REPUBLIC OF THE PHILIPPINES
Department of Education
REGION V
REGIONAL CENTER SITE, RAWIS, LEGAZPI CITY 4500
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April 5, 2017

Regional Memorandum No. 35, s. 2017

005231

REGIONAL BRIGADA ESKWELA (BE) IMPLEMENTATION AND CONTEST GUIDELINES

To: Schools Division Superintendents
Asst. Schools Division Superintendents
Chiefs/OIC-Chiefs of RO Functional Divisions
CID and SGOD Chiefs
Education Program Supervisors
Division Brigada Eskwela (BE) and/or
Adopt-A-School Program (ASP) Coordinators
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) Region V enjoins all schools to actively take part and implement the Brigada Eskwela or the National Schools Maintenance Week set on May 15 to 20, 2017 with the theme, ***"Isang DepEd, Isang Pamayanan, Isang Bayanihan Para sa Handa at Ligtas na Paaralan", as per DepEd Memorandum No. 43, s. 2017*** or the **2017 Brigada Eskwela Implementing Guidelines** issued on March 9, 2017. *Brigada Eskwela* aims to bring together all education stakeholders to participate and share their time, effort and resources to ensure that public schools' facilities are ready and more conducive for learning come the opening of classes in June.

2. The Regional Kick-Off Program and Caravan will be held in the **Province of Catanduanes** on **May 15, 2017**. A separate advisory will be issued on the details of the program.

3. All Schools Division Offices (SDOs) shall mobilize their Adopt-A-School Program (ASP)/ Brigada Eskwela (BE) Coordinators, Public Schools District Supervisors and all school heads to spearhead the BE implementation. The school heads (SHs) together with the School BE/ASP Coordinator shall take lead in planning and carrying-out Brigada Eskwela so that schools become disaster-prepared, more safe for children, clean and conducive to learning.

4. DepEd Regional, Division and District Officials and Employees are encouraged to join the Brigada Eskwela activities by offering their time, skills and resources to their chosen public school/s. Interested employees

are given two (2) days to do volunteer work on Official Time (OT) provided that such work is approved by their respective heads of offices.

5. The criteria of selection for the Best Brigada Eskwela Implementing Schools is found in the enclosure no. 1 and the schedule of 2017 Brigada Eskwela activities in enclosure no.2. All the revised templates as discussed during the Regional Orientation on Brigada Eskwela last March 28 to 29, 2017 such as the 1) Physical Facilities and Maintenance Needs Assessment Form for classroom and water and sanitation facilities, 2) number of volunteers, 3) resources generated and 4) scope of work are attached for reference.

6. The List of the Monitoring Supervisors and Personnel for the 2017 Brigada Eskwela, the Monitoring Template, committees and other details of the 2017 Brigada Eskwela Implementation shall be contained in a separate issuance.

7. For more information on this, all concerned may contact Maria Cristina G. Baroso, Project Development Officer IV, Education Support Services Division (ESSD), DepEd ROV at 09477638165.

8. Immediate and widest dissemination of this Memorandum is earnestly desired.

RAMON FIEL G. ABCEDE
Regional Director

Encls.: As stated

References: DepEd Memorandum: Nos. 19, s. 2017; DepEd ROV No. 14, s.2017;
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES	TEACHERS
OFFICIALS	BRIGADA ESKWELA
PARTNERSHIPS	ACTIVITIES
PROGRAMS	
SCHOOLS	

ERCA/ESSD/TIN/04/05/2017

(Enclosure No. 1 to Regional Memorandum No. 35 , s. 2017

CRITERIA OF SELECTION &
REGIONAL EVALUATION AND SELECTION COMMITTEE FOR
BEST BRIGADA ESKWELA IMPLEMENTING SCHOOLS

I. Criteria of Selection

1. Scope of Work – 35%

Scope of Work is based on the result of the School Physical Facilities Repair and Maintenance Needs Assessment such as Repair Works, Maintenance Works, New Improvements and Beautification/Landscaping/Learners Kiosk Installation and others. The computation is based on the percentage of work completed (as reflected in the accomplished Scope of Work Template) multiplied by 35%.

