



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

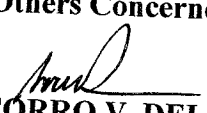


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DIVISION MEMORANDUM

No. 39, s. 2016

TO : **ASDS
Division Chiefs (CID & SGOD)
Public Schools District Supervisors
Elementary & Secondary School Heads
Section Chiefs, Non-Teaching Personnel
All Others Concerned**

FROM : 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT : **2016 Division Brigada Eskwela Implementation**

Date : **April 18, 2016**

1. Pursuant to DepEd Memorandum No. 35, s. 2016 entitled "Implementing Brigada Eskwela "2016", the Division of Catanduanes will conduct this year's Brigada Eskwela also known as National Schools Maintenance Week from May 30 to June 4, 2016 with the theme: "**Tayo Para sa Paaralang Ligtas, Maayos at Handa Mula Kindergarten Hanggang Senior High School**". This school maintenance effort engages all education stakeholders to contribute their time, effort, and resources in ensuring that public school facilities are ready in the opening in June.
2. All public elementary and secondary school schools within the School Division of Catanduanes shall hold a municipal caravan simultaneously to launch the first day of Brigada Eskwela on May 30, 2016. A kick-off ceremony will be held in a public school offering Senior High School Program. The two central school principals, public schools district supervisors, and the EPS in-charge of each municipality shall take charge of the said activity.
3. In preparation for the launching and conduct of Brigada Eskwela, a meeting with the PSDS's, secondary school heads and central school principals will be held on **April 22, 2016 at 8:00 A.M., Division Office Hall A**. Participants are advised to bring their copy of 2016 School BE Work Plans.
4. All DepEd employees are encouraged to join the Brigada Eskwela Activities by offering their skills, sharing their time or providing their in-kind support to public schools near their residence. Interested employees are given two days to do volunteer work on official time, provided that such work is approved by their heads of offices.

5. During the Brigada Eskwela Week, DepEd key officials in the Regional and Division offices will be monitoring to ensure successful implementation of the program.
6. In connection with the BE Schedule of Activities, a definite timeline was created as attached. This shall serve as your guide from the pre-implementation to the post-implementation stages of Brigada Eskwela 2016.
7. For more details, please see attached copy of DepEd Memorandum No. 35, s. 2016. Attached to this memorandum is the Criteria in the Selection for Brigada Eskwela Best Implementing Schools for reference purposes.
8. Brigada Eskwela Accomplishment Reports will be submitted to this office not later than June 30, 2016.
9. For more information, all concerned may contact **Maria Imelda S. Abejo** and **Marife B. Brequillo**, *Division Brigada Eskwela Coordinators*, at the SDO – SGOD (Social Mobilization and Networking).
10. Immediate and wide dissemination of the Memorandum is desired.

BRIGADA ESKWELA 2016 TIMELINE

STAGE	DATE	ACTIVITY	PERSON/S IN-CHARGE
Pre-Implementation	March 1 – May 13, 2016	Pre-Implementation Stage	School Brigada Eskwela Committee
	On or before May 13, 2016	Completion of <i>BE Forms 1 – 3</i>	School Brigada Eskwela Committee
	On or before May 20, 2016	Submission of copies of accomplished <i>BE Forms 1 – 3</i> to SGOD – Social Mobilization & Networking	School Brigada Eskwela Committee
Implementation	May 30, 2016	Brigada Eskwela Caravan and Kick-off Program	SDO, School Heads and Stakeholders
	May 30 – June 4, 2016	Brigada Eskwela Week (<i>BE Forms 4 – 6 to be utilized each day during the 6-day Brigada Eskwela</i>)	School BE Committee & Stakeholders
	June 4, 2016	Closing Program	School Brigada Eskwela Committee
	June 20, 2016	Submission of Accomplishment Reports (<i>Form 7</i>) to District Coordinators	Elementary School Heads
	June 30, 2016	Submission of District Consolidated Accomplishment Reports (<i>BE Form 1 & I.1 together with Forms 7</i>) to SGOD – Social Mobilization & Networking	BE District Coordinators and Secondary School Heads
	July 15, 2016	Finalization of Consolidated Report for Submission to ASP Regional Coordinator	Division BE Coordinators – SGOD
	July 18, 2016	Submission of BE Consolidated Report to ASP Regional Coordinator	Division BE Coordinators – SGOD
	July 30, 2016	Submission of BE Consolidated Reports to EPS-ASP Secretary	Regional ASP Coordinator
	July 1 – August 8, 2016	Selection and Deliberation of BE Awardee Candidates	Division Selection Committee
	August 8, 2016	Submission of Final List of School Candidates as BE Regional Awardees to Regional ASP Coordinator	Division BE Coordinators – SGOD
Post-Implementation	August 15, 2016	Submission of Final List of School Candidates as BE National Awardees to ASP Secretariat	Regional ASP Coordinator
	Within September 1 – 30, 2016	BE Regional Awards Ceremony	
	November 24, 2016	BE National Awards Ceremony	



