



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

August 4, 2023

**DIVISION MEMORANDUM**

No. 153, s. 2023

**DIVISION IMPLEMENTATION OF 2023 BRIGADA ESKWELA PROGRAM**

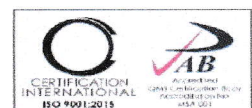
To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Section Heads  
Education Program Supervisors & Division Coordinators  
Public Schools District Supervisors/ OIC-PSDSs  
SGOD SEPS, EPS II, PDO I & II/ CID EPS II & PDO II  
Public Elementary and Secondary School Heads  
District Brigada Eskwela Coordinators  
All Others Concerned

1. Pursuant to DepEd Order No. 021, s. 2023 - 2023 Brigada Eskwela Implementing Guidelines, all public elementary and secondary schools in the division, partners, stakeholders and volunteers are enjoined to actively participate in the 2023 Brigada Eskwela which shall be implemented from August 14-19, 2023 with the theme: **Bayanihan Para Sa MATATAG Na Paaralan.**
2. The focus of this year's Brigada Eskwela are information campaigns, school preparations for the opening of classes such as clean-ups, minor to medium repairs, maintenance work in classrooms and strengthening partnerships that complement DepEd's efforts to ensure quality basic education.
3. Hereunder is the timeline of activities:

Activity	Date
Submission of Schools' 2023 Brigada Eskwela Detailed Implementation Plan, Activity & Project Proposals to SDO ( <i>pls. use the attached official revised templates for the plan</i> )	August 1-10, 2023



Balogo Sports Complex, Balogo, Sorsogon City, 4700  
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Email: [sorsogon@depd.gov.ph](mailto:sorsogon@depd.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163

<p><i>Programs, Projects and Activities for B.E. 2023 that are included in the plan must be aligned to School Improvement Plan (SIP) &amp; Annual Implementation Plan (AIP)</i></p> <p><i>*Secondary Schools may directly submit to the SDO c/o SGOD SocMobNet Unit</i></p>	
2023 Brigada Eskwela School Kick-Off Program	August 8-11, 2023
2023 Brigada Eskwela Division Kick-Off Program	August 15, 2023
Brigada Eskwela 2023 Schools' Implementation & Monitoring by DepEd National, Regional & SDO Officials <i>(a standard monitoring tool will be provided as soon as it is available)</i>	August 14-19, 2023
<p>Submission of the following Schools' Brigada Eskwela 2023 Accomplishment Reports to the District Office for consolidation:</p> <p>*Report on Resources Generated *Report on Number of Volunteers</p> <p><i>*Secondary Schools may directly submit to the SDO c/o SGOD SocMobNet Unit (standard templates will be provided as soon as it is available)</i></p>	August 22-25, 2023
<p>Cut off for uploading of BE 2023 Report on Resources Generated and Volunteers via the DepEd Partnership Database System (DPDS)</p> <p><i>(The reports submitted in hard copies must be the same that of uploaded in the DPDS).</i></p> <p>*Other projects and activities completed with the help of stakeholders and partners <b>outside the Brigada Eskwela Week</b> shall be reported to the SDO and Central Office through the DPDS.</p>	<p>September 1-6, 2023</p> <p>Monthly</p>



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Submission of District Consolidated Brigada Eskwela 2023 Accomplishment Reports to the SDO *Report on Resources Generated *Report on Number of Volunteers	August 28 – 31, 2023
Schools' Recognition and Appreciation of Brigada Eskwela Partners	August to September 2023
Division Stakeholders' Appreciation & Awarding Ceremonies	TBA

4. School Heads, teachers and other school personnel are **strictly prohibited** from soliciting or collecting any form of contribution including but not limited to Brigada Eskwela fees from parents or legal guardians, volunteers, partners and stakeholders. The Brigada Eskwela activities shall focus on voluntary work and participation to ensure that schools are adequately prepared for the upcoming school year.

5. Schools shall ensure that school grounds, classrooms and all its walls and other school facilities are clean and free from unnecessary artwork, decorations, tarpaulin and posters at all times. Oversized signages with commercial advertisements, words of sponsorships, and/ or endorsements or announcements of any kind or nature shall be taken down in compliance with DepEd Order No. 37, s. 2011 titled "Prohibition on Use and/ or Display of School Signages Showing Commercial Advertisements, Sponsorships, and/ or Endorsements. Classroom walls shall remain bare and devoid of posters, decorations or other posted materials. Classrooms should not be used to stockpile materials and should be clear of other unused items or items for disposal. **The Ban on Single-Use Plastics in Schools** must also be implemented.