2. Diverse Volunteer Participation – 25%

a. Parent Volunteers – 15%
The computation is based on the number of parent volunteer turn-out over the targeted number of volunteer multiplied by 15%. **The computation for the target number of parent volunteers is enrolment (current or the last school year) multiplied by 75%.**

b. Other Volunteers – 10%
Target representative per group is 5 volunteers to get 2 points. Below 5 shall be given 1 point then multiplied by 10%.

NGAs and other government organization and public corporations	LGUs (Brgy/Mun/Prov)	Community Involvement including NGOs and Professional Associations	Private Sector Involvement including Corporate Foundations and Private Schools	Pupil/Student Organization (SSG/SPG) and Alumni Associations.
2	2	2	2	2

3. Generated Resources – 15%

The computation will be the actual generated resources over the target (as indicated in the tables below) multiplied by 15%.

a. Elementary Level

Category	Number of Teachers (National)	Resource Generated
Small School	9 and below	90,000 and below
Medium School	10-29	100,000 -300,000
Large School	30-50	300,000-500,000
Mega School	51 and above	500,000 and above

b. Secondary Level

Category	Number of Teachers (National)	Resource Generated
Small School	9 and below	90,000 and below
Medium School	10-25	100,000 -300,000
Large School	26-100	300,000-1,000,000
Mega School	101 and above	1,000,000 and above

The amount of resources generated shall include all donations-in-kind and equivalent amount of materials used for the scope of work accomplished during the Brigada Eskwela. It shall also include all resources accepted after the steering and working committees were formed and commence to execute their functions from March 1, 2017 (as the official start date based on DepEd Memorandum No. 43, s. 2017).

4. Alignment to Brigada Eskwela Theme – 5%
   The evaluation shall be based on the School Safety and Preparedness Guide ***(please see Annex A of Enclosure No. 1 of the DepEd Memorandum No. 43, s. 2017 for the details)*** which is 21 points, computed as points meet over 21 multiplied by 5%.

5. Creativity and Innovation – 10%
   To be evaluated base on the presence of value added projects such as medical and dental mission, provision of school supplies and uniform, awareness/literacy campaigns, special events and others.

6. Increment of Resources and Volunteers – 10%
   The computation will be the percentage of increase in the current year (2017 Brigada Eskwela) over the last year multiplied by 10%.

TOTAL 100%

II. REGIONAL EVALUATION AND SELECTION COMMITTEE

REGIONAL EVALUATION AND SELECTION COMMITTEE
FOR THE BEST BRIGADA ESKWELA IMPLEMENTING SCHOOLS

Chairman:	Maria Cristina G. Baroso, PDO IV
Co-Chairman:	Casiano Perdigones, EPS, FTAD
Members:	Daisy D. Moratalla, Engineer III, ESSD
	Maria Rosalia Vivien Maninang, Dentist III, ESSD
	Mayflor Marie Jumamil, Admin Officer V, ORD

Over-all In-Charge
Engr. Ronald C. Asis, Chief, ESSD

(Enclosure No. 2 to Regional Memorandum No. 35 , s. 2017)

