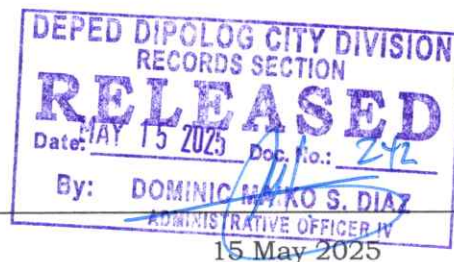




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Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



DIVISION MEMORANDUM
No. 242, s. 2025

CONDUCT OF THE 2025 BRIGADA ESKWELA AT THE SCHOOL LEVEL

To: **Assistant Schools Division Superintendent**
Chiefs, CID and SGOD
All SGOD and CID Personnel
All Elementary and Secondary School Heads
IT Section
All Others Concerned

1. In reference to DepEd Memorandum No. 042, s. 2025, titled "2025 Brigada Eskwela Implementing Guidelines," below are important reminders in addition to the usual implementation of Brigada Eskwela. This year's theme is **"Sama-sama Para sa Bayang Bumabasa"** and will be observed on **June 9–13, 2025**:

I. Pre-Implementation Stage

- a. Identify the needs for the upcoming school year and reflect them in the **School Preparedness Checklist** with the assistance of the Education Facilities Division, School Watching Team, and the Parent-Teacher Association (PTA), if necessary (refer to Annex in DM No. 042, s. 2025).
- b. Strictly adhere to the policy on the **absolute prohibition of solicitation**, per existing DepEd orders.
- c. Comply with existing **prohibitions on certain partnerships**.
- d. Create **Brigada Eskwela Working Committees**, to be led by School Heads, which shall:
 - i. Conduct a community-wide public awareness campaign
 - ii. Establish partnerships for resource mobilization
 - iii. Align activities with the School Improvement Plan (SIP) and Annual Improvement Plan (AIP)
 - iv. Manage administrative and financial procedures using prescribed forms (PAR, ICS, etc.)
 - v. Ensure complete documentation, including photos and narratives of key activities
- e. **Identify external partners** participating in Brigada Eskwela.
- f. Refer to the guidelines on **Brigada Eskwela Packages**.
- g. Organize the **School Technical Working Group (TWG)** for National Inventory Day.

II. Simultaneous School-Level Brigada Eskwela Kick-Off

- a. Conduct the **simultaneous kick-off on June 9, 2025**.
- b. Ensure that the event is **broadcast live** on the school's official Facebook page, and cross-posted to the Division Facebook page.



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- c. Follow the **suggested program of activities** for the kick-off ceremony, including the presentation of the School Preparedness Plan to stakeholders (refer to DM No. 042, s. 2025, pp. 7–8).
- d. Implement the suggested activities throughout **Brigada Eskwela Week**.
- e. Ensure availability of **reading resources**.
- f. Conduct **learner health assessments** under the National Health Insurance Program (NHIP).
- g. **Engage stakeholders** in validating essential resources and establishing inventory data.

III. Post-Implementation Stage

- a. **Sustain** the implementation of Brigada Eskwela.
 - b. **Grant of Service Credits/Compensatory Time-Off (CTO)** must be completed on or before June 30, 2025:
 - i. Teachers may earn one (1) day of service credit for every eight (8) hours of accumulated service as committee members or volunteers, but not exceeding five (5) days, per DO No. 13, s. 2024.
 - ii. Non-teaching personnel shall be granted CTO for services rendered during weekends or holidays as part of the working committee. Eight (8) hours of service is equivalent to one (1) day CTO.
 - c. Prepare and submit the **Accomplishment Report**:
 - i. Submit the **Brigada Eskwela Report** through the **DepEd Partnerships Database System (DPDS)** from **May to June 2025**, due every 6th day of the following month.
 - ii. Ensure that all donations are properly recorded using Inventory Custodian Slips (ICS) and Property Acknowledgement Receipts (PAR) and reflected in the DPDS submission.
 - iii. Submit the following **documentation**:
 - School Preparedness Checklist
 - Special Order for SC/COC with narrative report and photos
 - List of Brigada Eskwela Working Committees
 - Brigada Eskwela Action Week Plan
 - Copy of BE Kick-Off Program
 - Number and types of trees planted
 - Copy of the submitted report for National Inventory Day (*due on June 13, 2025*)
 - d. Provide **recognition and appreciation** to all partner organizations and stakeholders.
2. Conduct **daily monitoring and evaluation** of the school's implementation in coordination with Public Schools District Supervisors. Refer to the attached **Division Monitoring Team** (Annex A) and **BE Monitoring Tool** (Annex B).