Republic of the Philippines
Department of Education

08 MAR 2016

DepEd MEMORANDUM
No. **35**, s. 2016

IMPLEMENTING BRIGADA ESKWELA 2016

To: - Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) will conduct the **Brigada Eskwela 2016** also known as the *National Schools Maintenance* from May 30 to June 4, 2016 with the theme *Tayo Para sa Paaralang Ligtas, Maayos at Handa Mula Kindergarten Hanggang Senior High School*. All education stakeholders are encouraged to participate and contribute their time, effort and resources to this school maintenance effort in ensuring that all public school facilities are ready for the school opening in June.
2. On May 30, regional offices and schools division offices shall hold a caravan to launch the first day of *Brigada Eskwela*. A kick-off ceremony will be held in a public school offering Senior High School Program, the final stop of the caravan. This year's national kick-off ceremony will be at Sta. Cruz Pingkian High School, Kayapa, Nueva Vizcaya in Region II, the host region.
3. All regional directors and schools division superintendents shall mobilize their Adopt-a-School Program (ASP)/*Brigada Eskwela* coordinators to ensure the six-day implementation of the maintenance effort in all public elementary and secondary schools and to ensure involvement of the community and local stakeholders to this Activity.
4. School principals or school heads (SHs) shall take the lead role in planning the activities geared toward making schools disaster-prepared, ecologically conscious, clean and conducive to learning. Important reminders to school principals or SHs in the conduct of *Brigada Eskwela 2016* are indicated in Enclosure No. 1.
5. Groups or individuals from the national government agencies, local government units, private sector, international organizations, volunteers and other parties interested to troop to schools can coordinate with the beneficiary school or with the Office of Undersecretary for Partnerships and External Linkages, External Partnerships Service (EPS) – ASP Secretariat for guidance.

6. All DepEd employees are encouraged to join the *Brigada Eskwela* activities by offering their skills, sharing their time, or providing their support in-kind to public schools near their residence. Interested employees are given two days to do volunteer work **on official time**, provided that such work is approved by their heads of offices.

7. Education key officials in the Central Office (CO) will be monitoring the implementation of *Brigada Eskwela* in schools within the regions where the key officials shall be assigned.

8. Other *Brigada Eskwela* activities, scheduled for School Year 2016-2017 are as follows:

Activity	Schedule
Pre-Implementation Stage of <i>Brigada Eskwela</i> (Assessment of Physical Facilities and Maintenance Needs of the Schools, Resource Mobilization, Organization of <i>Brigada Eskwela</i> Committees and their Orientation on Specific Roles and Tasks, among others)	March 1-May 13, 2016
<i>Brigada Eskwela</i> Kick-off Program and Caravan	May 30, 2016
Implementation and Monitoring of Schools	May 30 to June 4, 2016
Submission of Consolidated <i>Brigada Eskwela</i> Accomplishment Reports by the Regional Coordinators to the EPS-ASP Secretariat	July 30, 2016
Selection and Deliberation of <i>Brigada Eskwela</i> Awardee Candidates	July 1 to August 8, 2016
Submission of Final List of School Candidates as <i>Brigada Eskwela</i> National Awardees to the ASP Secretariat - CO (including the submission of rating sheets reflecting the ranks and scores of the awardee candidates)	on or before August 15, 2016
Conduct of <i>Brigada Eskwela</i> Regional Awards Ceremony	within September 1-30, 2016
Conduct of <i>Brigada Eskwela</i> National Awarding Ceremony	November 24, 2016

9. To implement effectively the selection process in the Search for *Brigada Eskwela* Best Implementing Schools, DepEd issues a set of criteria detailed in Enclosure No. 2.