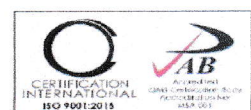
6. All schools must prepare necessary documentation and reports of the BE Program including photo/ video documentation, preparation of daily reports on donations received and services rendered; and recording the daily attendance of volunteers. The soft copies of attendance sheets may be requested by the schools from their District BE Coordinators.

7. Principals/ School Heads shall ensure that all donated items classified as property, plant and equipment are properly recorded in the book of accounts as stipulated in DepEd Order No. 82, s. 2011 titled "Guidelines on the Proper Recording of all Donated Properties." The documents required to support the recording in the book of accounts are as follows:

- a. Inventory Custodian Slip for donated properties with value below Php 50,000.00
- b. Property Acknowledgement Receipt for donated properties above Php 50,000.00



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Moreover, School Heads must submit the report on resources generated and volunteers for the 3<sup>rd</sup> Quarter August 2023 DPDS.

8. 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 (8) hours of service as committee members and/ or volunteers in the school preparation and partnership engagement activities, but not to exceed the total of six days service credits. The computation of the service credits to teachers shall be in consonance with DepEd Order No. 53, s. 2003 titled “ Updated Guidelines on Grant of Vacation Service Credits to Teachers, particularly, Item No. 1-D sub-items d and k and Item No. 1-f.

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

9. Expenditures relative to the implementation of Brigada Eskwela 2023 such as t-shirts and advocacy materials shall be charged to local/ school funds/ MOOE/ ASP PSF subject to the existing budgeting, accounting and auditing rules and regulations. The purchase of BE 2023 t-shirts of DepEd teaching and non-teaching personnel is allowed but not to exceed Three Hundred Pesos (Php 300.00) per t-shirt subject to the availability of funds.

10. The BE 2023 collaterals such as the official t-shirt and poster designs are found in the google drive [https://drive.google.com/drive/folders/1-nPfP7ABiZbb8V1XVeHil7U3cnCT8S8b?usp=drive\\_link](https://drive.google.com/drive/folders/1-nPfP7ABiZbb8V1XVeHil7U3cnCT8S8b?usp=drive_link).

11. Attached to this Memorandum are the following:

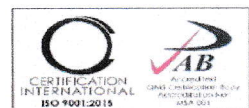
Enclosure No.1 – Roles and Responsibilities of Principals/ School Heads, Partners/ Stakeholders, Volunteers Teachers, SSG & SPG in implementing BE

Enclosure No. 2 – Inventory Custodian Slip

Enclosure No. 3 – Property Acknowledgment Receipt



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Enclosure No. 4 – Brigada Eskwela Implementation Plan Templates  
Enclosure No. 5 – Template for the Report on Completed Projects and activities with approved proposal/s with the help of stakeholders and partners **outside the Brigada Eskwela Week**

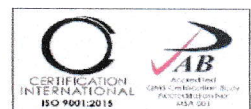
12. For the comprehensive details on the implementation of Brigada Eskwela 2023, please refer to DepEd Memorandum No. 021, s. 2023 available at [www.deped.gov.ph](http://www.deped.gov.ph) .

13. For information, guidance and compliance.

  
**WILLIAM E. GANDO, CESO V**  
Schools Division Superintendent



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## **ROLES AND RESPONSIBILITIES**

### **PRINCIPALS/ SCHOOL HEADS**

Principals/ School Heads shall:

1. spearhead the implementation of school preparedness activities;
2. create the Brigada Eskwela Task Force;
3. identify relevant Brigada Eskwela activities aligned to SIP;
4. identify potential partners;
5. ensure the conduct of Brigada Eskwela activities as mentioned;
6. submit resources generated and total number of volunteers through DepEd Partnerships Database System (DPDS);
7. provide updates to partners/ stakeholders on the status of the spearheaded project by providing them a coffee table magazine style of accomplishment for them to be recognized as well;
8. if, and when the school has attained a state where all physical aspects have been improved, no further needed work to be done, the SH may initiate innovations that will improve the performance level of the teachers and learners.

