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Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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February 10, 2020

**DIVISION MEMORANDUM**

No. 40, s. 2020

**CONDUCT OF PHYSICAL ASSESSMENT AND MAINTENANCE NEEDS  
ASSESSMENT FOR CLASSROOMS AND SUBMISSION OF DISTRICT &  
SCHOOLS' BRIGADA ESKWELA DETAILED IMPLEMENTATION PLAN**

**TO:** Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Public Schools District Supervisors  
SEPS & EPS II SocMobNet  
Public Elementary and Secondary School Heads  
District and School Brigada Eskwela Coordinators  
District and School Physical Facilities Coordinators  
District and School DRRM Coordinators  
All Others Concerned

1. In preparation for the implementation of the Brigada Eskwela 2020 which is tentatively set on May 18-23, 2020, all schools are directed to conduct immediately the Physical Assessment and Maintenance Needs Assessment for classrooms. The School Head, Brigada Eskwela Coordinator, Physical Facilities In-charge and teachers must work hand-in-hand in determining priority projects and activities to be undertaken during the brigada eskwela. **All projects, minor repairs, etc. undertaken from January 6, 2020 and still to be undertaken during the brigada eskwela time frame must be based on the results of the physical assessment.** The template entitled **2020 Disaggregated Physical Assessment and Maintenance Needs Assessment for Classrooms** provided to all coordinators during the orientation held on January 31, 2020 will be utilized. The said report must be consolidated by the District B.E. Coordinator and must be submitted between March 2-6, 2020; for secondary schools it will be prepared by the School B.E. Coordinator and be submitted on or before March 6, 2020.

2. At the end of February 2020, all district and schools must have already conducted the brigada eskwela planning conference/ meeting involving the internal and external stakeholders.



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3. All District Brigada Eskwela Coordinators are tasked to complete and compile the detailed school's 2020 Detailed Brigada Eskwela Implementation Plan of the schools in their district and must be submitted at the SDO SGOD SocMobNet Unit in two (2) copies on or before **March 31, 2020**. For secondary schools, it must be submitted directly to the said unit on the same date.

In case there are add-ons but not reflected in the original submitted approved implementation plan, a **Supplemental B.E. Plan** must be submitted by the School Head **before** the 2020 brigada eskwela commences.

4. The District Plan for Brigada Eskwela 2020 to be submitted by the PSDSs and Coordinating Principals must reflect the following:



- a. Date, Time and Venue of District/ Municipal Kick-Off Program
- b. Monitoring Plan during the B.E. Week (School/s to be visited and monitored from Day 1 up to the last day of brigada eskwela)

5. The other activities that needs to be conducted this first quarter of the year are as follows:

- a. creation of brigada eskwela committees
- b. resource generation activities/ IGPs
- c. crafting of project proposal and Program of Works (POWs)

6. Travel and incidental expenses of the DepEd personnel to submit the required reports to the District Office/ SDO shall be charged against Local Funds/ School MOOE subject to the existing accounting and auditing rules and regulations.

7. For information, guidance and compliance of all concerned.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 



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