SCHEDULE OF ACTIVITIES FOR THE 2017 BRIGADA ESKWELA (BE) IMPLEMENTATION

Activity	Schedule
a. Pre-Implementation Stage of Brigada Eskwela (BE) (Assessment of Physical Facilities and Maintenance Needs of the Schools, Scope of Work, Resource Mobilization, Organization of Brigada Eskwela Committees and their Orientation on Specific Roles and Tasks, among others.	March 1-May 13, 2017
b. Brigada Eskwela (BE) National Kick-Off Program and Caravan	May 11, 2017
c. Brigada Eskwela (BE) Regional and Schools Division Kick-Off Program and Caravan	May 15, 2017
d. Brigada Eskwela (BE) Implementation and Monitoring of Schools	
e. Submission of Division Consolidated *Brigada Eskwela* Reports to the Regional BE/ASP Coordinator	June 30, 2017
f. Submission of the List of School Candidates for the **Regional *Brigada Eskwela* Best Implementers** and documentation of BE Implementation, accomplishments based on the scope of work, generated resources and number of volunteers.	June 30, 2017
g. Regional Selection and Deliberation of *Brigada Eskwela* Awards Candidates	July 1 to July 15, 2017
h. Regional Validation of School Candidates for Best Brigada Eskwela Awards (at least top 3 for each category)	July 15 to August 8, 2017
i. Submission of Consolidated *Brigada Eskwela* Accomplishment Reports by the Regional Coordinators to the External Partnerships Service	July 30, 2017
j. Submission of Final List of School Candidates as *Brigada Eskwela* National Awardees to External Partnership Service, including the submission of rating sheets reflecting the ranks of the candidate-awardees	On or before August 15, 2017
k. National Validation of the 2017 *Brigada Eskwela* Best Implementing Schools	September 1- October 31, 2017
l. Conduct of *Brigada Eskwela* Regional Awarding Ceremony	Within October 2017
m. Conduct of *Brigada Eskwela* National Awarding Ceremony	Within November 2017

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BRIGADA ESKWELA '17

Adopt A School
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PHYSICAL FACILITIES AND MAINTENANCE NEEDS ASSESSMENT FORM
FOR CLASSROOMS

BE Form 1.1

School: _____ School ID: _____ Barangay: _____ District: _____ Division: _____

Type of Building (*must be based on NSBI report, write the Building Number first then the Type of Building)	Total Number of Classrooms	Classroom Number (no need for total)	Building Components (Write 1 if needs minor repair; 2 for major repair)						General Condition of the Classroom (Write 1 if Unsatisfactory)	Nature of improvement (for each classroom)				Proposed Budget (to attach detailed budgetary requirement)
			Roof covering and structure	Ceilings	Walls	Floors	Electricals	Doors and windows		Write 1 if needs **minor repair** only	(Write 1 if needs **major repair)**	(Write 1 if needs **replacement)**	(Write 1 if needs **repainting only)**	
Eg. Marcos Type Building	3	1	1	1	1	1	1		1	1				
TOTAL														

Instructions: Conduct ocular inspection of the school physical facilities listed below. Then provide the needed information to facilitate the improvement to be done on these identified facilities. Use additional form if needed.

Prepared by:

School Physical Facilities Coordinator and School BE Coordinator

Noted by:

School Head

Validated by:

Division Engineer III

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BE Form 1.2

PHYSICAL FACILITIES AND MAINTENANCE NEEDS ASSESSMENT FORM
FOR WATER AND SANITATION FACILITIES

School: _____ School ID: _____ Barangay: _____ District: _____ Division: _____

Type of Facility (*must be based on NSBI Report)	Total Number	Building Components (Write 1 if needs minor repair; 2 for major repair)								General Condition of the Facility (Write 1 if Unsatisfactory)	Nature of improvement				Proposed Budget (to attach detailed budgetary requirement)
		Roof covering and structure	Ceilings	Walls	Floors	Electricals	Toilet bowl *for CR only	Door	Septic tank *For CR only		Write 1 if needs **minor repair)**	(Write 1 if needs **major repair)**	(Write 1 if needs **replacement)**	(Write 1 if needs **repainting)**	
Eg. Three Seater Toilet Detached	3	1	1	1	1	1				1	1				
Handwashing Counter Detached Type 1															
TOTAL															

Instruction: Conduct ocular inspection of the school physical facilities listed below. Then provide the needed information to facilitate the improvement to be done on these identified facilities. Use additional form if needed.