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3. Designated Roles of SDO Sections/Groups/Individuals
 - a. **IT Section** – Facilitate the cross-posting of the schools' Facebook Live to the Division, Regional, and Central Office pages.
 - b. **Youth Formation Section** – Provide anti-bullying session materials and ensure proper implementation.
 - c. **Health and Nutrition Section** – Oversee the health assessments of learners at the school level and ensure their registration in PhilHealth's NHIP.
 - d. **PTA Officers** – Actively participate in Brigada Eskwela activities.
 - e. **SELG/SSLG Officers** – Assist their homeroom teachers in the implementation of BE activities.
4. DepEd employees across all governance levels are encouraged to participate in Brigada Eskwela and may render service for up to two (2) days within the Brigada Eskwela Week. Participation must be approved by the office/section head, provided there are no pending transactions. This shall be considered on official time.
5. Due to the simultaneous launching of Brigada Eskwela, the **Division Kick-Off will be conducted in conjunction with the school-level kick-off**. A separate memorandum shall be issued for further clarification and details.
6. You may download Brigada Eskwela Materials in this link provided by the central office <https://tinyurl.com/2025BrigadaEskwelaMaterials>.
7. For any concerns or clarifications, you may contact our **Social Mobilization and Networking personnel**.
8. For information and proper guidance.

ROSALIO B. CONTURNO JR., PhD.
OIC – Asst. Schools Division Superintendent
Officer-In-Charge

For:

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

Encl.: DM No. 42, s. 2025 | BE Tool & Team
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
SGOD CID OSDS
JBC/20250515-DM-BE Implementation
SGOD-SMN/ May 15, 2025



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Annex A

Brigada Eskwela Monitoring Team

District	School	PSDS (Chairperson)	Team Members
East A	Estaka CS	Adrian G. Refugio	Dexter A. Elumba Gina Fe M. Ramos
	ZNNHS		
East B	Dicayas ES	Lyn A. Carpio	Jessie P. Samaniego Melanie B. Bantilan Marie C. Refugio Jesel B. Chiu Jan Rina N. Bitancor-Uy
	Gulayon IS		
	Linabo ES		
	Lugdungan ES		
	Minaog ES		
	St. John ES		
	Sto. Niño ES		
	Upper Dicayas IS		
East C	Turno ES	Rossalyn Z. Montealto	Monina P. Antiquina Terence Eyre B. Belangoy Sheila S. Quimpo-Cabasag
	ZNNHS Turno		
North A	Dipolog City NHS	Jovencia M. Samante	Riela Angela C. Josol Marie Antoinette F. Nazareth Cielidel V. Timosa
	Dipolog PDS		
	Dipolog SPED Center		
North B	Barra ES	Vilma C. Velasco	Luisiano S. Murro Jr. Leo Martinno O. Alejo Geilou O. Yabres
	Biasong ES		
	Sicayab ES		
	Sicayab NHS		
South A	AQUMATSHS	Ma. Lisa E. Valdehueza	Cherilyn R. Allen Rambelle C. Flores Emmanuel F. Bacaltos Jeffrey G. Bolingkit
	Laoy Olingan ES		
	Olingan ES		
	Olingan South ES		
	Sta. Cruz ES		
South B	Punta CS	Genevieve B. Miranda	Cherry Mae B. Eltanal Coleen Mae N. Montederamos Theresa Kristyl Mae M. Jacinto
	Punta NHS		
	San Alfonso ES		
	San Jose ES		
	Sinaman IS		
South C	Cayasan ES	Olalio D. de los Santos	Edgardo S. Cabalida Crispo V. Gahisan Ronillo S. Yarag Christopher Ace B. Bael Jo-Ann M. Borbon
	Cogon ES		
	Cogon NHS		
	Diwan ES		
	Guinsangaan ES		
	Kepiyanan ES		
	Linay ES		
	Pamansalan ES		
	Pamansalan ETHS		
	Sangkol ES		
	Virginia ES		



