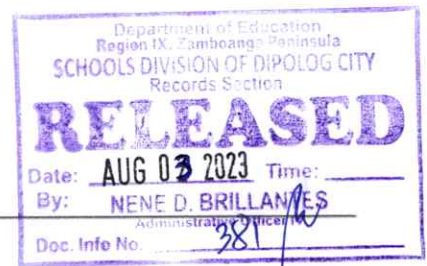




Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



02 August 2023

**DIVISION MEMORANDUM**  
No. 381, s. 2023

**SCHOOL-LEVEL BRIGADA ESKWELA IMPLEMENTATION**

To: **Assistant Schools Division Superintendent**  
**Chiefs, CID and SGOD**  
**Public Schools District Supervisors**  
**CID and SGOD Personnel**  
**Public Elementary and Secondary School Heads**  
**All other concerned**

1. In reference to the unnumbered memo from the Office of the Director of External Partnerships (EPS) in conducting **Brigada Eskwela (BE) Activities from 14-19 August 2023, with the theme "Bayanihan para sa MATATAG na Paaralan."**
2. With the ongoing formulation of the Brigada Eskwela guidelines, we may still refer to the previous DM No. 062, s. 2022, the "2022 Brigada Eskwela Implementing Guidelines", schools are reminded of the following:
  - a. Submission of Brigada Eskwela Forms 1 to 7;
  - b. Inventory Custodian Slip and Property Acknowledgement Receipt (DM No. 062, s.2022); and
  - c. Student-Led School Watching and Hazard Mapping (DO 23, s.2015)
3. **School Heads are obliged to follow the BE implementation guidelines and procedures**, details of which are provided in Annex A. **Be reminded of the compliance with the Absolute Prohibition on Solicitation.**
4. All Public Schools District Supervisors and select SGOD personnel are requested to monitor the BE implementation at the school level indicated in Annex B.
5. Teaching and non-teaching personnel who wish to volunteer for the said specified schedule are entitled to 6 days of service credits and 1.5 days of compensatory overtime credit per CSC and DBM Joint Circular No. 2, s. 2004.
6. Schools are encouraged to provide tarpaulin as advocacy material during BE implementation week. For BE references, as the suggested poster indicates in Annex C, for softcopy kindly access this link: <https://bit.ly/BE2023References>.
7. For any support needed from Stakeholders in relation to the MATATAG Agenda, kindly access this link <https://bit.ly/BE2023SupportNeeded>.
8. For clarifications, please contact our Social Mobilization and Networking contact persons through Crispo V. Gahisan – 09639531681 and Jesel B. Chiu – 09171390058.
9. Immediate dissemination of this memorandum is enjoined.

**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent



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## Annex A

### Brigada Eskwela

2023 Brigada Eskwela

Theme: “*Bayanihan Para Sa MATATAG Na Paaralan*”

Schedule:

National Kick-Off Program – **August 7, 2023**

Tarlac National High School, Region III

Regional/Schools Division Kick-Off – **August 8-11, 2023**

Brigada Eskwela Implementation Week – **August 14-19, 2023**



### Implementation Procedures

#### Pre-Implementation Stage

To prepare for the conduct of the *Brigada Eskwela week* at least a month before the opening of the new school year, the schools shall be guided by the following:

- Assessment of Physical Facilities and Maintenance Needs of the School
- Compliance with the Absolute Prohibition on Solicitation
- Creation of the *Brigada Eskwela Task Force*

The task force shall undertake the following:

- Conduct of extensive public awareness campaigns
- Establishment of partnerships for resource mobilization
- Program Implementation
- Handling of Administrative and Financial Matters
- Documentation



### Implementation Procedures

#### Implementation Stage

The actual implementation stage is during the *Brigada Eskwela week*, also referred to as the National Schools Maintenance Week. This is usually conducted two (2) or three (3) weeks before the opening of classes. This is the time when all marketing, advocacy, and resource mobilization efforts during the pre-implementation stage will bear fruit. This is also the time when plans are carried out with the support of volunteer stakeholders and partners. **As a matter of policy, all work and tasks performed under the *Brigada Eskwela* are voluntary in nature.**

- Suggested Activities
- Maintenance of Clean Schools
- Implementation of the Ban on Single-Use Plastics in Schools





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### Implementation Procedures

#### Suggested Activities

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

### Implementation Procedures

#### 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:

- Preparation and Submission of Accomplishment Report
- Sustaining *Brigada Eskwela*
- Service Credits/Compensatory Time-off
- Recognition and Appreciation of Partners



### IMPLEMENTATION ROLES AND RESPONSIBILITIES

#### Public Schools

##### The school heads/principals:

- Spearhead the implementation of school preparedness activities;
- Create the *Brigada Eskwela* Task Force;
- Identify relevant *Brigada Eskwela* activities aligned to SIP;
- Identify potential partners;
- Ensure the conduct of *Brigada Eskwela* activities as above-mentioned;
- Submit resources generated and volunteers through DPDS;
- 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;
- 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.



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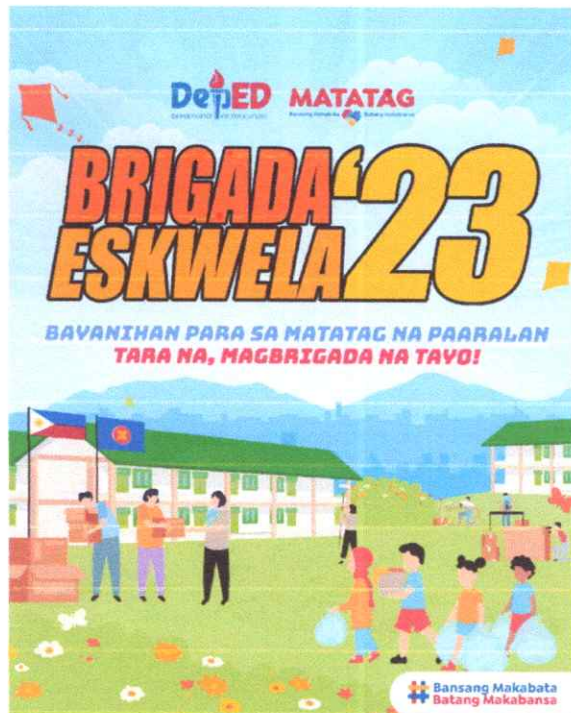


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**Annex B**

District	No. of Schools	PSDS	SGOD Team
West A	6	Melanie B. Bantilan	Ronillo S. Yarag
West B	2	Jovencia M. Samante	Marie C. Refugio
North A	3	Ma. Lisa E. Valdehueza	Luisiano S. Murro Jr.
North B	4	Bernie P. Laranjo	Doc Jayrick Balagbagan
East A	2	Petrush G. Macute	Alan D. Chiu
East B	8	Genevieve B. Miranda	Jesel B. Chiu
East C	2	Vilma C. Velasco	Cielidel V. Timosa
South A	5	Rossalyn Z. Montealto	Neil Nonato F. Sebastian
South B	5	Adrian G. Refugio	Marie Antoinette F. Nazareth Andrew Homil G. Elumbaring Chris Rey VIII A. Herrera
South C	11	Olalio D. Delos Santos	Engr. Christopher Ace B. Bael Crispo V. Gahisan Rambelle C. Flores Doc Clees Paul Z. Tabiliran

**Annex C**



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