



Republic of the Philippines
DEPARTMENT OF EDUCATION

Region V

SCHOOLS DIVISION OF SORSOGON

Capitol Compound, Sorsogon City, Philippines 4700



April 5, 2019

DIVISION MEMORANDUM

No. 64, s. 2019

SYNCHRONIZED MUNICIPAL BRIGADA ESKWELA 2019 CARAVAN & KICK-OFF PROGRAM AND BRIGADA ESKWELA IMPLEMENTING GUIDELINES

TO: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Education Program Supervisors
Public Schools District Supervisors/ OIC-PSDSs
Section Chiefs
Senior Education Program Specialists, EPS II, PDO I & II
Public Elementary and Secondary School Heads
ASP/ BE District and School Coordinators
SDO Personnel
All Others Concerned

1. The Department of Education Schools Division Office of Sorsogon enjoins all public schools to actively take part and implement the **2019 Brigada Eskwela** set on May 20-25, 2019 with the theme **Matatag na Bayan para sa Maunlad na Paaralan**.
2. In partnership with the different Local Government Units (LGUs) and diverse education partners, the **Simultaneous Caravan and Kick-Off Program will be held by Municipality** in the morning of May 20, 2019. All PSDSs/ OIC-PSDSs, Cluster Heads together with the Elementary and Secondary School Heads and District Coordinators must convene immediately and plan for the success of the official launching of B.E. in their respective municipality. SDO Officials and personnel may choose what municipality they wish to join during the B.E. launch.
3. All DepEd employees are encouraged to join the Brigada Eskwela Activities by volunteering their skills, sharing their time or providing in-kind support to public schools near their residence. Interested employees are given two (2) days to do volunteer work **on official time, provided that such work is approved by their heads of offices/ units**. A certificate of appearance must be submitted by the employee after rendering services to schools and it must be attached in the May 2019 DTR.
4. Non-teaching personnel shall earn a Compensatory Time Off (CTO) for the complete eight (8) hours participation in the maintenance efforts on the last day of Brigada Eskwela Week, which is Saturday.
5. Teaching personnel are entitled to earn vacation service credits arising from their active involvement in the Brigada Eskwela activity. **Teachers shall earn a one (1) day service credit for the accumulated eight (8) hours participation in the maintenance effort.**
6. SDO Key Officials and Staff are enjoined to participate and monitor the activities related to the one week Brigada Eskwela implementation in their preferred area/s.

