



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF CAPIZ**

September 5, 2023

**DIVISION MEMORANDUM**  
**NO. 439 S. 2023**

**SUBMISSION OF 2023 SCHOOL BRIGADA ESKWELA  
ACCOMPLISHMENT REPORT**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
Elementary, Secondary and Integrated School Brigada Eskwela (BE)/  
Adopt-a-School Program (ASP)/Partnership Focal Persons  
All Others Concerned

1. Pursuant to DepEd Order No. 021, s. 2023 titled “2023 Brigada Eskwela Implementing Guidelines”, this Office, through the Social Mobilization and Networking Unit (SocMob) under the School Governance and Operations Division (SGOD) requires all elementary, secondary and integrated schools to submit the 2023 School Brigada Eskwela Accomplishment Report (*Post Implementation Stage, Preparation and Submission of Accomplishment Report*).
2. The following should be accomplished by schools:
  - a. DepEd Partnerships Database System (DPDS) Template **on or before September 6, 2023**. The Accomplished DPDS template should be uploaded to the google drive. The google drive link will be posted on ASP/Brigada Eskwela GC.
  - b. SDO Capiz 2023 Brigada Eskwela Monitoring Checklist. The accomplished monitoring checklist with MOVs should be saved in PDF with a file name **SCHOOL\_SCHOOL\_ID\_DISTRICT (Example: AGCABUGAO ES\_115409\_CUARTERO)** and uploaded to the google drive **on or before September 15, 2023**. The google drive link will be posted on ASP/Brigada Eskwela GC. See *attached monitoring checklist*.



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3. For more information, contact the Division Brigada Eskwela Focal Person, **Mr. Romar S. Jaravelo, EPS II, 09128108586**, Social Mobilization and Networking Section of School Governance and Operations Division (SGOD).
4. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: As stated  
Reference: DepEd Order No. 021, s. 2023

To be indicated in the Perpetual Index  
Under the following subjects:

BUREAUS AND OFFICES  
CAMPAIGN  
COMMITTEES  
LEARNERS  
PROGRAMS  
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.

<b>INDICATORS</b>	<b>OBSERVATIONS</b>			<b>Remarks (number, status, condition, etc.)</b>
	<b>O</b>		<b>NO</b>	
	<i>Mark Check (/)</i>	<i>Indicate and attach the MOVs</i>		
<b>A. PRE - IMPLEMENTATION STAGE</b>				
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 Outputs
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:** \_\_\_\_\_