### **PARTNERS AND STAKEHOLDERS**

Partners and stakeholders shall monitor, in coordination with the school, the status of the project implemented during Brigada Eskwela Week.

### **VOLUNTEERS**

Volunteers shall Coordinate with the school and assist in the Brigada Eskwela Activities.

### **TEACHERS**

Teachers shall:

1. assist the School Heads in the implementation of the activities prepared for the day and/ or the week;
2. engage parents of the learners to participate in Brigada Eskwela;
3. monitor the assigned tasks performed by the volunteers; and
4. identify classroom needs to ensure its readiness.
- 5.

### **SUPREME STUDENT GOVERNMENT (SSG) / SUPREME PUPIL GOVERNMENT (SPG)**

SSG/ SPG Officers shall assist their homeroom teachers in the implementation of Brigada Eskwela activities.



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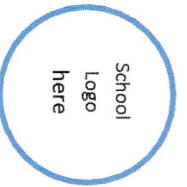


CIP 5461/21/05/1163









Republic of the Philippines  
 Department of Education  
 Region V  
**SCHOOLS DIVISION OF SORSOGON**  
 District  
**SCHOOL NAME**  
 Brgy., Municipality, Province



**BRIGADA ESKWELA 23**

**BRIGADA ESKWELA 2023 DETAILED IMPLEMENTATION PLAN**

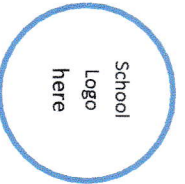
1. PRE-IMPLEMENTATION PERIOD <i>(The actual dates to be entered here are the dates after the end of SY 2022-2023).</i>							
Date	Program, Projects & Activities (PPAs) to be undertaken/ Innovations	Objectives	Strategies/ Methodologies/ Action Steps	Persons Responsible/Volunteers to be involved	Resources Needed/ (Mat./ Financial Rqts. / Budget Estimate)	Expected Outputs	Means of Verification (MOV)
	Organize the School's BE Steering and Working Committees.						
	Conduct Physical Facilities Needs Assessment (to determine what are to be repaired, constructed and maintained)						
	Craft the School's BE 2023 Detailed Implementation Plan						
	Craft Project Proposals for BE '23.						
	Advocate BE 2023 through social media platforms, TV & Radio Station/s, etc.						
	Generate resources for BE 2023; Identify stakeholders						
	Submit the School's BE 2023 Detailed Implementation Plan to the SDO.						

*(Insert row/s if necessary/ delete row/s if not needed)*

Note: You may add other PPAs if any.

Doc. Ref. Code	SDO- SGOD-F001	Rev	02
Effectivity	07.04.23	Page	of

Please do not remove this box below the page containing the Doc. Ref. Code, etc.. IF for instance your BE plan contains 14 pages, the first page is Page 1 of 14 and the last is Page 14 of 14. (Remove this box and the arrow after reading. Thank you).



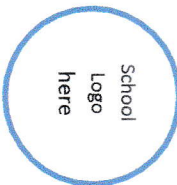
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**SCHOOLS DIVISION OF SORSOGON**  
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**SCHOOL NAME**  
 Brgy., Municipality, Province



**BRIGADA ESKWELA 23**

**BRIGADA ESKWELA 2023 DETAILED IMPLEMENTATION PLAN**

Dates	Program, Projects & Activities to be undertaken/ Innovations	Objectives	Strategies/ Methodologies/ Action Steps	Persons Responsible/Volunteers to be involved	Resources Needed/ Generated (Mat./ Financial Rqts. / Budget Estimate)	Expected Outputs	Means of Verification (MOV)
<b>2. IMPLEMENTATION PERIOD (August 14-19, 2023)</b>							
<i>(Insert row/s if necessary/ delete row/s if not needed)</i>							



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**SCHOOLS DIVISION OF SORSOGON**  
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**BRIGADA ESKWELA 2023 DETAILED IMPLEMENTATION PLAN**

Dates	Program, Projects & Activities to be undertaken/ Innovations	Objectives	Strategies/ Methodologies/ Action Steps	Persons Responsible/ Volunteers to be involved	Resources Needed/ Generated (Mat./ Financial Rqts. / Budget Estimate)	Expected Outputs	Means of Verification (MOV)
<b>3. POST IMPLEMENTATION PERIOD (August 22 – September 2023)</b>							
	Prepare the required BE 2023 reports.						
	Submit the BE 2023 reports to the District Office/ SDO.						
	Conduct Stakeholders' Appreciation.						
	Craft plan for the implementation of Brigada Eskwela Plus.						

