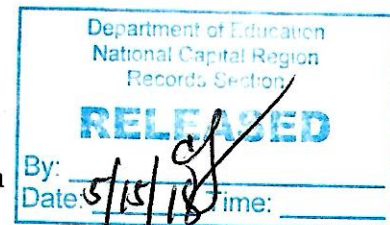




**Republika ng Pilipinas**  
*(Republic of the Philippines)*  
**KAGAWARAN NG EDUKASYON**  
*(DEPARTMENT OF EDUCATION)*  
**PAMBANSANG PUNONG REHIYON**  
*(NATIONAL CAPITAL REGION)*  
Daang Misamis, Bago Bantay, Lungsod Quezon  
*(Misamis St., Bago Bantay, Quezon City)*



May 10, 2018

REGIONAL MEMORANDUM

No. *64* s. 2018

**2018 BRIGADA ESKWELA IMPLEMENTING GUIDELINES  
(REGIONAL LEVEL)**

To: Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned


1. Pursuant to DepEd Memorandum No. 66, s. 2018 dated April 11, 2018 re: **2018 Brigada Eskwela Implementing Guidelines**, the Brigada Eskwela Best Implementing Schools shall be evaluated on the following criteria:

- a. Scope of work – 35%
- b. Diverse volunteer Participation – 25%
  - Parent volunteers – 15%
  - Other volunteers – 10%
- c. Generated Resources – 15%
- d. Alignment to Brigada Eskwela Theme – 10%
  - WASH in Schools – 5%
  - School Safety and Preparedness Guide – 5%
- e. Creativity and Innovation – 10%
- f. Increment of Resources and Volunteers – 5%

2. In order to conform to the new criteria set by the Department of Education, the revised Brigada Eskwela Regional Evaluation Tool shall be utilized during the assessment of BE Best Implementing Schools in the division level and validation of entries in the regional level.

3. The Schools Divisions shall prepare folders for the top eight (8) schools (4 elementary schools and 4 secondary schools) and 10 minutes powerpoint presentation to be presented by the School Brigada Eskwela Coordinator during the table evaluation. The School Heads, School Partnership Focal Persons and Division Partnership Focal Persons are required to attend the said evaluation. The Regional Office shall choose top six (6) schools for each category for regional validation. Schedule of division presentation shall be announced in separate issuance.

4. Enclosed is the Revised Brigada Eskwela Regional Evaluation Tool for reference.
5. Immediate dissemination of this Memorandum is desired.

  
WILFREDO E. CABRAL  
Officer-In-Charge  
Office of the Regional Director

Encl.: as stated

Reference: DM no. 66, s. 2018

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

OFFICIALS  
PARTNERSHIPS  
PRIZES OR AWARDS  
PROGRAMS

REPAIR  
SCHOOLS  
SEARCH  
TEACHERS



**DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
BRIGADA ESKWELA**

**EVALUATION FORM**

School:	School ID:
Level:	<input type="radio"/> Elementary <input type="radio"/> Secondary
Category:	<input type="radio"/> Small <input type="radio"/> Medium <input type="radio"/> Large <input type="radio"/> Mega
Number of Teachers:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
School Head:	Contact Number:
School BE Coordinator:	Contact Number:

**1. Scope of Repair and Maintenance Work Completed Based on School Improvement Plans 35%**

**Repair and Maintenance Works**

**1.1 Building Components (classroom, laboratories, clinic, canteen, toilets) 10%**

1. Roofing Works (Replacement of roofing sheets, gutter, flashings and downspouts)	
2. Carpentry Works (Replacement of ceiling boards, doors, window glass panes)	
3. Masonry Works (Concrete floor tapping, CHB walling and plastering)	
4. Electrical Works (Electrical rewiring, replacement of electrical fixtures)	
5. Plumbing and Sanitary Works (Provision of water lines, declogging of sanitary lines & drainage canals, replacement of water closet & faucets, siphoning of septic vaults)	
6. Steel Works (Repair of windows, doors and corridor grilles, repair of fire exits)	
7. Painting Works (Painting of concrete, wooden and steel surfaces of the building)	
8. Other repairs observed	

**1.2 Handwashing/Water Facilities 5%**

1. Plumbing works (Repiping works, replacement of faucets and counter sink)	
2. Tile works (replacement of tiles)	
3. Concreting works	

**1.3 School Facilities 5%**

1. Carpentry works(Repair of student's armchair, teacher's table & chair, blackboards and cabinets)	
2. Painting of school furniture	
3. Others	

**1.4 Beautification 10%**

1. Landscaping	
2. Gardening	
3. Enhancement of Learners engagement structures (reading corner, remediation center, etc.)	
4. Aesthetic appearance	
5. Waste management and segregation (color code and schedule of collection, MRF, ecosavers data)	
6. Cleaning Works	
7. Others	

