



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

July 30, 2024

DIVISION MEMORANDUM
No. 428, s. 2024

SUBMISSION OF 2024 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
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to Division Memorandum No. 380, s. 2024 titled “*2024 Brigada Eskwela Division Kick-Off Program*”, this Office, through the Social Mobilization and Networking Unit of the School Governance and Operations Division (SGOD) requires all elementary, secondary and integrated schools to submit the 2024 School Brigada Eskwela Accomplishment Report (*Post Implementation Stage, Preparation and Submission of Accomplishment Report*).
2. The following should be accomplished by schools:
 - a. DepEd Partnership Database System (DPDS) Template **on or before August 6, 2024**. The accomplished DPDS Template should be uploaded to the google drive. The google drive link will be posted on Secondary, Integrated and Districts Partnership GCs.
 - b. SDO Capiz 2024 Brigada Eskwela Monitoring Checklist. The accomplished monitoring checklist with MOVs should be saved in PDF with a file name **SCHOOL_SCHOOLID_DISTRICT** (e.g. **AGCABUGAOES_115409_CUARTERO**) and uploaded to the google drive **on or before August 23, 2024**. The google drive link will be posted on Secondary, Integrated and Districts Partnership GCs. See attached monitoring tool checklist.




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



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

3. For more information, kindly contact **Mr. Romar S. Jaravelo**, Senior Education Program Specialist at Mobile No. 09128108586, Division Brigada Eskwela Focal Person, Social Mobilization and Networking Unit of the 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 

References: DepEd Order No. 021, s. 2023
DepEd Order No. 53, s. 2003

Incl: As Stated
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
CAMPAIGN
COMMITTEES
LEARNERS
PARTNERSHIPS
PROGRAMS
SCHOOLS
TEACHERS



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



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

Checklist for Monitoring 2024 Brigada Eskwela Week
July 22 – 27, 2024

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	
	<i>Mark Check (/)</i>	<i>Indicate and attach the MOVs</i>		
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. <i>(Attach School Priority Needs)</i>)				
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. <i>(Please see the Brigada Eskwela Plan)</i>				
3.2. Conducted Extensive Public Awareness Campaigns				



Address: Banica, Roxas City
Contact Number: 09177147249/09985470704
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

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				





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

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. (Use Acknowledgement Receipt and Inventory Custodian Slip).				
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.				





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

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, and supplies received





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

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>				
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.				





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

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: _____

Position: _____

Date: _____

Name: _____

Position: _____

Date: _____

Conforme:

Name: _____

Position: _____

Date: _____



Address: Banica, Roxas City

Contact Number: 09177147249/09985470704

Email Address: capiz@deped.gov.ph

Website: <http://depedcapiz.ph>