*This is the last page where all the signatories are found and not on other pages of the plan.*

Prepared and submitted by:

PRINTED NAME & SIG. OF SCHOOL B. E. COORDINATOR  
 POSITION

Reviewed by:

**BERNARDINO D. ESTRADA**  
 SEPS, SGOD SocMobNet

**FLORENCIO P. BERMUNDO**  
 Chief Education Supervisor-SGOD

Recommending Approval:

**BERNIE C. DESPABILADERO, Ed.D.**  
 Asst. Schools Division Superintendent

Noted:

PRINTED NAME & SIG. OF SCHOOL HEAD  
 POSITION

PRINTED NAME & SIGNATURE  
 PSDS/ OIC-PSDS

APPROVED:

**WILLIAM E. GANDO, CESO VI**  
 Schools Division Superintendent

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Republic of the Philippines  
Department of Education

DepEd ORDER  
No. **021**, s. 2023


AUG 03 2023

**2023 BRIGADA ESKWELA IMPLEMENTING GUIDELINES**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Minister, Basic, Higher, and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education sets this year's *Brigada Eskwela* on **August 14-19, 2023**.
2. The *Brigada Eskwela* (BE) is a nationwide school maintenance program that engages all education stakeholders to contribute their time, efforts, and resources in ensuring that public schools are all set in time for class opening. It is a six-day event where local communities, parents, alumni, civic groups, local businesses, non-governmental organizations (NGOs), private individuals, and even teachers and students volunteer their time and skills for the conduct of clean-ups, minor to medium repairs, and maintenance work in classrooms and within the school site.
3. With the issuance of Presidential Proclamation No. 297, dated July 21, 2023, lifting the State of Public Health Emergency throughout the Philippines due to COVID-19, all prior orders, memoranda, and issuances that are effective only during the State of Public Health Emergency shall be deemed withdrawn, revoked, or cancelled and shall no longer be in effect. All COVID-19 restrictions including but not limited to the wearing of face masks and distancing are lifted.
4. The Guidelines on the Implementation of *Brigada Eskwela* for School Year 2023-2024 are enclosed.
5. All regions and schools divisions are instructed to provide intensive and extensive support to school heads.
6. This DepEd Order shall take effect upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
7. Immediate dissemination of and strict compliance with this Order is directed.



  
SARA Z. DUTERTE  
Vice President of the Republic of the Philippines  
Secretary of the Department of Education

Encl.:

As stated

References:

DepEd Memorandum Nos. 020, 2023 and 062, s. 2022

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

BUREAUS AND OFFICES  
CAMPAIGN  
COMMITTEES  
LEARNERS  
OFFICIALS  
POLICY  
PROGRAMS  
SCHOOLS

JDMC, APA, MPC, DO 2023 Brigada Eskwela Implementing Guidelines  
0478 - August 3, 2023



## **GUIDELINES ON THE IMPLEMENTATION OF BRIGADA ESKWELA FOR SY 2023-2024**

### **PROCEDURES**

#### **A. PRE-IMPLEMENTATION STAGE**

To prepare for the implementation of the *Brigada Eskwela*, schools shall be guided by the following:

##### **1. Assessment of Physical Facilities and Maintenance Needs of the School**

Before the implementation of *Brigada Eskwela*, the *School Facilities Coordinator* shall identify the needs for the upcoming school year's opening of classes and assess school facilities that require repair or replacement. The assistance of the Education Physical Facilities Division, School Watching Team (SWT), and Parents-Teachers Association (PTA) officers and members may be sought, if necessary.

Schools shall identify other requirements/activities necessary for school operations and teaching and learning.

##### **2. Compliance with the Absolute Prohibition on Solicitation**

School heads, teachers, and other school personnel are **strictly prohibited** from soliciting or collecting any form of contribution including but not limited to *Brigada Eskwela* fees from parents or legal guardians, volunteers, partners, and stakeholders. The *Brigada Eskwela* activities shall focus on voluntary work and participation to ensure that schools are adequately prepared for the upcoming school year.