7. In order to encourage more B.E. volunteers and to increase the resources, the Brigada Eskwela 2019 must be promoted by all concerned through hanging of eco-friendly streamers (not tarpaulin but coco cloth), wearing of official 2019 Brigada Eskwela t-shirts, distribution of B.E. flyers/ brochures, dissemination of B.E. information through local TV and radio programs and other effective strategies.
8. To choose the best school/s who will represent the District/ Cluster in the 2019 Division Search for Brigada Eskwela Best School Implementers, a local search may be conducted following the criteria set by the DepEd Central Office.
9. The schools participating in the 2019 Search for Brigada Eskwela Best Implementing Schools must submit to the SDO SGOD SocMobNet section all supporting documents/ MOVs on or before June 7, 2019 in one folder each per criterion. School Heads are advised to make the accomplishment reports neat, organized, orderly and presentable. The SDO will no longer extend the deadline for its submission. Hence, school B.E. Committees in the preparation of all required documents must be organized in order to expedite its completion and meet the deadline set by the SDO. The Search Committee has the right to disqualify any school- candidate if the required documents were submitted late, found incomplete and disorganized after the paper evaluation was conducted.
10. For guidance of all concerned, this Office is reiterating the following:
 - a) construction of new makeshift classrooms can be included in the report on resources generated;
 - 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, DepEd funded, DPWH erected and classrooms built through the use of SEF/ LSB will not be counted; school annex or campus will be treated differently;
 - d) providing access to schools can be included in the report on generated resources such as: road opening, road concreting to schools, construction of bridge/s to school, etc. provided that the school head initiated the project and they are included in the school's 2019 detailed brigada eskwela plan.
 - e) the Senior High School (SHS) are included in the Integrated School Category if they intend to join the Search for B.E. Best Implementers; to count the elementary and secondary teachers;
 - f) to identify the category of the schools joining the search, the number of regular/ permanent teachers will be the basis and the Principal is not included; teacher/s who is/ are on leave during the B.E. week is/ are not counted;
 - g) for schools joining the search, the inclusion of SEF on their B.E. 2019 Report on Resources Generated is not allowed and not to be counted. However, for schools not joining the search, donations given to schools during B.E. which were taken from SEF or LSB can be included and be reflected in a separate column in the Report on Resources Generated;
 - h) all other donations for B.E. of LGUs not taken from SEF/ LSB will be included in the report on resources generated;
 - i) the donations received by the schools for B.E. must be reflected in the 2nd Quarter DepEd Partnership Database System (DPDS) Report;
 - j) the Report on Resources Generated and Report on Number of Volunteers entered in the DPDS must be the same to the reports which will be submitted by the schools in hard copies to the SDO.
11. Individuals or groups from the National Government Agencies (NGAs), Local Government Units (LGUs), private sector and other volunteers who are interested to help the schools may coordinate with the SGOD Office of DepEd Sorsogon or to the school heads for guidance.
12. The List of Supervisors and SDO Personnel to monitor the 2019 Brigada Eskwela will be issued later.

13. The Brigada Eskwela 2019 drift t-shirts of all DepEd employees are chargeable to local funds/ MOOE or from stakeholders' donations. To judiciously spend the fund, the cost of each t-shirt must not be more than Two Hundred Pesos (Php 200.00). **The deadline for the submission of t-shirt sizes and payment is on or before April 11, 2019** care of the SDO Cashier. Please find the attached template for t-shirts order. It must be prepared in three (3) copies. Once the payment is settled, the O.R. Number and the amount paid must be indicated in the the original copy and be submitted to the SDO SGOD SocMobNet Section care of Mr. Bernard D. Estrada, SEPS or Mr. Abraham Gregory, EPS II. The other two copies will be for the cashier and school.

14. For the guidance of all concerned, below are the schedule of activities:

ACTIVITIES	SCHEDULE/ DEADLINE
Pre-Implementation Stage	
Assessment of Physical Facilities and Maintenance Needs of the Schools, Resource Mobilization, Organization of Brigada Eskwela Committees and Their Specific Roles and Tasks, Crafting of B.E. 2019 Detailed Implementation Plan with the Internal & External Stakeholders and Preparation of Program of Works (POWs) & Project Proposals for B.E. 2019	January 3- May 17, 2019
Submission B.E. Detailed Implementation Plan, POWs and Project Proposals to the SDO	March 29, 2019
Submission of Consolidated District/ School Report on 2019 Disaggregated Physical Facilities and Maintenance Needs Assessment, Scope of Work & Relevant Data Needed Before the Conduct of B.E. 2019 to the SDO (<i>pls. download the various templates at depedsorsogon.com.ph under announcement column</i>)	April 12, 2019
Division Orientation on the Implementation of Brigada Eskwela 2019 and Criteria for the Search for 2019 Brigada Eskwela Best Implementing School for PSDSs, OIC-PSDSs, Elementary & Secondary School Heads, District and School Brigada Eskwela Coordinators	May 13-14, 2019 Venue: To be announced later through a separate memorandum
Implementation Stage	May 20-25, 2019
Simultaneous Municipal Brigada Eskwela 2019 Caravan and Kick-Off Program	May 17, 2019
Brigada Eskwela 2019 School Kick-Off Program	May 20, 2019
Brigada Eskwela Implementation and Monitoring of Schools by the National, Regional and Division Officials	May 20-25, 2019
Post Implementation Stage	May – November 2018
Submission of the following B.E. Accomplishment Reports to the District Office (for Elementary) for consolidation by the District B.E. Coordinators a) Report on Resources Generated b) Report on Number of Volunteers c) Relevant Data Needed AFTER Conducting the Brigada Eskwela 2019 d) Scope of Work/ Actual Accomplishments	May 31, 2019
Submission of the following B.E. 2019 District Consolidated District Accomplishment Reports to the SDO a) Report on Resources Generated b) Report on Number of Volunteers	June 7, 2019

