



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

June 5, 2024

DIVISION MEMORANDUM

No. 132, s. 2024

DIVISION IMPLEMENTATION OF 2024 BRIGADA ESKWELA PROGRAM

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

1. Pursuant to DepEd Order No. 003, s. 2024 titled 'Amendment to DepEd Order No. 22, s. 2023 (*Implementing Guidelines on the School Calendar of Activities for the school year 2023-2024*)', the Brigada Eskwela 2024 will be conducted in all public elementary, secondary and integrated schools from July 22-27, 2024. This year's theme for Brigada Eskwela is **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' 2024 Brigada Eskwela Detailed Implementation Plan, Activity & Project Proposals to SDO (<i>pls. use the attached official revised templates for the plan</i>)	July 4 to July 12, 2024



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CIP 5461/21/05/1163

<p><i>aligned to School Improvement Plan (SIP) & Annual Implementation Plan (AIP)</i></p> <p>*Secondary Schools may directly submit to the SDO c/o SGOD SocMobNet Unit</p>	
2024 Brigada Eskwela Division Kick-Off Program	July 22, 2024 @ 8:00am Irosin Central School
2024 Brigada Eskwela School Kick-Off Program	July 22, 2024
Brigada Eskwela 2024 Schools' Implementation & Monitoring by DepEd National, Regional & SDO Officials	July 22-27, 2024 July 29 to August 9, 2024
BE 2024 School-Level Closing Program and Awarding of Certificate of Appreciation/ Recognition to Education Partners/ Stakeholders.	July 27, 2024
<p>Cut-off date for the Submission of the following Schools' Brigada Eskwela 2024 Accomplishment Reports to the District Office for consolidation:</p> <p>*Report on Resources Generated *Report on Number of Volunteers</p> <p>*Secondary Schools may directly submit to the SDO c/o SGOD SocMobNet Unit (standard templates will be provided as soon as it is available)</p>	August 31, 2024
<p>Cut off for uploading of BE 2024 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>For the month of July: August 6, 2024</p> <p>For the month of August: September 6, 2024</p>
Submission of Report on Completed Projects and Activities with the assistance of the stakeholders and partners during and after the Brigada Eskwela period to the SDO. <i>(pls. see Enclosure No. 6 for the template to be used)</i>	August 31, 2024 and Monthly thereafter
<p>Submission of District Consolidated Brigada Eskwela 2024 Accomplishment Reports to the SDO</p> <p>*Report on Resources Generated *Report on Number of Volunteers</p>	August 28 – 31, 2023



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*Report on Number of Volunteers	
Submission of Consolidated Monitoring Result by the PSDSs/ OIC-PSDSs & SDO Based Monitors	August 16, 2024
Division Stakeholders' Appreciation & Awarding Ceremonies	TBA

4. School Heads, teachers and other school personnel are **strictly prohibited** from writing solicitation letters 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. Pursuant to DepEd Order No 19, s, 2008 titled Implementation of No Collection Policy in All Public Elementary and Secondary Schools, school authorities are reminded and being discouraged from collecting fees during enrolment period and at any time during the school year.

6. School Heads may seek the support of the members of THE VILLAGE, INC for their various Brigada Eskwela programs, projects and activities through conduct of in-person meetings/ consultations. After determining the kind of assistance that their partners could extend, a project proposal/s will be made and be submitted to them for consideration. All schools are encouraged to have a duly signed Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with their partners to formalize and sustain their partnerships.

7. 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.

8. 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



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requested by the schools from their District BE Coordinators or Division BE Coordinator.

9. 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

For every donation received by the school, a Deed of Donation (DOD) and Deed of Acceptance (DOA) shall be signed by the donor and donee. **DOD & DOA need to be notarized for valuable registrable properties such as lots, buildings, vehicles, farm implement such as tractors, etc.;** for small value donation/s, no need to be notarized.

Moreover, School Heads must reflect in their 3rd Quarter DPDS Reports the resources generated for BE 2024 from July 1-31 and August 1-31, 2024 respectively as well as the number of volunteers participated.

10. 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 Overtime Credit (COC) for the services rendered during weekends as members of the Brigada Eskwela working committees or for rendering voluntary services in cleaning the schools, doing minor repairs and maintenance activities. Eight (8) hours of accumulated services are equivalent to one-day COC.

11. Expenditures relative to the implementation of Brigada Eskwela 2024 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 2024 t-shirts of DepEd



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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.