##### **3. Creation of the *Brigada Eskwela* Working Committees**

School Heads/Principals shall lead the creation of the working committees for the *Brigada Eskwela* as well as supervise its functions. Together with the school head/principal, the working committees shall be composed of teachers and other non-teaching personnel. Further, parents, learners, community members, and external stakeholders may also be part of the task force provided that the nature of the involvement is **voluntary**.

School personnel cannot require the participation of parents in exchange for extra points in grades of learners.

The committee shall undertake the following:

##### **3.1 Conduct Extensive Public Awareness Campaigns**

- Promote public awareness and encourage involvement in *Brigada Eskwela* which may include the dissemination of advocacy materials and the conduct of awareness campaigns.

### **3.2 Establishment of Partnerships for Resource Mobilization**

- Mobilize voluntary resources, including both materials, manpower, and volunteer services, for the conduct of *Brigada Eskwela* in adherence to RA 5546. The law strictly prohibits the sale of tickets or the collection of contributions, whether voluntary or otherwise, from school children, learners, and teachers of public and private schools, for any project or purpose (DO No. 5, s. 1992 titled “Policy on Solicitation of Contribution”; DO No. 47, s. 2022 titled “Promotion of Professionalism in the Implementation and Delivery of Basic Education Programs and Services”; and DO No. 49, s. 2022 titled Amendment to DO No. 47, s. 2022).
- Determine target resources and identify potential volunteers and partners.
- Identify strategic activities in engaging stakeholders for Disaster Risk Reduction and Management.
- Ensure that the pledges/commitments of partners are delivered.
- Accept donations from partners before and during the *Brigada Eskwela* week.
- Craft a Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) determining the roles and responsibilities of the parties involved - the school and its partners.

### **3.3 Program Implementation**

- Direct and monitor the implementation of different activities as specified in the school work plan aligned with the School Improvement Plan (SIP) and Annual Implementation Plan (AIP).
- Provide guidance and directions to work teams in the performance of assigned tasks.
- Monitor actual accomplishments vis-à-vis identified needs and planned activities.

### **3.4 Handling of Administrative and Financial Matters**

- Provide administrative support and manage funds that will be generated in support of *Brigada Eskwela*.
- Ensure that all in-kind donations from and rendered services by both government and private sources are properly recorded and used in accordance with applicable rules and regulations and use appropriate forms in acknowledging receipt of donations (the Acknowledgement Receipt and Inventory Custodian Slip).
- Provide logistical support to volunteers such as but not limited to, work materials, first aid kits, refreshments, etc.
- Conduct daily inventory of all materials used.
- Prepare documents required for availment of tax incentives by partners such as, but not limited to:
  - a. MOA;
  - b. Deed of donation and/or deed of acceptance; and



c. other required documents.

### 3.5 Documentation

- Prepare necessary documentation and reports of the *Brigada Eskwela* Program including photo/video documentation, preparation of daily reports on donations received and services rendered, and recording the daily attendance of volunteers.

The following matrix indicates the possible steps/actions that potential external partners may undertake to ensure active engagement during the *Brigada Eskwela* week.

Stakeholders	Nature of Engagement
Provincial/ Municipal/ City Government Units	<ul style="list-style-type: none"> <li>a. Coordinate/engage with DepEd division offices</li> <li>b. Secure a copy of the school preparedness checklist</li> <li>c. Convene the Local School Board (LSB) to identify possible support on school preparedness/readiness</li> <li>d. Mobilize local support through the business sector, philanthropies, academe, and local organizations to assist schools' preparations for class opening</li> <li>e. If available, include schools in the early warning system implemented in the locality</li> <li>f. If possible, issue a local ordinance or resolution to support the implementation of <i>Brigada Eskwela</i></li> </ul>
Barangay Government Units	<ul style="list-style-type: none"> <li>a. Coordinate/engage with nearby elementary and/or secondary schools</li> <li>b. Participate in school preparatory meetings for <i>Brigada Eskwela</i></li> <li>c. Mobilize local assistance to support school readiness strategies</li> <li>d. Secure a copy of the school preparedness checklist</li> <li>e. Support the school preparedness strategies</li> </ul>
Private partners/ individuals	<ul style="list-style-type: none"> <li>a. Coordinate/engage with DepEd division or district or school</li> <li>b. Secure a copy of the school preparedness checklist</li> <li>c. Choose an intervention to be provided to schools such as repair, maintenance, supplies and materials, emergency kits/bags for learners and teachers</li> <li>d. Provide advocacy/information materials for schools</li> </ul>