10. For more information, all concerned may contact the **External Partnerships Service - Adopt-a-School Program (EPS - ASP) Secretariat**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 638-8637 or send a message through email at deped.brigadaeskwela@gmail.com.

11. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUSTRO FSC
 Secretary

Encls.:

As stated

Reference:

DepEd Memorandum No. 41, s. 2015

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

EMPLOYEES

OFFICIALS

PROGRAMS

SCHOOLS

STRAND: Strategic Management

TEACHERS

Madel/SMA: Implementing Brigada Eskwela 2016
0109-February 5/12/March 1/3, 2016

**REMINDERS FOR PRINCIPALS OR SCHOOL HEADS
IN THE IMPLEMENTATION OF 2016 BRIGADA ESKWELA**

1. Teaching personnel are entitled to earn vacation service credits arising from their active involvement in the weeklong Brigada Eskwela activity. A complete six-day participation in the maintenance effort shall give teachers a three-day service credit entitlement.

For further details on granting service credits to teachers, kindly refer to DepEd Order No. 53 s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers, particularly item no. 1.d sub-item k.

2. Brigada Eskwela espouses the spirit of volunteerism. Taking part in the school repair and other maintenance work is not mandatory nor requisite for parents to enable their children to be accommodated in the school.
3. No Brigada Eskwela fee shall be solicited from volunteers.
4. While the Armed Forces of the Philippines (AFP) members are welcomed to participate in Brigada Eskwela, carrying guns and fire arms must be prohibited inside the school premises. Likewise, AFP members as volunteers shall be advised to wear civilian or work clothes, as against wearing military uniform, during the school maintenance activity.

For further details on engagement of AFP members in school activities, please refer to DepEd Memorandum No. 221 s. 2013 entitled "On Guidelines on the Protection of Children During Armed Conflict."

5. Since they will perform the key role in operationalizing this year's Brigada Eskwela theme, principals or school heads are expected to revisit or restudy the following materials:

- a) School Safety and Preparedness Guide (Annex A of Enclosure No. 1)
- b) Stakeholder Engagement Strategy (Annex B of Enclosure No. 1)
- c) Kit's Menu (Annex C of Enclosure No. 1)

6. Receiving assistance or support from companies and other players in the tobacco industry for Brigada Eskwela is not allowed, pursuant to DepEd Order No. 6, S. 2012 entitled "Guidelines on the Adoption and Implementation of Public Health Policies on Tobacco Control and Protection Against Tobacco Industry Interference".

SCHOOL SAFETY AND PREPAREDNESS GUIDE

I. SAFE LEARNING FACILITIES

1. Facilitate the assessment of school electrical system to make necessary repairs and/or upgrades to prevent fire incident.
2. Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water source, and other indigenous materials.
3. Repair minor classroom damages such as broken windows, doors, blackboards, roofs, etc.
4. Secure cabinets and drawers and ensure that heavy objects are below head level.
5. Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed.
6. Post safety measures in laboratories and workshops.
7. Cordon off and post safety signage for on-going construction, unfinished, damaged and condemned buildings.
8. Prepare an evacuation/exit plan and directional signage on every floor of the building.
9. Identify evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies.
10. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.
11. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.

II. SCHOOL DISASTER MANAGEMENT

1. Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school.
2. Establish early warning mechanisms and inform all students and personnel on this.
3. Equip school with first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and accessed.
4. Secure vital school records and store in safe locations.
5. Identify alternative sources and/or maintain supply of drinking water within the school.
6. Ensure that students, teachers, and personnel have identification cards with relevant information.
7. Create database of student and their family contact details.
8. Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.
9. Coordinate with barangay officials on pedestrian safety of students.

