls, and other school facilities are clean and free from unnecessary artwork, decorations, tarpaulin, and posters at all times. <i>(Pictures etc.)</i>						





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3. Oversized signages with commercial advertisements, words of sponsorships, and/or endorsements or announcements of any kind or nature shall be taken down in compliance with DO 37, s. 2010.				
4. Classroom walls shall remain bare and devoid of posters, decorations or other posted materials.				
5. Classrooms should not be used to stockpile materials and should be clear of other unused items or items for disposal.				
C. POST IMPLEMENTATION STAGE				
1. Preparation and Submission of Accomplishment Report				
a. Accomplish the school's Brigada Eskwela Report through the DepEd Partnerships Database System (DPDS).				
b. Other projects and activities completed with the help of stakeholders and partners outside the Brigada Eskwela week shall be reported to the division and central office through the DepEd Partnership Database System (DPDS).				
c. All donated items classified as property, plant, and equipment are properly recorded in the book of accounts as stipulated in DO No. 082, s. 2011 titled "Guidelines on the Proper Recording of all Donated Properties".				
d. The documents required to support the recording in the book of accounts are as follows:				
1. Inventory Custodian Slip for donated properties with a value below P50,000.00; and				
2. Property Acknowledgment Receipt for donated properties above P50,000.00.				
2. Sustaining Brigada Eskwela (Please see DepEd Order No. 021, s. 2023)				





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a. Keep the stakeholders informed...				
b. Conducted forums, focus group discussion to strengthen partnerships				
c. Conducted trainings/attended relevant seminars				
d. Kept the Spirit of Bayanihan alive in every activity				
e. Conducted Recognition and Appreciation program				

Monitored by:

Name: _____ **Name:** _____
Position: _____ **Position:** _____
Date: _____ **Date:** _____

Conforme:

Name: _____
Position: _____
Date: _____