	e. Support the school readiness/preparedness strategies
Local/NGOs and Volunteers	<ul style="list-style-type: none"> <li>a. Coordinate/engage with target elementary and/or secondary schools</li> <li>b. Secure a copy of the school preparedness checklist or <i>Brigada Eskwela</i> Plan</li> <li>c. Signify interest to assist the school during preparation for class opening</li> <li>d. Participate in school preparatory meetings for <i>Brigada Eskwela</i></li> <li>e. Identify and communicate support that will be provided to schools</li> <li>f. Support the school preparedness strategies</li> </ul>
Parents	<ul style="list-style-type: none"> <li>a. Participate voluntarily in school preparatory meetings for <i>Brigada Eskwela</i></li> <li>b. Set an example for children in doing community service</li> <li>c. Render voluntary support to the school preparedness strategies</li> </ul>

## B. IMPLEMENTATION STAGE

The actual implementation stage is during the *Brigada Eskwela* week on August 14-19, 2023. **As a matter of policy, all work and tasks performed under the *Brigada Eskwela* are voluntary in nature.**

### 1. Suggested Activities

Based on needs assessment, schools shall select appropriate activities for implementation during the *Brigada Eskwela* week from the following suggested list:

Activities	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Persons Responsible	Expected Output/s
Kick-Off Ceremony	/						SH, School Coordinator, Working Committees, School Governing Council	Program of Activities, Pledges of Commitment
Presentation of Major projects/activities to be done	/						SH, School Coordinator	Presentations
Organizing and Briefing of working Teams	/						SH, School Coordinator	Organizational Structure, Functions of each committee
Presentation of BE plan	/						SH, School Coordinator	Presentation

Registration of Partners and Stakeholders / Volunteers	/	/	/	/	/	/	Secretariat	Accomplished Registration Forms
Receipt of donations, resources/supplies	/	/	/	/	/	/	SH, School BE Coordinator, Working Committees	Registry of donations, resources, and supplies received
Repair/Repainting/Replacement/Rehabilitation of school facilities such as roofs/gutters, walls, comfort rooms, and others	/	/	/	/	/	/	Working Committees	Daily Accomplishment Report
Debriefing Activities	/	/	/	/	/	/	SH, School BE Coordinator, Working Committees, Secretariat	Report of accomplishment
Closing Program						/	SH, School BE Coordinator, Working Committees, Stakeholders	Program of Activities, Presentation of Accomplishment Certificates of Recognition

## 2. Maintenance of Clean Schools

Schools shall ensure that school grounds, classrooms and all its walls, and other school facilities are clean and free from unnecessary artwork, decorations, tarpaulin, and posters at all times. Oversized signages with commercial advertisements, words of sponsorships, and/or endorsements or announcements of any kind or nature shall be taken down in compliance with DO 37, s. 2010 titled Prohibition on Use and/or Display of School Signages Showing Commercial Advertisements, Sponsorships, and/or Endorsements. Classroom walls shall remain bare and devoid of posters, decorations or other posted materials. Classrooms should not be used to stockpile materials and should be clear of other unused items or items for disposal.

## C. POST-IMPLEMENTATION STAGE

Post-implementation is the period after the conduct of the *Brigada Eskwela* week. The collected data shall be consolidated in preparation for the school's accomplishment report. The following shall be undertaken:

### 1. Preparation and Submission of Accomplishment Report

Schools shall prepare and submit an accomplishment report hence, the following shall be undertaken:

- 1.1 Accomplish the school's *Brigada Eskwela* Report through the DepEd Partnerships Database System (DPDS).
- 1.2 Other projects and activities completed with the help of stakeholders and partners outside the *Brigada Eskwela* week shall be reported to the division and central office through the DepEd Partnership Database System (DPDS).

The school heads/principals shall ensure that all donated items classified as property, plant, and equipment are properly recorded in the book of accounts as stipulated in DO No. 082, s. 2011 titled "Guidelines on the Proper Recording of all Donated Properties." The documents required to support the recording in the book of accounts are as follows:

- i. Inventory Custodian Slip for donated properties with a value below P50,000.00; and
- ii. Property Acknowledgment Receipt for donated properties above P50,000.00.