III. DISASTER RISK REDUCTION IN EDUCATION

1. Identify a storage area for safekeeping of vital schools records, textbooks, teaching manuals, computers, and other school equipment.

STAKEHOLDER ENGAGEMENT STRATEGY

Introduction

The occurrence of disasters affects school operations to the point of depriving our students access to quality education. While we have improved our classroom standards, strengthened our coordination with partners for disaster response and capacity building, and established the DRRM Service, there is a need to tighten support for school level implementation of disaster risk reduction.

Disaster preparedness of schools is an important factor to achieve resilience in our communities. DepEd, through 2016 *Brigada Eskwela*, seeks to mainstream disaster preparedness principles in readying schools for the opening of classes. More than the usual menu of provision for schools such as putting up of fences, painting, roofing, among others, DepEd will provide a list of preparedness measures that partners could support in various capacities.

Our aim is to engage all education stakeholders, which would include the following:

- Local government units from provincial to barangay levels
- Private partners
- Academe
- Civil society organizations
- Private corporations
- Individual volunteers

Our partners could assist DepEd in the following areas:

- Support implementation of school preparedness and safety measures
- Provision of emergency kits and education supplies for teachers and students
- Information, Education, Communication of DRRM

The matrix below provides specific steps that target partners could take for their active engagement during the *Brigada Eskwela* week.

How to Engage the Stakeholders/ What Each Stakeholder Can Do	
Stakeholders	Nature of Engagement
	EXTERNAL
Provincial Government Units	a. Coordinate with DepEd division offices b. Secure a copy of the school preparedness checklist c. Convene LSB to identify possible support on school preparedness d. Mobilize local support through the business sector, philanthropies, academe and local organization to assist schools' preparations for class opening

Municipal/City Government Units	<ol style="list-style-type: none"> a. Coordinate with DepEd division/district offices b. Secure a copy of the school preparedness checklist c. Convene LSB to identify possible support on school preparedness d. Mobilize local support through the business sectors, philanthropies, academe and local organization to assist schools' preparations for class opening e. If available, include schools in the early warning system implemented in the locality
Barangay Government Units	<ol style="list-style-type: none"> a. Coordinate with nearby elementary and/or secondary school b. Participate in school preparatory meetings for Brigada Eskwela c. Mobilize local assistance to support school preparedness strategies d. Secure a copy of the school preparedness checklist e. Support the school preparedness strategies f. Assist schools in establishing an early warning system
Private Partners	<ol style="list-style-type: none"> a. Coordinate with DepEd division or district or school b. Secure a copy of the school preparedness checklist c. Provision of Emergency kits/bags for students, teachers and schools, teacher's kit, learner's kit, d. Provision of advocacy/information materials for schools e. Support the school preparedness strategies
Local CSOs and Volunteers	<ol style="list-style-type: none"> a. Coordinate with target elementary and/or secondary schools b. Secure a copy of the school preparedness checklist c. Signify interest to assist school during preparation for class opening d. Participate in school preparatory meetings for Brigada Eskwela e. Identify and communicate support that will be provided to schools f. DRRM Service orientation for parents g. Assist in the conduct of risk profiling h. Support the school preparedness strategies
Parents	<ol style="list-style-type: none"> a. Participate in school preparatory meetings for Brigada Eskwela b. Support the school preparedness strategies
Central	<p style="text-align: center;">EXTERNAL</p> <ol style="list-style-type: none"> a. Issuance of School preparedness guide, which provides checklist on school preparedness measures b. Prepare guidelines on conducting risk profiling based on the following considerations: <ul style="list-style-type: none"> • Location of the school

	<ul style="list-style-type: none"> • Immediate environment of the school • Historical experience of disasters
Region	<ol style="list-style-type: none"> a. Conduct planning meeting with Dos to determine school needs b. Provide assistance to Dos in formulating strategies to support school preparedness c. Monitor and prepare report on the implementation of preparedness strategies
Division	<ol style="list-style-type: none"> a. Mobilize assistance from education partners and other government agencies for schools' implementation of preparedness measures b. Coordinate with local government agencies on local risk profiling c. Ensure availability of the summary of school level data for local partners' preference d. Prepare list of schools that would be needing most assistance from partners e. Ask local fire bureau, local PNP, local AFP to participate in "How to Make Your School Safer" campaign f. Ensure support is equitably distributed to all schools
Schools	<ol style="list-style-type: none"> a. Distribute emergency kits/bags to students and teachers, learner's kit and teacher's kit (See Annex C of Enclosure No. 1) b. Spearhead the implementation of school preparedness guide

