



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**  
Capitol Compound, Sorsogon City



May 15, 2018

**ADDENDUM TO DIVISION MEMORANDUM NO. 53, S. 2018**  
**2018 DIVISION BRIGADA ESKWELA (BE) IMPLEMENTING GUIDELINES**

**TO:** Asst. Schools Division Superintendent and In-charge, CID  
Chief Education Supervisor – SGOD  
EPS I – CID & SGOD  
PSDS  
Section Chiefs & Personnel  
SEPS, EPS II, PDO I & II  
Public Elementary and Secondary School Heads/ TICs  
District & Cluster ASP/ BE Coordinators  
District DRRM Coordinators  
SPG/ SPG Officers  
All Others Concerned

1. The **Regional Brigada Eskwela Kick-Off Program and Resilience Caravan** is finally set on **May 28, 2018 at Barcelona CS, Barcelona, Sorsogon**. The attendance sheet template attached to Division Memorandum No. 53, s. 2018 which is due last May 4, 2018 needs to be accomplished in 3 copies for submission to SGOD SocMobNet Unit.

2. All SDO Section Heads/ Chiefs and their personnel are encouraged to conduct "**Brigada Oficina**" during the BE Week to beautify their respective offices and the Schools Division Office and support the project "**Sa Brigada Eskwela, Gamit Pang-Linis, Pang-Kulay at Pang-Eskwela ay Dala**". Your in-kind donations must be turned-over to SGOD Office not later than May 25, 2018.

3. The list of the RO and SDO monitoring supervisors and personnel and the revised monitoring template are enclosed, enclosures 1 and 2. They will be in-charge of monitoring Brigada Eskwela implementation in their respective area of responsibilities. Each monitor (including those who will monitor secondary schools) shall submit to the District ASP/ BE Coordinators at least three (3) accomplished school monitoring templates (3 schools everyday for 6 days) a week after the Brigada Eskwela implementation for consolidation and reporting purposes.

4. All District and Cluster Brigada Eskwela Coordinators are advised to send daily reports of generated resources (RG) and number of volunteers (NV) in their district/ cluster through SMS following this format: District or Sec. School, Partial RG is (amount in pesos) and Partial NV is (number of volunteers) and send it to **0939-779-2687** from May 28 to June 2, 2018.

**Ex. Casig. District/ San Juan NHS, Partial RG is Php 5,000.00 and Partial NV is 177**

The information will be sent by the SDO to the Public Affairs Unit (PAU) and External Partnerships Service (EPS). All DepEd employees are also encouraged to use the hashtag **#bicolbrigadaeskwela** and **#depedsorsogonbrigadahang2018** when posting photos of BE implementation in the facebook. All updates regarding BE implementation will be posted on our FB page, **Bicol Brigada Eskwela** and **DEPED SORSOGON BRIGADA ESKWELA FB**.

5. The PSDSs, School Heads and the ASP/ BE District/ Cluster and School Coordinators are reminded of the following updates from the DepED CO & RO:

- a) construction of **new makeshift classroom/s** can be included in the Report on Resources Generated (RG);
- b) the use of local funds for the maintenance of fences, stage, signage, etc. is allowed;
- c) new building/s such as classrooms constructed following DepEd design will not be counted;
- d) the Senior High School (SHS), are included in the Integrated School Category if they intend to join the search for BE best implementers; to count the elementary and secondary teachers; school annex or campus will be treated differently;
- e) to identify the category of the schools joining the search, the number of teachers will be the basis (with items) and Principal is not included; teacher/s who is/are on leave during the BE week is/ are not included;
- f) for schools joining the Search for BE Best Implementers, **the inclusion of SEF on their BE 2018 Report on Resources Generated is not allowed and not to be counted**. However, for schools not joining the search, Special Education Funds (SEF) from LGUs given during the BE can be included and be reflected in a separate column in the Report on Resources Generated;
- g) The PSDSs and the District ASP/ BE Coordinators are tasked to get in touch with the Municipal Office after the conduct of BE in order to get the exact amount released and spent for BE 2018 in the schools under their jurisdiction;
- h) all other donations of LGUs not coming from SEF for BE will be included in the BE Reporting.

6. The e-copies of the revised template for the Report on Resources Generated and Number of Volunteers will be posted at [depedsorsogon.com.ph](http://depedsorsogon.com.ph) and **DEPED SORSOGON BRIGADA ESKWELA FB**. All ASP/ BE District/ Cluster BE Coordinators are requested to download the templates, share it with their school BE Coordinators and discuss how to fill it out properly to avoid errors. For other details on 2018 Division Brigada Eskwela Implementation, pls. refer to Division Memorandum No. 53, s. 2018 found at [depedsorsogon.com.ph](http://depedsorsogon.com.ph).

