



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

June 13, 2022

DIVISION MEMORANDUM

No. 102, s. 2022

**ORGANIZATION OF SCHOOL BRIGADA ESKWELA STEERING AND
WORKING COMMITTEES**

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

1. In preparation for the 2022 Brigada Eskwela implementation and to ensure that all school's internal and external stakeholders will be involved in its annual conduct and success, the organization of school Brigada Eskwela Steering and Working Committees are necessary.

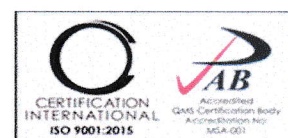
2. In the Brigada Eskwela Manual for School Heads issued years ago, the following committees need to be organized:

A. **Brigada Eskwela Steering Committee** which shall spearhead the implementation of the Brigada Eskwela Program and shall oversee the various efforts to be undertaken for the program such as marketing and advocacy, resource mobilization, implementation, monitoring and evaluation. The Brigada Eskwela Steering Committee is usually composed of the following:

Overall Chairman: School Head/ Principal
Co-Chair : PTCA President or Representative
Members : School Physical Facilities Coordinator
Barangay Chairman/ Representative
School Governing Council
Private Sector Representative
Selected Teachers/ Students
Others



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B. **Brigada Eskwela Working Committees**

The **School Head** may designate the members of the Brigada Eskwela Steering Committee to chair the other working committees.

B.1 **Advocacy and Marketing Committee**

Objective: To promote public awareness and encourage involvement in Brigada Eskwela by:

- a. utilizing the developed advocacy and marketing materials from the ASP National Secretariat to create the mode of campaign. Advocacy materials may be reproduced or redeveloped.
- b. conducting extensive awareness campaign and other marketing activities which may include interviews/ advertisement with local radio, television, newspapers and social media, posting of campaign banners, showing Brigada Eskwela music video, distribution of other campaign materials and roadshows such as Brigada caravan.

B.2 **Resource Mobilization Committee**

Objective: To generate resources, both materials and manpower or volunteer services for the conduct of Brigada Eskwela thru:

- determine target resources and volunteers
- meeting potential partners, volunteers, community leaders/ official and members to engage support from the community and local business enterprises
- ensuring that the pledges/ commitments of partners are delivered
- accepting donations from partners

B.3 **Program Implementation Committee**

Objective: To direct and monitor the implementation of different activities as specified in the school Brigada Eskwela Detailed Implementation Plan:

- providing guidance and directions to work teams in the performance of assigned tasks
- ensuring program of work are accomplished as planned
- monitoring of actual accomplishments vis-a-vis identified needs and planned activities

B.4 **Administrative and Finance Committee**

Objective: To provide administrative support and manage funds that will be generated in support of Brigada Eskwela

- ensuring that all financial assistance from both government and private sources are used in accordance with applicable rules and regulations
- providing logistical support to volunteers such as but not limited to work materials, first aid kits, refreshments, etc.
- accounting the usage of all materials thru the conduct of daily inventory



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- preparing documents required for tax incentives availment by partners such as but not limited to:
 - a. memorandum of agreement
 - b. deed of donation and/ or deed of acceptance

B.5 Documentation Committee

Objective: To prepare the necessary documentation and reports using the prescribed forms

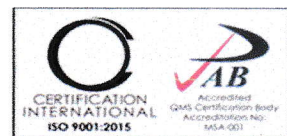
- taking photos and/ or video footages of activities especially the improvements done on the schools (before, during and after photos)
- keeping and maintaining records and pertinent papers and documents
 - a. daily report on donations received
 - b. daily attendance of volunteers
- summarizing and consolidating the different BE forms as basis for drafting the Brigada Eskwela school's accomplishment report

3. The School Head may create Working Committees other than those specified above depending on the needs of the school and the extent of work to be done
4. For information, guidance and compliance.


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 Schools Division Superintendent



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