**1.4 New Improvement 5%**

1. Beneficiality	
2. Significance	
3. Urgency	

**2. Diverse Volunteer Participation 25%**

**Computation of Actual Versus Target**

*-Schools will be making plans to promote enhanced percentage increment in participation and generated resources based on the Action Plan. The Action Plan should be the basis for Physical and Financial Targets.*

*-BE Form 1 is the basis for the Work Plan. It must be pre-validated by the Division Monitoring Team. It is the declaration of Scope of Work.*

2.1 Parents 15% (60% of the previous enrollment - EOSY)				
Formula: $\text{Turn-out}/\text{Target} \times 15\% \times 100$ *Turnout - actual number of volunteer * Target - set as stated in the work plan ex: $DP = 800/1000$ $DP = 0.8 \times 15\%$ $DP = .12 \times 100$ $DP = 12$				
2.2 Other Volunteers 10% (1-5 entity per category = 0.5; 6 and above = 1.0) then add to get the total)				
NGA (PNP/AFP/BFP) and GOCCs				
National Officials (Office of the President/Senate)				
Local Government Officials (Mayor/Congress/Councilors/Brgy.)				
Corporation/Private Industries				
NGOs/Civil Society/Foundations				
Religious Organizations				
Community (Homeowners Association/TODA)				
Academe, Teachers, Education Institution				
Alumni				
Students/Youth/Out of School Youth				
				<b>TOTAL</b>
3. Generated Resources (Note: In-kind donations converted into peso-worth, including the labor cost) 15%				
Elementary/ Secondary				
SMALL SCHOOL	MEDIUM SCHOOL	LARGE SCHOOL	MEGA SCHOOL	RATING
90,000 - above	282,001 - 300,000+	482,001 - 500,000+	1,650,001 - 1,700,000	15%
84,000 - 89,999	269,001 - 282,000	469,001 - 482,000	1,600,001 - 1,650,000	14%
78,000 - 83,999	256,001 - 269,000	456,001 - 469,000	1,550,001 - 1,600,000	13%
72,000 - 77,999	243,001 - 256,000	443,001 - 456,000	1,500,001 - 1,550,000	12%
66,000 - 71,999	230,001 - 243,000	430,000 - 443,000	1,450,001 - 1,500,000	11%
60,000 - 65,999	217,001 - 230,000	417,001 - 430,000	1,400,001 - 1,450,000	10%
54,000 - 59,999	204,001 - 217,000	404,001 - 417,000	1,350,000 - 1,400,000	9%
48,000 - 53,999	191,001 - 204,000	391,001 - 404,000	1,300,001 - 1,350,000	8%
42,000 - 47,999	178,001 - 191,000	378,001 - 391,000	1,250,001 - 1,300,000	7%
36,000 - 41,999	165,001 - 178,000	365,001 - 378,000	1,200,001 - 1,250,000	6%
30,000 - 35,999	152,001 - 165,000	352,001 - 365,000	1,150,001 - 1,200,000	5%
24,000 - 29,999	139,001 - 152,000	339,001 - 352,000	1,100,001 - 1,150,000	4%
18,000 - 23,999	126,001 - 139,000	326,001 - 339,000	1,050,001 - 1,100,000	3%
12,000 - 17,999	113,001 - 126,000	313,001 - 326,000	1,000,001 - 1,100,000	2%
11,999 - Below	113,000 - Below	313,000 - Below	1,000,000 - Below	1%
4. Alignment of the Maintenance Effort to Current Theme of Brigada Eskwela 10%				
<b>"Pagkakaisa para sa Handa, Ligtas, at Matatatag na Paaralan tungo sa Magandang Kinabukasan."</b>				
WASH in School 5% Formula: $(\text{Raw score} / 12) \times .05$				
1. Provision of water supply, through connection to barangay water networks, construction of water pumping system, and/or installation of rainwater catchments				
2. Construction of additional toilets, particularly gender-segregated toilets for boys and girls				
3. Repair and improvement of existing toilets, including desludging, to ensure functionality, privacy, comfort and security for children, especially girls				
4. Construction/improvement of individual and group handwashing facilities				
5. Improving accessibility to water, toilet and handwashing facilities through provision of concrete footpaths, disability ramps and roofing				
6. Provision of rest space for menstruating girls that are private, secure and comfortable				
7. Improvement of drainages, cleaning of roof gutters, and elimination of stagnant water				

8. Provision of hygiene supplies - soap, toothpaste, toothbrush, sanitary pads, etc. - and cleaning materials	
9. Improvement of solid waste management, including the provision of garbage bins for waste segregation, compost pits and material recovery facilities and/ or securing local garbage collection services	
10. Putting up hygiene messages in strategic places (toilets and eating places) to motivate proper use of toilets and handwashing at critical times, especially after using the toilet and before eating	
11. Orientation of parents and other stakeholders on WinS and engaging their support for developing proper WASH practices at home and the community	
12. Orientation and certification of canteen operators, vendors and food handlers on proper hygiene and sanitary food preparation and handling	