12. The *Brigada Eskwela* 2024 collaterals such as the official t-shirt, banner design and among others are found in the google drive:

<https://bit.ly/2024BrigadaCollaterals>

13. Attached to this Memorandum are the following:

Enclosure No. 1 – Implementation Procedures (Pre to Post Implementation Stages)

Enclosure No. 2 - Roles and Responsibilities of Principals/ School Heads, Partners/ Stakeholders, Volunteers Teachers, SSG & SPG in implementing BE

Enclosure No. 3 – Inventory Custodian Slip

Enclosure No. 4 – Property Acknowledgment Receipt

Enclosure No. 5 – Brigada Eskwela2024 Implementation Plan Templates

Enclosure No. 6 – Template for the Report on Completed Projects and Activities with approved proposal/s with the assistance of stakeholders and partners during and after the Brigada Eskwela period

Enclosure No. 7 – Deed of Donation Template

Enclosure No. 8 – Deed of Acceptance Template

Enclosure No. 9 – Monitoring Tool for use of Regional, SDO and District Monitors

14. For information, guidance and compliance.

WILLIAM E. GANDO, CESO V
Schools Division Superintendent



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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 Working Committee***

The committee 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

Implementation Procedures

Suggested Activities

Activities	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	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

Implementation Procedures

Suggested Activities

Activities	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Persons Responsible	Expected Output/s
Receipt of donations, resources/supplies	/	/	/	/	/	/	SH, School BE Coordinator, Working Committees	Registry of donations, resources, supplies received
Repair /Repainting/R eplacement /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

CLARIFICATION ON THE MAINTENANCE OF CLEAN SCHOOLS PROVISION OF DO 21, s. 2023

This provision will not repeal the following:

1. Classroom Structuring indicated in the **Education Facilities Manual** issued in 2010.
2. **DepEd Order No. 33, s. 2021** titled **School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding and Other Weather-Related disturbance and Calamities** which stipulates the posting of relevant updates, hotlines, disaster preparedness measures and plans in strategic locations in schools.
3. Other issuances related to **Disaster Preparedness and Preventive Measures of the Department** which requires posting of signages and materials in designated areas and of appropriate sizes.

Implementation Procedures

4. DepEd Order No. 64, s. 2017 titled Establishing the Minimum Performance Standards and Specifications for DepEd School Buildings which provides for a well-designed school building, that considers ergonomics, anthropometrics, thermal comfort, illumination, ventilation, acoustics, color and compliance with the law, contributes to improved learners performance, and makes a lasting impression on the community with regard to importance of education.

5. DepEd Order No. 47, s. 2016 titled Omnibus Policy on Kindergarten Education which provides for the general rule on setting up the learning space and environment to include the different learning/activity areas, classroom and play area structuring that is open, respectful, caring, nurturing and safe for the total development of the Kindergarten learners anchored on developmentally appropriate principle.

6. Other issuances which specifies mandatory posting of signages and infographics that promote the rights and protection of learners.

Implementation Procedures

7. Schools shall ensure the strict implementation of the banning of single-use plastics as a single-use plastics avoidance and solid waste minimization strategy, pursuant to the National Solid Waste Management Commission (NSWMC) Resolution No. 1363, s. 2020 titled "Resolution Directing the Department of Environment and Natural Resources (DENR) to Prepare and Implement the Banning of the Use of Unnecessary Single-Use Plastics by National Government Agencies (NGAs), Local Government Units (LGUs) Offices and all other Government Controlled Offices."

In accordance with NSWMC Resolution, the following materials are considered as unnecessary single-use plastics:

- a. Plastic cups,
- b. Plastic drinking straws,
- c. Plastic coffee stirrers,
- d. Plastic spoons, forks and knives,
- e. Plastic labo and sando bags,
- f. Styrofoam or polystyrene food containers,
- g. Thin plastic food containers,
- h. Multi-layer packaging,
- i. Plastic water bottles, and
- j. Bio/oxo degradable plastics.

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 Procedures

Sustaining *Brigada Eskwela*

Strategies for sustainability:

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

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 to the PSDS;
- 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.

IMPLEMENTATION ROLES AND RESPONSIBILITIES

Public Schools

Partners and Stakeholders

- Monitor, in coordination with the school, the status of the project implemented during the *Brigada Eskwela* week.

Volunteers

- Coordinate with the school and assist in the *Brigada Eskwela* activities.

Teachers

- Assist the SH in the implementation of the activities prepared for the day and/or the week;
- Engage parents of the learners to participate in *Brigada Eskwela*;
- Monitor the assigned tasks performed by the volunteers; and
- Identify classroom needs to ensure readiness.

Supreme Student Government (SSG)/Supreme Pupil Government (SPG) Officers

- Assist their homeroom teachers in the implementation of *Brigada Eskwela* activities.

INVENTORY CUSTODIAN SLIP

Entity Name: _____

Fund Cluster: _____

ICS No: _____

Quantity	Unit	Amount		Description	Inventory Item No.	Estimated Useful Life
		Unit Cost	Total Cost			

Received from:

Signature Over Printed

Name Position/Office

Date

Received by:

Signature Over Printed

Name Position/Office

Date





Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON
District (pls type your District name)
SCHOOL NAME
 Brgy., Municipality, Sorsogon





BRIGADA ESKWELA 2024 DETAILED IMPLEMENTATION PLAN

1. PRE-IMPLEMENTATION PERIOD - MAY 20, 2024 TO JULY 19, 2024							
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 2024 Detailed Implementation Plan						
	Craft Project Proposals for BE '24 aligned to MATATAG Agenda & THE VILLAGE, INC.						
	Advocate BE 2024 through social media platforms, TV & Radio Station/s, etc.						
	Generate resources for BE 2024; Identify stakeholders						
	Submit the School's BE 2024 Detailed Implementation Plan to the SDO.						
	<i>(Insert row/s if necessary/ delete row/s if not needed)</i>						

Note: You may add other PPAs if any.

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

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 Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON
 District (pls type your District name)
SCHOOL NAME
 Brgy., Municipality, Sorsogon





School
Logo
here

Adopt-A
School

BRIGADA '24

ESKWELA '24

BRIGADA ESKWELA 2024 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)
3. POST IMPLEMENTATION PERIOD - JULY 29 TO AUGUST, 2024							
	Prepare the required BE 2024 reports.						
	Submit the BE 2024 reports to the District Office for consolidation. SDO.						
	Conduct Schools' Stakeholders' Appreciation						
	<p style="color: red; font-style: italic;"> Note: Appreciation/ recognition of BE partners can also be done after the volunteers have rendered service/ turned over the donations for BE in the school. </p>						
	Prepare and submit the DTR of teachers who rendered service during BE for the granting of service credit.						

	Assess/ Evaluate BE 2024 activities.								
	Craft plan for the implementation of Brigada Eskwela Plus.								
	Draft and submit project proposals for the improvement of school facilities.								
	Mobilize resources for other unfinished school's BE Projects.								
	*Other Post Implementation activities (pls add if any)								

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

Prepared and submitted by:

JUANA B. DE LA CRUZ
POSITION/ DESIGNATION

Noted:

JUANA B. DE LA CRUZ
PSDS/ OIC-PSDS

Reviewed by:

BERNARDINO D. ESTRADA
SEPS, SGOD SocMobNet

FLORENCIO P. BERMUNDO
Chief Education Supervisor-SGOD

WILFREDO J. GAVARRA
Asst. Schools Division Superintendent

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

Recommending Approval:

APPROVED:

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

Encl. No. 7 to Div. Memo. No. 132, s. 2024

DEED OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

This Deed of Donation made and executed by:

(Donor's Name), (Position) herein represented by its (Position) (Name of Representative, if any) with office address at _____, hereinafter called the **DONOR**

- in favor of -

The **Department of Education**, (complete school name) herein represented by the (SDS/ Principal/ School Head) (Complete Name of the SDS/ Principal/ School Head) with office address at _____, hereinafter called the **DONEE**

WITNESSETH

That for and in consideration of a desire to contribute a share for the cause of the education of Filipino learners through the Adopt-a-School Program of the Department of Education, the **DONOR** has freely and voluntarily given, transferred and conveyed by way of donation to the Donee and its successors and assigns free and clear of any and all liens and encumbrances whatsoever all its rights, interests on:

Qty.	Unit	Complete Item Description <i>(Donated Item and its dimension, brand, color, etc.)</i>	Amount
<i>Pls add rows if necessary.</i>			

IN WITNESS WHEREOF, the **DONOR** has set his/ her signature this ____ day of _____, 2024 at _____

Printed Name & Sig. of Donor/ Representative



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ACKNOWLEDGEMENT

Republic of the Philippines)
_____) S.S.

Before me, this ____ day of _____ 2024, personally appeared:

(Complete Name of the Donor), (Position) of (Office/ Org.) exhibiting to me his/her government issued identification card as competent proof of his/ her identity, known to me and to me known to be the same person who executed the foregoing instrument and he/ she acknowledges before me that the same is his/her/their free, voluntary act and deed.

This instrument consists of two (2) pages including the page where the acknowledgement is written and is signed by the party on every page.

Witness my hand and seal the day, year and place above-written.

NOTARY PUBLIC

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Series of 2024



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Encl. No. 8 to Div. Memo. No. 132, s. 2024

DEED OF ACCEPTANCE

The **DONEE**, for and in behalf of the school, accepts the donation from _____ thru the Adopt-a-School Program. The donation details are as follows:

Qty.	Unit	Complete Item Description <i>(Donated Item and its dimension, brand, color, etc.)</i>	Amount
<i>Pls add row/s if necessary.</i>			

For and in behalf of the (school name/ recipient), the DONEE expresses his/ her most sincere appreciation for the benevolence shown by the DONOR.

In witness whereof, the DONEE has set his/ her hands this ____ day of _____, 2024 at _____.

(Printed Name and Signature of School Head)

SIGNED IN THE PRESENCE OF:

 Witness Printed Name & Signature

 Witness Printed Name & Signature

ACKNOWLEDGEMENT

Republic of the Philippines)
 _____) S.S.

Before me, this ____ day of _____ 2024, personally appeared:

_____, Principal/ School Head of (name of school) and (Donor's Name), (Position/ Office/ Org.) exhibiting to me their respective government issued identification cards as competent proof of their identity, known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledge before me that the same is their free, voluntary act and deed.

This instrument consisting of one (1) page including the page where the acknowledgement is written and is signed by the parties and the witnesses on every page.

Witness my hand and seal the day, year and place above-written.

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 Book No. _____
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Encl. No. 9 to Div. Memo. No. 132, s. 2024



MONITORING AND EVALUATION TOOL

PROCEDURES:

- A. **PRE-IMPLEMENTATION STAGE** – to prepare for the implementation of *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 Schools 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.

PRE-IMPLEMENTATION STAGE

INDICATOR	OBSERVABLE (<i>Check One</i>)		REMARKS If Unsatisfactory (Please describe)	Recommendation/ Mode of Verifications/ Document Submitted
	Satisfactory	Unsatisfactory		
1	Conducted assessment on the physical facilities and maintenance needs of the school			
Classroom				
Furniture				
School Grounds				
Toilet				
Others (<i>pls. specify</i>)				



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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.

PRE-IMPLEMENTATION STAGE

INDICATOR	OBSERVABLE (Check One)		REMARKS	Recommendation/ Mode of Verifications/ Document Submitted
	Satisfactory	Unsatisfactory	If Unsatisfactory (Please describe)	
2	Compliance with the absolute prohibition on solicitation.			
Engage- ment letter to partners				
Brigada Eskwela partners proposal				
Others (pls. specify)				

3. CREATION OF THE BRIGADA ESKWELA WORKING COMMITTEE (Pls. refer to Div. Memo. No. 132, s. 2022 for the composition of Committees)

Principals/ School Heads shall lead the creation of the working committees for the Brigada Eskwela as well as supervise its functions. Together with the Principal/ School Head, 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
- 3.2 Establishment of Partnerships for Resource Mobilization
- 3.3 Program Implementation



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3.4 Handling of Administrative and Financial Matters

3.5 Documentation

PRE-IMPLEMENTATION STAGE

INDICATOR	OBSERVABLE (Check One)		REMARKS If Unsatisfactory (Please describe)	Recommendation/ Mode of Verifications/ Document Submitted
	Satisfactory	Unsatisfactory		
3	Activities for the Brigada Eskwela Working Committee			
Public Awareness campaign				
Establishment of Partnerships for Resource Mobilization				
Handling of Administrative and Financial Matters				
Documentation				

B. IMPLEMENTATION STAGE – the actual implementation stage is during the *Brigada Eskwela* week on July 22-27, 2024. As a matter of policy, all work and tasks performed under the *Brigada Eskwela* are voluntary in nature.

Direction: Please check yes or no

4	Indicators	Visible		Best Practices	Recommendations
		Yes	No		
	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, walls, 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, and elsewhere) 				
	<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 				
	<ul style="list-style-type: none"> • Presence of activity in preventing pollution, minimizing waste and caring for the environment 				



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Part II. VOLUNTEER ENGAGEMENT

	Indicators	Best Practices	Specifics (Number/ Amount)	Recommendation
5	<p>Number of <i>Brigada Eskwela</i> volunteers from the following groups working on school.</p> <p><i>(please enumerate; kindly refer to the attendance sheet templates for the types of volunteers)</i></p>			
6	<p>Donations received for <i>Brigada Eskwela</i>/ Resources Generated</p> <p><i>(pls. enumerate/ specify)</i></p>			
7	<p>Relationships in the community.</p> <p><i>(pls. describe)</i></p>			



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Part III. OVERALL ASSESEMENT

Direction: *Pls. encircle*

8	How would you rate the overall implementation of <i>Brigada Eskwela</i> in the school?				
	5 <i>Outstanding</i>	4 <i>Very Satisfactory</i>	3 <i>Satisfactory</i>	2 <i>Fair</i>	1 <i>Poor</i>
9	How would you rate the spirit of volunteerism in the school?				
	5 <i>Outstanding</i>	4 <i>Very Satisfactory</i>	3 <i>Satisfactory</i>	2 <i>Fair</i>	1 <i>Poor</i>
10	Commendations/ Suggestions/ Recommendations				

Responsible Persons

DEPED NATIONAL/ REGIONAL OFFICE V

Assessed by:

Full Name: _____

Office: _____

Full Name: _____

Office: _____

SDO REPRESENTATIVE/ PSDS/ OIC-PSDS

Full Name: _____

Office: _____

Full Name: _____

Office: _____



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