7. The list of Working Committees for the Regional Brigada Eskwela Kick-Off Program and Resilience Caravan can be downloaded at [depedsorsogon.com.ph](http://depedsorsogon.com.ph) for reference.

8. The Schedule of Activities for the 2018 Brigada Eskwela Implementation is found in enclosure No. 4. The given timeline must be strictly adhered to by all concerned.

9. Enclosure No. 5 is the list of schools in Barcelona, Bulusan and Gubat where the different identified government agencies will do volunteer work on May 28, 2018.

10. Travel and other incidental expenses of all identified DepEd personnel involved in the different BE activities shall be charged against Local Funds/ MOOE subject to the usual accounting and auditing rules and regulations.

11. Immediate and widest dissemination of this Memorandum is desired.

  
LOIDA N. NIDEA, Ed. D., CESO V  
Schools Division Superintendent

Encls: As stated

Reference: Regional Memoranda No. 60 and 68, s. 2018

Enclosure No. 1 to Addendum to Division Memorandum No. 53, s. 2018 Division Brigada Eskwela (BE) Implementing Guidelines

DISTRICTS/ ELEMENTARY & SECONDARY SCHOOLS	MONITORS
<b>1<sup>st</sup> Congressional District</b>	
Casiguran	Lucy H. Hamor, Gemma D. Naz, Larry H. Duque, Jerry H. Narvadez, Teresa Pamela P. Angeles
Castilla East	Eddie P. Sabalboro, Jeniffer B. Bernarte, Salvador B. Belen, Jr., Maria Riza E. Dino, Marie Cecille H. Detera
Castilla West	Rosalina P. Burabod, Ronald M. Medes, Paul Andy D. Deblois, Joseph John J. Perez, John Rey J. Perez, Ma. Cecilia D. Dellosa
Donsol East	Eduardo A. Pollarca, Lida R. Alcantara, Valentina E. Hugo, Eduardo H. Duran, Arcadie H. Manlangit, Manuel Clemente, Paul Angelie Cahilig
Donsol West	Arnold M. Peralta, Roderick A. Briones, Jesse A. Dellosa, Alan J. Ordoñez, Girlie Salvatierra
Magallanes South	Jimmalou A. Mella, Rex T. Barbin, Alvin T. Rosare Janice H. Ayana, Gina A. Duka
Magallanes North	Emma L. Navas, Marcel H. Diaz, Owen N. Castillo, Bonwel A. Golpeo, Glenn Ravanilla
Pilar I	Gina Q. Tarog, Betty Jane V. Berjuela, Liliosa S. Loseriaga, Liezel C. Galit, Evelyn T. Ermino
Pilar II	Socorro B. Leosala, Paul Andy D. Deblois, Edwin Renivalles, Dante M. Obispo, Stella Maris F. Dagñalan
<b>2<sup>nd</sup> Congressional Districts</b>	
Barcelona	Marissa G. Bendicio, Abner F. Lomangaya, Leah H. Peran, Jose C. Indiongco, Jr.
Bulan North	Isaias A. Bermas, Anacleto B. Otivar, Michelle H. Guadamor, Romeo B. Geremias, Sheila Maria G. Morada
Bulan South	Juliet B. Tamboong, Julian G. Cañada, Esperanza G. Espigol, Johnny J. So, Cherry G. Gestuada
Bulusan	Marianne Arines, Francisco D. Enano, Jr., Rolando F. Embile, Vilma F. Fulleros, Mary Joyceline G. Ardales
Gubat North	Marissa G. Bendicio, Jomar E. Enguerra, Cynthia Escobar, Gener E. Felices, Elizabeth C. Tabuena
Gubat South	Noel L. Agnote, Myla E. Antonio, Nicanor P. Ballon, Rica D. Espigol, Judith H. Postrado, Marife A. Cadag
Irosin	Ma. Bella A. Nares, Lorna G. Godoy, Maricel H. Dineros, Bernadette R. Bedis,