### School Safety and Preparedness Guide 5%

#### 4.1 Safe Learning Facilities

Criteria	Not Evident	Evident
1. The School SDRRM Coordinator shall ensure: a. Facilitation of the assessment of school electrical system and b. Inspection report by registered electrician.		
2. The School DRRM Coordinator shall ensure the conduct of hazard mapping and coordinating efforts to address issues and concerns relative thereof.		
3. Installation of appropriate and available fire suppression equipment or resources such as fire extinguishers, water source, and other indigenous materials.		
4. That corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed.		
Criteria	Not Evident	Evident
Note: Write NA if not applicable.		
5. Cordon off and post safety signage for on-going construction, unfinished, damaged and condemned buildings.		
6. Secure cabinets and drawers and ensure that heavy objects are below head level.		
7. Post safety measures in laboratories and workshops.		
8. Prepare an evacuation/exit plan and directional signage on every floor of the building.		
9. Identify evacuation areas and classroom that can be used as temporary shelters during disasters and emergencies.		
10. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.		

#### 4.2 School Disaster Management

Criteria	Not Evident	Evident
1. Post directory of emergency contact numbers of relevant government agencies and offices in various areas of the school.		
2. Establish early warning mechanisms and inform all students and personnel on this.		
3. Equip school with first aid kits, flashlights, megaphones and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and assessed.		
4. Identify alternative sources and/or maintain supply of drinking water within the school.		
5. Ensure that students, teachers, and personnel have identification cards with relevant information.		
6. Create a database of student and their family contact details.		
7. Secure vital school records and store in safe locations.		
8. Coordinate with barangay officials on pedestrian safety of students.		

9. Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.					
<b>4.3 Disaster Risk Reduction Education</b>					
Criteria				Not Evident	Evident
1. Identify a storage area for safekeeping of vital school records, textbooks, teaching manuals, computers, and other school equipment.					
<b>Total: (No. of Evident Items/20) x 5 = Points</b>					
<b>Note: Deduct the number of NA's to the total criteria to serve as the divisor</b>					
<b>5. CREATIVITY AND INNOVATION 10%</b>		<b>Criteria</b>			
<b>Particulars</b>	<b>Rating</b>	<i>No. of beneficiaries</i>	<i>%</i>		
<b>5.1 Provision of School Supplies/Uniforms, goods, etc. - (1%)</b>		1-200	0.5		
		201-400	1		
<b>5.2 Medical/Dental/Optical Mission - (3 %)</b>		<b>Criteria</b>			
-Free Medical Check-up/Consultation		<i>No. of beneficiaries</i>	<i>%</i>		
-Free basic medicines/vitamins		1-200	1		
-Free eye check-up and distribution of eye glasses		201-400	2		
-Free dental check-up, cleaning and tooth extraction		400-above	3		
-Wellness Program					
<i>Total Beneficiaries</i>					
<i>Percent Earned</i>					
<b>5.3 Special Services - (2 % )</b>		<b>Criteria</b>			
-Livelihood Trainings		<i>No. of Participants</i>	<i>%</i>		
-Gupitang Bayan		1-100	1		
Other Services					
<i>Total Beneficiaries</i>		101-above	2		
<i>Percent Earned</i>					
<b>5.4 Awareness/Literacy Campaign - (2 %)</b>		<b>Criteria</b>			
-Seminar on Topic of Special Concern of the school		<i>No. of Participants</i>	<i>%</i>		
-First Aide Training		1-200	1		
-Disaster Preparedness		201-above	2		
-Awareness Program on: HIV, Early Pregnancy, Drug Addiction, etc.					
<i>Total Beneficiaries</i>					
<i>Percent Earned</i>					
<b>5.5 Others - Please specify - (2 % )</b>		<b>Criteria</b>			
		<i>No. of Participants</i>	<i>%</i>		
		1-200	1		
		201-above	2		
<b>Over all Total</b>					

6. Increment of Resources and Volunteers 5%																	
Increase in	1-20 (.5 point)	21-23 (.625 point)	24-26 (.75 point)	27-29 (.875 point)	30-33 (1 point)	34-36 (1.125 points)	37-40 (1.25 points)	41-43 (1.375 points)	44-46 (1.5 points)	47-48 (1.625 points)	50-53 (1.75 points)	54-56 (1.875 points)	57-60 (2 points)	61-63 (2.125 points)	64-66 (2.25 points)	67-69 (2.375 points)	70-100 (2.5 points)
<i>Income Generated Resources</i>																	
<i>Number of Volunteers</i>																	

Rated by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

(Name and Signature)