Prepared by:

School Physical Facilities Coordinator and School BE Coordinator

Noted by:

School Head

Validated by:

Division Engineer III

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BRIGADA ESKWELA 17

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BRIGADA ESKWELA 2017

BRIGADA ESKWELA ACCOMPLISHMENT REPORT

SCOPE OF WORK

Division ID:___ Division: _____

School ID	Name of School	SCOPE OF WORK																	Total Project Cost	Status of Projects (on-going/completed)	Over-all Percentage of completion
		Repair of classrooms *(Indicate the number of classrooms and the Type of Building)*								**Repair/Construction of toilets** *(indicate the number of toilets)*			**Repair/Construction of Handwashing Facility** *(indicate the number of facilities)*			New Improvements and Beautification/Landscaping/Learners' Kiosks *(Identify the specific project)*					
		Type of Building (base on NSBI Report)	Qty of classrooms	Specific Program of Works (write 1 if applicable)						**Project Cost**	Qty of toilets repaired	Qty of toilets constructed	**Project Cost**	Qty of Handwashing facility repaired	Qty of Handwashing facility constructed	**Project Cost**	New Improvements and Beautification/Landscaping	Learning Kiosks and others	**Project Cost**			
				Roof Covering and Structure	Ceilings	Walls	Floors	Electricals	Doors and Windows													
	TOTAL																					

Prepared by:

BE/ASP Division Coordinator

Noted by:

SGOD Chief

Recommending Approval:

Asst. Schools Division Superintendent

Approved by:

Schools Division Superintendent

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BRIGADA ESKWELA '17

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BE Form 4

BRIGADA ESKWELA 2017
DIVISION CONSOLIDATED REPORT
NUMBER OF VOLUNTEERS

Division ID:____ Division:_____

School ID	School Name	Enrolment (SY 2017-2018)	Target Parent Volunteers	NUMBER OF VOLUNTEERS															Total Number Of Volunteers
				Actual Number of Parent Volunteers	NGAs and other government organization and public corporations			LGUs (Brgy/Mun/Prov)				Community Involvement including NGOs and Professional Associations			Private Sector		Pupil/Student Organization (SSG/SPG) and Alumni		
					Firemen/PNP	AFP (PA, Marine, Airforce, etc.)	Others (to specify the name of the institution)	Congressional Officials and Staff	Provincial Officials and Staff	City/ Municipal Officials and Staff	Barangay Officials and Staff	NGO (PTA, SGC, Gawad Kalinga, etc.)	Other Professional Associations	Religious Organizations	Corporations	Private Schools	SSG/SPG	Alumni Associations	
																			-
																			-
																			-
																			-
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																			-
																			-
																			-
	TOTAL				-	-		-	-	-	-	-	-	-	-	-	-	-	-

Prepared by:	Noted by:	Recommending Approval:	Approved by:
BE/ASP Division Coordinator	SGOD Chief	Asst. Schools Division Superintendent	Schools Division Superintendent

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BRIGADA ESKWELA 17

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BRIGADA ESKWELA 2017
DIVISION CONSOLIDATED REPORT

School _ID	School Name	GENERATED RESOURCES					Total No. of Volunteers	Total No. of Hours Rendered (Labor)	Volunteer Man Hours (Amount in Peso) *	Total Amount (in Peso)
		Infrastructure				Other Donations				
		Hardware Materials for Classroom Repairs	Hardware Materials for Toilet New Construction or Repair	Hardware Materials for Wash Facilities New Construction/Repair	Hardware Materials for New Improvements and Beautification/Landscaping/Learners Kiosk Installation					
		Amount (in Peso)	Amount (in Peso)	Amount (in Peso)	Amount (in Peso)	Amount (in Peso)				
	TOTAL									

Prepared by:

BE/ASP Division Coordinator

Noted by:

SGOD Chief

Recommending Approval:

Asst. Schools Division Superintendent

Approved by:
Schools Division Superintendent