



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

September 5, 2023

DIVISION MEMORANDUM

NO. 440, S. 2023

**2023 BRIGADA ESKWELA SERVICE CREDITS FOR TEACHING PERSONNEL AND
COMPENSATORY TIME-OFF FOR NON-TEACHING PERSONNEL**

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
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) informs the field of the submission of documentary requirements for teaching and non-teaching personnel entitled to earn vacation service credits arising from their active involvement as members of the school Brigada Eskwela working committees and/or voluntary services in the Brigada Eskwela activities **on or before September 27, 2023**.
2. Teachers shall earn one-day service credit for accumulated eight (8) hours of services as committee members and/or volunteers in the school preparation and partnership engagement activities, but not to exceed a total of six (6) days service credits. The computation of the service credits to teachers shall be in consonance with DO 53, s. 2003 titled “*Updated Guidelines on Grant of Vacation Service Credits to Teachers*”, particularly, *Item No. 1-d sub-items a and k and Item No. 1-f*. Likewise, non-teaching personnel shall be granted Compensatory Time-Off (CTO) for all services rendered during weekends as members of the Brigada Eskwela working committees and/or voluntary services in the BE activities. Eight (8) hours of accumulated services are equivalent to one-day CTO.



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3. The school head must submit in bunch the documents of teaching and non-teaching personnel who rendered services during the 2023 Brigada Eskwela at SDO Capiz Receiving Section, to wit:
 - a. 2023 Brigada Eskwela Individual Work Plan noted by the School Head;
 - b. 2023 Brigada Eskwela Individual Accomplishment Report
(Pictures with label based on Individual Work Plan);
 - c. Duly Signed DTR; and
 - d. Duly signed Special Order (see attached Enclosure No. 1).
4. 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).
5. 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
DepEd Order 53, s. 2003

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

BUREAUS AND OFFICES
CAMPAIGN
COMMITTEES
LEARNERS
PROGRAMS
SCHOOLS



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Enclosure No. 1 to Division
Memorandum No. 440



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Special Order
No. _____ s. 2023

It is hereby made a matter of record that the following teaching and non-teaching personnel rendered services during the **2023 BRIGADA ESKWELA** on **AUGUST 14 – 19, 2023** thus, they were granted service credits/compensatory time-off.

EMPLOYEE NUMBER	NAME	STATION	INCLUSIVE DATE OF SERVICE RENDERED	NO. OF DAYS SERVICE CREDITS RECOMMENDED	NO. OF DAYS SERVICE CREDITS

This service credit may be used to offset absence on account of illness.

Respectfully Submitted by:

School Head

Noted:

ROMAR S. JARAVELO
EPS II, SM & N

Recommending Approval:

KENNETH D. ANOCHE
EPS II – ALS/OIC – Office of the OA V

Approved:

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



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