## **2. Sustaining *Brigada Eskwela***

School improvement does not end on the last day of the *Brigada Eskwela* week. It may be a year-round undertaking to guarantee the school children of a learning center that is clean, resilient, and conducive to learning. Sending letters of gratitude to partners and volunteers for their contributions in prepping the school in time for the opening of classes will surely inspire them to do more.

The partnerships shall likewise be sustained. There might be uncompleted tasks in the *Brigada Eskwela* work plan or other school needs that may come up during the school year with which schools shall need the help of stakeholders.

### **Other possible strategies for sustainability:**

- 2.1. Keep the stakeholders informed of the status and progress of the programs/projects.
- 2.2. Listen to the ideas and concerns of stakeholders through the conduct of forums, focus group discussions, etc. to strengthen partnerships.
- 2.3. Conduct training/ attend relevant seminars.
- 2.4. Keep the spirit of *Bayanihan* alive in every school activity.
- 2.5. Conduct recognition and appreciation programs for the working committees and stakeholders. SDOs and ROs shall conduct their own recognition and appreciation programs. Schools and SDOs may be awarded certificates of recognition by the RO for outstanding and/or exceptional performance in implementing *Brigada Eskwela*.

### 3. Service Credits/Compensatory Time-off

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 six days' service credits. The computation of the service credits to teachers shall be in consonance with DO 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, particularly, Item No. 1-d sub-items d and k and Item No. 1-f.

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

### 4. Recognition and Appreciation of Partners

The usual search for Best Implementing School Awards, Hall of Fame Awards, and Brigada Plus at the national level shall **no longer** be part of the program, therefore, any issuance regarding the awards and recognition are **rescinded**. True to the spirit of volunteerism or *Bayanihan*, *Brigada Eskwela* shall veer away from any form of competition; but rather initiate, encourage, and strengthen cooperation and collaboration among education stakeholders.

However, recognition and appreciation of partners and stakeholders that contributed to the success of the *Brigada Eskwela* may be decided on the school, district, and/or division levels only. At the SDO level, the Schools Division Superintendent (SDS) shall serve as the Committee Chair with the SGOD Chief and Senior Education Program Specialist (SEPS) for Social Mobilization and Networking as co-chairs to further determine who among the stakeholders shall receive due recognition. The conferment of such may be given during culminating activity or Partners Recognition Program, as deemed applicable.

Internal and External Stakeholders including community and industry partners who displayed outstanding contributions in the attainment of the *Brigada Eskwela* initiative may be considered recipients of recognition. The following are suggested qualifiers, subject to the recommendation and approval of the committee:

- i. *Group/Institutional* – may be given to partners (e.g. *NGA/LGU, Private, NGO*) who have supported the school/institution for three (3) consecutive years.
- ii. *Individual* – may be given to the Chief Local Executive, Barangay leaders, School Head, Partnership Focal Person, and

other individuals who have shown immense support for the realization of *Brigada Eskwela* goals.

#### **4.1 Recognition and Appreciation of Partners at the SDO Level**

At the SDO level, the SDS shall serve as the Committee Chair with the SGOD Chief and Senior Education Program Specialist (SEPS) for Social Mobilization and Networking as co-chairs to further determine who among the stakeholders shall receive due recognition. The conferment of such may be given during culminating activity or Partners Recognition Program, as deemed applicable.

#### **4.2 Recognition and Appreciation of Partners at the Regional Level**

Partners at the regional level may also be recognized in adherence to the above-mentioned attributes and qualifiers. The Regional Director (RD) shall serve as the Committee Chair with ESSD Chief and Regional Partnership Focal Person as co-chairs. As to Individuals, Exemplary Division Partnership Focal Person may also be conferred.

Expenses to be incurred for the culminating and conferment activity, including plaques, certificates, and the like, may be charged to Regional MOOE and Division MOOE/local funds for Division and program support fund from the Central Office (CO), subject to the usual government accounting and auditing rules and regulations.