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District	School	PSDS (Chairperson)	Team Members
West A	Magsaysay ES	Petrush G. Macute	Edgar C. Dingal Serafino E. Estebat Jr. Clees Paul Z. Tabiliran
	Miputak East CS		
	Miputak NHS		
	Sta. Filomena IS		
	Sta. Isabel ES		
	Tubod IS		
	Magsaysay ES		
	Miputak East CS		
West B	Galas ES	Bernie P. Laranjo	Cielbert E. Dondoyano Jr. Jayrick C. Balagbagan
	Galas NHS		



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BRIGADA ESKWELA MONITORING TOOL

School Name: _____

Date: _____

A. Pre-Implementation Stage

INDICATOR	OBSERVABLE		REMARKS <i>If Unsatisfactory (Pls. describe)</i>	RECOMMENDATION/ MODE OF VERIFICATION/ DOCUMENT SUBMITTED
	Satisfactory	Unsatisfactory		
1. Conducted assessment based on School Preparedness Checklist				
2. Compliance with the absolute prohibition on solicitation				
• Engagement letter to partners				
• Brigada Eskwela Partners proposal				
• Listed potential Stakeholders				
• Others (please specify)				
3. Creation of Brigada Eskwela Working Committees				
4. Creation of National Inventory Day School TWG				
5. Activities for the Brigada Eskwela Working Committee				
• Public Awareness Campaign				
• Establishment of Partnerships for Resource Mobilization				
• Program Implementation (Planned Activities)				



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INDICATOR	OBSERVABLE		REMARKS <i>If Unsatisfactory (Pls. describe)</i>	RECOMMENDATION/ MODE OF VERIFICATION/ DOCUMENT SUBMITTED
	Satisfactory	Unsatisfactory		
<ul style="list-style-type: none"> Handling of Administrative and Financial Matters 				
<ul style="list-style-type: none"> Documentation 				

B. Implementation Stage

INDICATORS	VISIBLE		BEST PRACTICES	RECOMMENDATIONS
	Yes	No		
6. Maintenance of Clean School:				
<ul style="list-style-type: none"> Zero litters 				
<ul style="list-style-type: none"> Clutter-free (everything is well-ordered, arranged and organized) 				
<ul style="list-style-type: none"> Spill-free (absence of spill water or liquids on floors, tablets, wall, etc.) 				
<ul style="list-style-type: none"> Soil/ Dust-free floorings and walls (absence of soil particles and mud) 				
<ul style="list-style-type: none"> Zero garbage placed outside (hallways, school perimeter, school buildings, gym) 				
<ul style="list-style-type: none"> Zero illegal postings (walls, posts, trees, etc.) 				
<ul style="list-style-type: none"> Waste segregation compliance (no mixed waste) 				
<ul style="list-style-type: none"> Absence of vandalism 				



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INDICATORS	VISIBLE		BEST PRACTICES	RECOMMENDATIONS
	Yes	No		
<ul style="list-style-type: none">• Presence of activity in preventing pollution, minimizing waste, and caring for the environment				
7. Program of Activities				
<ul style="list-style-type: none">• BE Caravan and Advocacy Campaign				
<ul style="list-style-type: none">• Tree Planting Activity				
<ul style="list-style-type: none">• Cleaning and Repainting				
<ul style="list-style-type: none">• Dialogue with PTA and other organizations				
<ul style="list-style-type: none">• Anti-Bullying Session				
<ul style="list-style-type: none">• Health Assessment				
<ul style="list-style-type: none">• National Inventory with Stakeholders Engagement				
<ul style="list-style-type: none">• Story Telling Activity				
<ul style="list-style-type: none">• Others, pls specify				



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Volunteer Engagement

INDICATORS	BEST PRACTICES	SPECIFICS (Number/ Amount)	RECOMMENDATION
8. Number of Brigada Eskwela volunteers from the following groups working on the school. (Please enumerate)			
9. Donation received for Brigada Eskwela/ Resource Generated (Please specify)			
10. Relationships in the community (Describe)			

Overall Assessment

11. How would you rate the overall implementation of Brigada Eskwela in the school?				
5 Outstanding	4 Very Satisfactory	3 Satisfactory	2 Fair	1 Poor
12. Commendations/ Suggestions/ Recommendations:				

Assessed by:

Confirmed by:

