



**Republic of the Philippines**  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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**15 Aug 2023**

DIVISION MEMORANDUM  
No. 406, s. 2023

**MONITORING OF THE CONDUCT OF 2023 BRIGADA ESKWELA (BE)**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisor/PSDS  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In reference to the DepEd Order No. 021, s. 2023 entitled 2023 Brigada Eskwela Implementing Guidelines, this Office reiterates the strict implementation of the said DepEd Order.
2. The implementation of BE aims to address the resource gaps faced by schools through strengthening partnership initiatives and collaborative support of the communities to increase the readiness of the schools for the opening of classes.
3. Pursuant to paragraphs 2.2 and 2.3 of the above-mentioned DepEd Order, the Division Brigada Eskwela Monitoring Teams will visit the schools on August 15 – 18, 2023. The Team is expected to join the activity to sustain partnership engagement activities aligned to MATATAG agenda for an inclusive and child-friendly learning environment, imbibing the Bayanihan spirit.
4. The teaching personnel are entitled to earn vacation service credits arising from their active involvement as members of the school BE working committees and/or volunteer in the school preparation and partnership engagement activities, but not to exceed the total of six days' service credits. For further details on the granting of the service credits to teachers, please refer to DepEd Order No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to teachers. Likewise, non-teaching personnel shall be granted Compensatory Time-Off (CTO) for services rendered during weekends as member of BE working committees and/or voluntary services in the BE activities. Eight hours of accumulated rendered services is equivalent to one day service credit/CTO.
5. Expenses of the monitoring activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.



Brgy. Pitol, Tayabas City



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6. Enclosed is the copy monitoring tool.
7. Immediate dissemination of this memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

Reference:

DepEd Order No. 21 s. 2023

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

Programs  
Policy  
Brigada Eskwela

SGOD- monitoring of the conduct of 2023 brigada eskwela (be)  
None/August 15, 2023



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## BRIGADA ESKWELA MONITORING TOOL

Division: \_\_\_\_\_

School Name: \_\_\_\_\_

School ID: \_\_\_\_\_ SBM Level: \_\_\_\_\_

Category: \_\_\_\_\_

School Head: \_\_\_\_\_ Contact #: \_\_\_\_\_

BE Coordinator: \_\_\_\_\_ Contact #: \_\_\_\_\_

Total No. of Learners: \_\_\_\_\_ Total No. of Personnel: \_\_\_\_\_

Total Amount of Resources Generated: \_\_\_\_\_

Directions: Assess the School Brigada Implementation based on the following criterion and indicators mark as evident or not evident. (Use separate sheets if needed.)

I. PRE-IMPLEMENTATION			
Indicators	Evident	Not Evident	Remarks
1. Conduct Physical Facilities and Maintenance Needs Assessment.			
2. Create Brigada Eskwela Working Committee.			
3. Prepare Brigada Eskwela Implementation Plan.			
4. Prepare Brigada Eskwela Implementation Monitoring Plan.			
5. Compliance to Absolute Prohibitions on Solicitations.			
6. Conduct public awareness campaigns.			
7. Identify potential partners and volunteers.			
8. Prepare menu for partnership.			
9. Establish partners for resource mobilization (MOA/MOU). • Ensure volunteers' and partners' commitment through MOU/MOA.			
II. IMPLEMENTATION			
Indicators	Evident	Not Evident	Remarks
1. Ensure that pledges are delivered.			
2. Document commitments and pledges. • Deed of Donation • Acknowledgement Receipt • Inventory Custodian Slip ( <i>Donation less than Php 50,000.00</i> ) • Property Acknowledgement Receipt ( <i>Donation more than Php 50,000.00</i> )			



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone Nos.: 02-8682-2114  
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3. Brigada Eskwela's activities are aligned to SIP and AIP.			
4. Monitor and document accomplishment vis-à-vis BE Implementation Plan.			
5. Provide logistical supports to volunteers.			
6. Conduct daily inventory of materials used and resources generated.			
7. Document Brigada Eskwela Activities. <ul style="list-style-type: none"> <li>• Volunteer and partners involvement</li> <li>• Daily Attendance</li> </ul>			
8. Clean and Maintain facilities. <ul style="list-style-type: none"> <li>• School ground</li> <li>• Walls</li> <li>• Classrooms, Chairs and tables</li> <li>• Safe hallways and stairs</li> <li>• Presence of alternative learning space</li> <li>• School canteen readiness</li> <li>• Wash facilities</li> <li>• Conducive comfort rooms (Male-Female-All Gender)</li> </ul>			
9. Variety of learning resources and materials.			

### III. PARTNERS INVOLVEMENT

Indicators	Evident	Not Evident	Remarks
1. Collaborate with the members of the School Governance Council.			
2. Involvement of parents and other members of the community.			
3. Involvement of Local Government Units and members.			
4. Involvement of Local Government Agency.			
5. Involvement of National Government Agency.			
6. Involvement of private partners.			
7. Involvement of Civic Group.			

### IV. POST IMPLEMENTATION

Indicators	Evident	Not Evident	Remarks
1. Prepare accomplishment report.			
2. Recognize and appreciate partners and volunteers.			
3. Prepare Brigada Eskwela Sustainability Plan.			

### V. Schools Safety, Preparedness and Resiliency

Indicators	Evident	Not Evident	Remarks
1. Post evacuation plan including directional signages and emergency resources.			
2. Identify temporary learning space.			
3. Post emergency Hotlines.			



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4. Establish early Warning System and/or mechanism.			
5. Establish early provisions of First-aid kits, learners/teachers' kits, hygiene kits and other emergency materials.			
6. Availability of learners and personnel database.			
7. Ensure safekeeping of school vital records.			
8. Coordinate with barangay officials on safety of learners as pedestrians.			

**VI. CHALLENGES**

Bottlenecks, gaps, hindering factors, and challenges encountered	Initiated solutions and mitigations

**Monitored by:**

**Conforme by:**

\_\_\_\_\_  
Signature Over Printed Name  
Monitoring Official

\_\_\_\_\_  
Signature Over Printed Name  
School Head



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