c) Relevant Data Needed AFTER Conducting the Brigada Eskwela 2019 d) Scope of Work/ Actual Accomplishments *Secondary Schools may submit the aforementioned reports directly to the SDO SGOD SocMobNet Section	
Division Selection and Deliberation of <i>Brigada Eskwela</i> Awards Candidates	Within June-July, 2019
Division Brigada Eskwela Awards & Stakeholders' Appreciation Program	Within September or October 2019
Conduct of Brigada Eskwela Regional Awarding	Within October-November 2019
Conduct of Brigada Eskwela Regional Awarding Ceremony	November 28, 2019

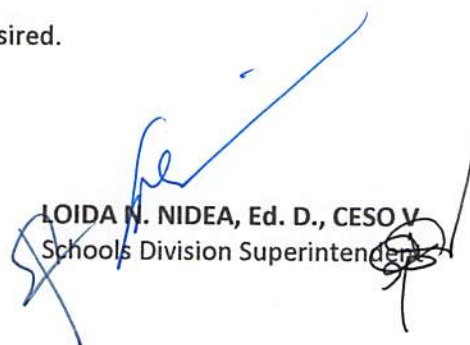
15. The official B.E. 2019 streamer, templates and updates are posted at **DEPED SORSOGON BRIGADA ESKWELA FB**.

16. Travel and other incidental expenses of the monitoring team and SDO personnel involved in the B.E. activities shall be charged against local funds/ MOOE or ASP PSF subject to the usual accounting rules and regulations.

17. Should there be any queries on brigada eskwela, all concerned may contact Mr. Bernard Estrada, SEPS, SGOD SOCMOBNET, Division ASP/ BE Coordinator and Partnership Focal Person, DepEd Sorsogon at 0939-779-2687.

18. For further information on the Brigada Eskwela 2019 implementation, pls. refer to **DepEd Memorandum No. 36, s. 2019** dated March 26, 2019 which can be found at DepEd website and at depedsorsogon.com.ph.

19. Immediate dissemination of this Memorandum is desired.


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

2019 BRIGADA ESKWELA

May 20-25, 2019

B. E. 2019 DRIFIT T-SHIRTS ORDER

*Instructions: Please prepare in 3 clear copies. This form can be reproduced.
The soft copy can be downloaded at DEPED SORSOGON BRIGADA ESKWELA FB.
Kindly submit to the SDO on or before April 11, 2019 together with the payment.*

District/ Cluster: _____
School: _____ Contact Person: _____ Contact No. _____

NAME OF PARTICIPANTS	POSITION/ DESIGNATION (PSDSs, School Head, Teacher, School Personnel, Pupil, Student, Stakeholders/ Others)	SINGLET/ T-SHIRT SIZES (XS, S, M, L, *XL, *2XL) <i>*with additional charge</i>
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Summary of Sizes:

SINGLET/ T-SHIRT SIZES	NO. OF PCS.
XS (Extra Small)	
S (Small)	
M (Medium)	
L (Large)	
XL (Extra Large)	
2XL (Double Extra Large)	
TOTAL	

Total Amount Remitted to the Division Cashier: _____

O.R. No. Issued to School _____ Date _____

Note: Please provide the SGOD SEPS or EPS II for SocMobNet Unit one copy of this duly accomplished registration sheet after payment has been made.