



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

16 JUN 2026

DIVISION MEMORANDUM
No. 258, s. 2026

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 213, S. 2026
TITLED CONDUCT OF REGIONAL KICK-OFF PROGRAM OF BRIGADA
ESKWELA FOR SCHOOL YEAR 2026-2027**

To: Assistant Schools Division Superintendent
OIC, Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In reference to Division Memorandum No. 213, s. 2026 titled Conduct of Regional Kick-Off Program of Brigada Eskwela for School Year 2026-2027, this Office, through the Social Mobilization and Networking Section of 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 4, 2026**.

2. Teaching personnel shall be 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. Teachers shall earn one-day service credit for accumulated eight hours of service as committee members and/or volunteers in the school preparation and partnership engagement activities, but not to exceed the total of five days' service credits. The computation of the service credits to teachers shall be in consonance with DO 13, s. 2024 titled Revised Guidelines on the Grant of Vacation Service Credit for teachers.

DepEd employees in all governance levels are encouraged to join Brigada Eskwela and may serve for two (2) days within the Brigada Eskwela week. This shall be considered on official time.



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Likewise, non-teaching personnel shall be granted Compensatory Time Off (CTO) for all services rendered during weekends/holidays as members of the Brigada Eskwela working committees and/or voluntary services in the Brigada Eskwela activities. Eight hours of accumulated services are equivalent to one-day CTO.

3. The school head must submit, in bunch, the documents of teaching and non-teaching personnel who rendered services during the 2026 Brigada Eskwela, as follows:

- A. To be submitted at the **SDO Receiving Section on or before September 4, 2026:**
1. Duly signed DTR – one (1) copy only per individual; and
 2. Duly signed Special Order – one (1) copy only per school. *(Please see the attached document. Kindly note that the SO template should not be modified)*
- B. To be submitted **in bunch** via the **Google Form link** prior to the submission of the documents listed under letter A:
https://bit.ly/2026BESERVICECREDIT_CTO
1. Letter of Intent (to provide/render voluntary services during Brigada Eskwela, per teaching and non-teaching personnel);
 2. 2026 Brigada Eskwela Individual Work Plan, noted by the School Head – per teaching and non-teaching personnel (see attached template); and
 3. 2026 Brigada Eskwela Individual Accomplishment Report (with labeled pictures based on the Individual Work Plan) – per teaching and non-teaching personnel (see attached template).

Items 1 to 3 should be arranged in sequence per individual.

Example:

- **Teacher A:** Letter of Intent, Individual Work Plan, and Individual Accomplishment Report, MOVs
- **Teacher B:** Letter of Intent, Individual Work Plan, and Individual Accomplishment Report, MOVs

**Please see attached sample layout*



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4. Other provisions of the aforementioned Memorandum remain in effect.
5. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl: As stated

Reference:

DepEd Order (No. 009, s. 2026)

DepEd Memorandum No. 042, s. 2025

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

BUREAU AND OFFICES

CAMPAIGN

COMMITTEES

LEARNERS

MONITORING AND EVALUATION

OFFICIALS

PARTNERSHIPS

PROGRAMS

SCHOOLS

TEACHERS



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June 18, 2026

Special Order
No.1-___s. 2026

It is hereby made a matter of record that the following teaching and non-teaching personnel rendered services during the **2026 BRIGADA ESKWELA** on **JUNE 1 – 5, 2026**. In accordance with DepEd Order 13, s. 2024, the said personnel were accordingly granted service credits and/or CTO, as applicable:

EMPLOYEE #	NAME (Alphabetical Order)		Level (Elem/JH/SH)	STATION	INCLUSIVE DATE OF SERVICE RENDERE D	NO. OF DAYS SERVICE CREDITS RECOMMENDE D	NO. OF DAYS SERVICE CREDITS
	Surname	Given Name					
6494908	Dela Cruz	Juan	SH	Arturo Jugo NHS	June 1 – 5, 2026	5	5

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

Respectfully Submitted by:

 School Head

Noted:

ROMAR S. JARAVELO
 SEPS, Social Mobilization & Networking

Recommending Approval:

MA. SHARON S. BARRIENTOS
 Administrative Officer V

Approved:

ROEL F. BERMEJO
 Schools Division Superintendent





2026 BRIGADA ESKWELA INDIVIDUAL ACCOMPLISHMENT REPORT

NAME: Ana Dela Cruz
POSITION: Teacher I
SCHOOL: Ivisan ES
DISTRICT: District of Ivisan

ACTUAL DAYS OF ATTENDANCE TO WORK	ACTUAL TIME LOG				ACTUAL ACCOMPLISHMENT / OUTPUT	MEANS OF VERIFICATION (MOVs)
	TIME IN	TIME OUT	TIME IN	TIME OUT		
June 1, 2026	7:15	11:25	12:50	4:55	Participated in classroom and school clean-up activities Painted classroom Assisted in minor repairs Assisted in documentation and photo coverage of activities	Please provide MOVs

Prepared by:

Volunteer (Teaching/Non-Teaching)

Noted by:

 School Head



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**SUPPORTING DOCUMENTS IN THE AVAILMENT OF SERVICES CREDITS
FOR TEACHING PERSONNEL AND COMPENSATORY TIME OFF FOR NON-
TEACHING PERSONNEL**

School ID:
School:
District:
Name of School Head:
Position:
Contact Number:

**Summary of Teaching and Non-Teaching Personnel Who Rendered
Services During the 2025 Brigada Eskwela**

Teaching Personnel		Service Credit Days Availed	Non-Teaching Personnel		CTO Days Availed
1	Ana Dela Cruz	5	1	Daniel Morales	1
2	Arnel Flores	5	2	Grace Reyes	1
3			3		
4			4		
5			5		
6			6		
7			7		



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Teaching Personnel

Name: **Ana Dela Cruz**

a. Letter of Intent

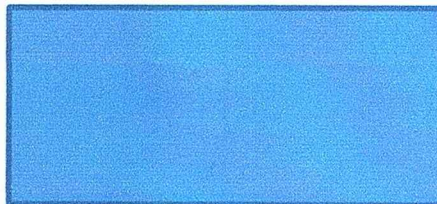
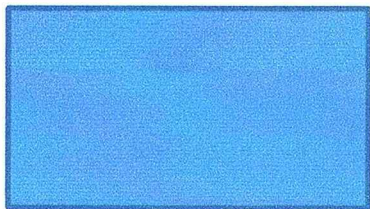
LETTER OF INTENT



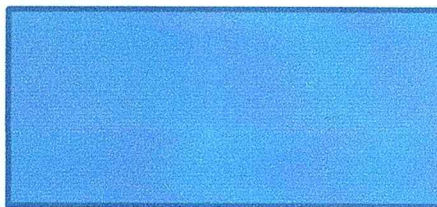
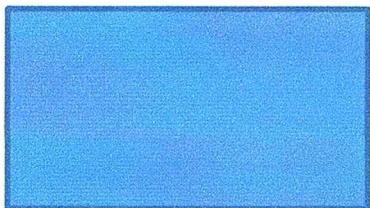
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MOVs:

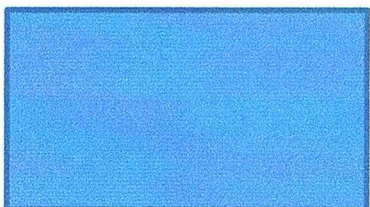
Participated in classroom and school clean-up activities



Painted classroom



Assisted in minor repairs



Assisted in documentation and photo coverage of activities