	Susan T. Balmes, Gemma S. Inzon
Juban	Lucy H. Hamor, Liezel G. Jolo, Ereno, Albert C. Perez, Cynthia D. Escobar, Juliet D. Velasquez, Milagros G. Daymon
Matnog	Dennis A. Garbida, Myra G. Garduque, Rizza Magente, Carlo A. Digo, Aristotle Abbie Escandor
Prieto Diaz	Noel L. Agnote, Ronnel A. Domanais, Gilbert Z. Apostol, Edgardo B. Din, Cristine V. Deniega, Ma. Cecilia A. Dellosa
Sta. Magdalena	Juliet B. Tamboong, Atty. Noel B. Evan, Lourdes F. Gacis, Rodel E. Pancho, Lourdes F. Gacis, Armando E. Almodiel
<b>TO BE WITH THE REGIONAL MONITORING TEAM IN SELECTED SCHOOLS IN MAGALLANES, PILAR &amp; DONSOL</b>	<b>REGIONAL MONITORING TEAM FOR SELECTED SCHOOLS IN BARCELONA, MAGALLANES, PILAR &amp; DONSOL AREAS</b>
SDS LOIDA N. NIDEA	DEO MORENO
ASDS MA. JEANY T. POSTRADO	SHIELA C. BULAWAN
CES FLORENCIO P. BERMUNDO	BERNADETTE ROBLES
BERNARDINO D. ESTRADA	ROSARY ANN JIMENES
GINA A. DUKA (Magallanes)	JANELA LOSITO
PAULINE ANGELIE CAHILIG (Donsol East)	JOHANNA MARIE M. LLEGADO
GIRLIE SAVALTIERRA (Donsol West)	
JOSE C. INDIONGCO, JR. (Barcelona)	



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**2018 BRIGADA ESKWELA MONITORING TEMPLATE  
SCHOOL LEVEL**

Name of School:	District:
School Address:	
Please check appropriate box) Level: <input type="checkbox"/> Elementary <input type="checkbox"/> High School	Type of School: <input type="checkbox"/> Central School <input type="checkbox"/> Barrio School <input type="checkbox"/> Integrated School <input type="checkbox"/> Annex
School Head:	Contact Number:
Tentative Enrolment SY 2018-2019:	Major Partners/Stakeholders:
No. of recipient pupils/students for the 2018 School Supply Campaign:	Number of packs of school supplies distributed:

**SCHOOL SAFETY AND PREPAREDNESS GUIDE CHECKLIST**

Safe Learning Facilities	Evident	Not Evident	Remarks
1. Facilitate the assessment of school electrical system to make necessary repairs and/or upgrades to prevent fire incident.			
2. Repair minor classroom damages such as broken windows, doors, blackboards, roofs, etc.			
3. Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water resource, and other indigenous materials.			
4. Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed.			
5. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.			
6. Cordon off and post safety signage for on-going construction, unfinished, damaged and condemned buildings.			
7. Secure cabinets and drawers and ensure that heavy objects are below head level.			

8. Post safety measures in laboratories and workshops.			
9. Prepare an evacuation/exit plan and directional signage on every floor of the building.			
10. Identify an evacuation/ exit plan and directional signage on every floor of the building.			
11. Identify evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies.			
12. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.			
<b>School Disaster Management</b>	<b>Evident</b>	<b>Not Evident</b>	<b>Remarks</b>
13. Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school.			
14. Establish early warning mechanisms and inform all students and personnel on this.			
15. 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.			
16. Identify alternative sources and/or maintain supply of drinking water within the school.			
17. Ensure that students, teachers, and personnel have identification cards with relevant information.			
18. Create database of student and their family contact details.			
19. Secure vital record and store in safe locations.			
20. Coordinate with barangay officials on pedestrian safety of students.			
21. Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.			
22. Well-maintained and clean comfort rooms.			
23. With adequate number of handwashing facility.			
24. With source of potable drinking water.			
WINS			
GULAYAN SA PAARALAN			

<b>ISSUES AND CONCERNS ENCOUNTERED</b> (Describe briefly the problems encountered)
<b>LESSONS LEARNED/BEST PRACTICES</b>
<b>SUGGESTIONS TO IMPROVE BRIGADA ESKWELA IMPLEMENTATION</b>

Printed Name and Signature of School BE Coord.