### **D. IMPLEMENTATION ROLES AND RESPONSIBILITIES**

#### **1. Central Office**

The External Partnership Service (EPS) shall:

- 1.1 issue School Preparedness Guidelines which provides a checklist on school preparedness measures.
- 1.2 lead the conduct of the *Brigada Eskwela* National Kick-Off Program;
- 1.3 monitor the week-long implementation of BE through the RO;
- 1.4 verify and evaluate the submissions of *Brigada Eskwela* Reports in the DPDS;
- 1.5 provide updates to the media and the general public through the Public Affairs Service (PAS), DepEd Central Office on the status of implementation;
- 1.6 coordinate and facilitate the distribution of donations received by the CO to identified regional, division, and schools; and

#### **2. Regional Office**

The Education Support Services Division (ESSD) shall:

- 2.1 engage local stakeholders to support the implementation of *Brigada Eskwela*;
- 2.2 monitor the actual implementation of *Brigada Eskwela*;

- 2.3 create the Regional Monitoring Team for approval of the Director;
- 2.4 verify and validate the *Brigada Eskwela* Reports of the SDOs in the DPDS;
- 2.5 conduct planning meetings with SDOs to determine school needs;
- 2.6 provide technical assistance to SDOs in formulating strategies to support school preparedness; and
- 2.7 validate, Monitor, and prepare a report on the implementation of preparedness strategies.

### **3. Division Office**

The Social Mobilization and Networking (SMN) shall:

- 3.1 mobilize assistance from education partners and other government agencies for schools' implementation of preparedness measures;
- 3.2 ensure support is equitably distributed to all schools;
- 3.3 conduct daily monitoring and evaluation of the school's implementation in coordination with the Public Schools District Supervisors (PSDS). The unit shall create the division monitoring team for approval of the Schools Division Superintendent;
- 3.4 verify and validate the submission of partnership interventions of the schools through the PSDS;
- 3.5 recommend schools for the monitoring by the RO;
- 3.6 conduct orientation on the *Brigada Eskwela* implementing guidelines;
- 3.7 plan for stakeholders' recognition and appreciation activities;
- 3.8 coordinate with local government agencies and uniformed personnel;
- 3.9 ensure availability of the summary of school-level data for local partners' preferences; and
- 3.10 prepare a list of schools that would be needing the most assistance from partners.

### **4. Public Schools**

The school heads/principals shall:

- 4.1 spearhead the implementation of school preparedness activities;
- 4.2 create the *Brigada Eskwela* Task Force;
- 4.3 identify relevant *Brigada Eskwela* activities aligned to SIP;
- 4.4 identify potential partners;
- 4.5 ensure the conduct of *Brigada Eskwela* activities as above-mentioned;
- 4.6 submit resources generated and volunteers to the PSDS;
- 4.7 provide updates to partners /stakeholders on the status of the spearheaded project by providing them a coffee table magazine style of accomplishment for them to be recognized as well;
- 4.8 if, and when the school has attained a state where all physical aspects have been improved and no further work needed to be done, the SH may initiate innovations that will improve the performance level of the teachers and learners.

### **5. Partners and Stakeholders**

Partners and stakeholders shall monitor, in coordination with the school, the status of the project implemented during the **Brigada Eskwela** week.

## **6. Volunteers**

Volunteers shall coordinate with the school and assist in the **Brigada Eskwela** activities.

## **7. Teachers**

Teachers shall:

- 7.1 assist the SH in the implementation of the activities prepared for the day and/or the week;
- 7.2 engage parents of the learners to participate in *Brigada Eskwela*;
- 7.3 monitor the assigned tasks performed by the volunteers; and
- 7.4 identify classroom needs to ensure readiness.

## **8. Supreme Student Government (SSG)/Supreme Pupil Government (SPG) Officers**

The SSG/SPG Officers shall assist their homeroom teachers in the implementation of *Brigada Eskwela* activities.

## **REFERENCES**

- Department of Education. (2015). DepEd Order No. 40, s. 2015, *Guidelines on K to 12 Partnerships*.
- Department of Education. (2013). DepEd Order No. 2 s. 2013. Revised Implementing Rules and Regulations of Republic Act 8525, *An Act Establishing An "Adopt-A-School Program," Providing Incentives Therefor, and For Other Purposes*.
- Department of Education. (2008). DepEd Order No. 24 s. 2008, *Institutionalisation of Brigada Eskwela Program of the National Schools Maintenance Week (NCMW)*.
- Department of Education. (2011). DepEd Order No. 082, s. 2011, *Guidelines on the Proper Recording of all Donated Properties*.