Kits' Menu

School Provision	Minimum contents
a. Emergency Kits/bags for Students	<ul style="list-style-type: none"> ✓ Whistle ✓ Tips/handy reference
b. Learner's Kit	<ul style="list-style-type: none"> ✓ Notebook (50 leaves) ✓ Pad Paper ✓ Pencil ✓ Ballpen ✓ Crayon ✓ Ruler ✓ Small Scissors ✓ Pencil Sharpener ✓ Paste ✓ Bag
c. Emergency Kit for School	<ul style="list-style-type: none"> ✓ First Aid Kit ✓ Contact numbers for emergencies ✓ Stretcher ✓ Flashlights/batteries ✓ Radio/batteries ✓ Bell/warning device ✓ Whistle ✓ Transistor Radio ✓ Electrical Tape ✓ Rope
d. First Aid Kit	<ul style="list-style-type: none"> ✓ Burn Ointment ✓ Betadine ✓ Band-Aid ✓ Bandage ✓ Gauze ✓ Plaster Tape ✓ Alcohol ✓ Agua oxynada ✓ Bottled water ✓ Gloves ✓ Cotton
e. Teacher's Kit	<ul style="list-style-type: none"> ✓ Manila paper ✓ Bond paper long (cactus) ✓ Pair of Scissors ✓ Cartolina ✓ Pilot pen (black and red) ✓ Pentel pen (black and blue) ✓ Bag ✓ Ruler (12 inches) ✓ Pencil Sharpener ✓ Lesson plan notebook ✓ Class record

E. Teacher's Emergency Kit	<ul style="list-style-type: none"> ✓ Whistle ✓ Flashlight/batteries ✓ Boots ✓ Raincoats/umbrella ✓ Radio/batteries ✓ Emergency hotline list ✓ Evacuation guide
	<ul style="list-style-type: none"> ✓ Toiletries ✓ Bottled water
G. Health and Hygiene Kits	<ul style="list-style-type: none"> ✓ Soap, Toothpaste, Toothbrush ✓ Sanitary pads for female high school students ✓ Drinking water (1 liter)

(Enclosure No. 2 to DepEd Memorandum No. 35, s. 2016)

**CRITERIA IN THE SELECTION OF BRIGADA ESKWELA
BEST IMPLEMENTING SCHOOLS**

1. SCOPE OF WORK 40 %
 Repair and maintenance work completed based on School Improvement Plan

2. DIVERSE VOLUNTEER PARTICIPATION 30 %

Private Sector involvement (10%)

(Non-government organizations, civic society organizations, foundations, corporations, international organizations, private schools/universities, mission and aid groups, etc.)

Community involvement (10 %)

(Parents and other family members, officers and members of PTCA, alumni, nearby home owners or community members, religious groups, etc.)

Government Agency involvement (National Government & LGUs) (10 %)

- a. *Officials, members and employees from the President's Cabinet, Senate and Congress, City/Municipal/Provincial government and from barangay*
- b. *National Disaster Risk Reduction and Management Council member agencies (Bureau of Fire, DILG, etc.)*

3. GENERATED RESOURCES (converted into peso -worth) 20 %

Small School (Php)	Large School (Php)	Exceptional School (Php)	Equivalent Rating
75,000-199,000	200,000-499,000	500,000-above	20%
50,000-74,000	100,000-199,000	200,000-499,000	18%
25,000-49,000	75,000-99,000	100,000-199,000	15%
10,000-24,000	25,000-74,000	75,000-99,000	10%

4. ALIGNMENT OF THE MAINTENANCE EFFORT TO CURRENT THEME OF BRIGADA ESKWELA 10 %

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TOTAL 100%