Printed Name and Signature of School Head

Name/s and Signature/s of Monitoring Official/ Supervisor/ Personnel

**2018 REGIONAL BRIGADA ESKWELA KICK-OFF PROGRAM AND  
RESILIENCE CARAVAN**

Barcelona Central School, Barcelona, Sorsogon

May 28, 2018

**REGISTRATION/ ATTENDANCE SHEET**

**DISTRICT/ CLUSTER:** \_\_\_\_\_

COMPLETE NAME	POSITION	DESIGNATION	SIGNATURE
1	PSDS/ OIC-PSDS		
2.	State whether Principal I, II, III, IV, MT, HT, TIC or Teacher I, II, III	SCHOOL HEADS(pls. list down)	
		SCHOOL HEAD	
	Pls. add rows if necessary		
		ASP/ BE DIST. COORDINATOR	
		DISTRICT DRRM COORDINATOR	
	Pupil	SPG OFFICER	
	Pupil	SPG OFFICER	
	Pupil	SPG OFFICER	
		SPG Adviser (1 only)	
<b>SECONDARY</b>			
		CLUSTER HEAD	
		SCHOOL HEAD	
		SCHOOL HEAD	
		SCHOOL HEAD	
	Pls. add rows if necessary		
		CLUSTER ASP/ BE COOR. (1 only)	
	Student	SSG OFFICER	
	Student	SSG OFFICER	
		SSG Adviser (1 only)	

**SCHEDULE OF ACTIVITIES FOR THE  
2018 BRIGADA ESKWELA IMPLEMENTATION**

<b>ACTIVITY</b>	<b>SCHEDULE</b>
a. Brigada Eskwela National Kick-Off Program & Caravan	<b>May 24, 2018</b>
b. Brigada Eskwela Regional & Schools Division Kick-Off Program & Caravan	<b>May 28, 2018</b>
c. Brigada Eskwela Implementation & Monitoring of Schools	<b>May 28, 2018 to June 2, 2018</b>
d. Post-Activity Conference of the Working Committees for the recently concluded 2018 Regional Brigada Eskwela Kick-Off Program and Resilience Caravan	<b>June 8, 2018 at 9:00 AM</b> Venue: to be announced later
e. Submission of School Brigada Eskwela Accomplishment Reports to the District/ Cluster Offices by the School ASP/ BE Coordinators including the reports of schools joining the 2018 Search for Brigada Eskwela Best School Implementers	<b>June 14, 2018</b>
f. Submission of District/ Cluster Consolidated Brigada Eskwela Accomplishment Reports to the SDO by the PSDS/ District/ Cluster ASP/ BE Coordinators	<b>June 20, 2018</b>
g. Division Selection & Deliberation of Brigada Eskwela Awards Candidates	<b>June 21, 2018 to July 10, 2018</b>
h. Regional Validation of School Candidates for Best B.E. Awards (Top 3 for each category)	<b>August 1-14, 2018</b>
i. Submission of Final List of Candidates as B.E. National Awardees to External Partnership Service, including the submission of Rating Sheets reflecting the ranks of the candidates-awardees	<b>On or before August 31, 2018</b>
j. Conduct of B.E. Division Awarding Ceremony	<b>Within September 2018</b>
k. Conduct of B.E. Regional Awarding Ceremony	<b>Within October 2018</b>
l. Conduct of B.E. National Awarding Ceremony	<b>Within November 2018</b>



**LIST OF SCHOOLS WHERE VOLUNTEERS FROM NGAs WILL BE DEPLOYED TO DO VOLUNTEER WORK ON MAY 28, 2018 AFTERNOON**

**Notes:**

1. The schools listed below need to submit their POW to SDO SGOD c/o Mr Bernardino D. Estrada, SEPS, ASP/ BE Coordinator on May 16, 2018 for submission to DepEd Regional Office.
2. The volunteers will just provide manpower for the proposed program/ project for Brigada Eskwela made and submitted by the school.
3. The School Heads of these schools will take care of the food, snacks and refreshments of volunteers on May 28, 2018 afternoon.

DISTRICT	SCHOOL
<b>Barcelona</b>	<p><b>Elementary:</b></p> <ol style="list-style-type: none"> <li>1. San Isidro ES</li> <li>2. Sta. Cruz ES</li> <li>3. Macabari ES</li> <li>4. Putiao ES</li> <li>5. Bangate ES</li> <li>6. Luneta ES</li> <li>7. Layog ES</li> <li>8. Mapapac ES</li> <li>9. San Antonio ES</li> <li>10. Paghaluban ES</li> <li>11. Barcelona Central School</li> </ol> <p><b>Secondary:</b></p> <ol style="list-style-type: none"> <li>12. San Antonio NHS</li> <li>13. Celso F. Falcotelo NHS</li> </ol>
<b>Bulusan</b>	San Roque ES
<b>Gubat South</b>	Rizal ES
<b>Gubat North</b>	Carriedo ES

All District and Cluster ASP/ BE Coordinators are requested to relay this information to the concerned school heads. For further clarifications, pls. contact Mr. B.E. at 0939-779-2687 or visit DepEd SDO SGOD.