



Republic of the Philippines  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
#82 Military Cut-off Road, Baguio City

DepEd DIVISION OF BAGUIO CITY

FEB 21 2017



February 21, 2017

Division Memorandum No. 67, s. 2017

To: PSDS

Public Elementary and Secondary School Heads  
Brigada Eskwela Coordinators  
All Others Concerned

**BRIGADA ESKWELA 2017**

1. With sincerest intention to deliver improved performance in the annual conduct of the National Schools Maintenance Week otherwise known as "Brigada Eskwela" every third week of May, this office is requesting all school heads and principals of both elementary and secondary schools to come up with plans and activities that ensure active participation and maximum support from stakeholders and the community.
2. Among others, the plans and activities as stated in DepEd Order No. 24 s. 2008 shall comprise the following:
  - a. Organization of Brigada Eskwela Committees;
    - \*Brigada Eskwela Steering Working Committee;
    - \* Brigada Eskwela Working Committee;
      - > Advocacy and Marketing Committee;
      - > Resource Mobilization Committee;
      - > Program Implementation Committee;
      - > Administrative and Finance Committee; and
      - > Documentation Committee.
  - b. Orientation of the Committee Specific Roles and Tasks;
  - c. Assessment of Physical Facilities and Maintenance Needs of the School;
  - d. Advocacy and Social Marketing;
  - e. Resource Mobilization; and
  - f. Preparation of Matrix of Activities for the Actual Brigada Eskwela Week
3. These plans and activities that are contained in the attached prescribed Brigada Eskwela Forms shall be submitted to the Social Mobilization and Networking Section on or before March 10, 2017.
4. For inquiries and/or assistance, please contact Asuncion C. Saguid, through mobile number 09284069076.
5. For guidance and compliance.

  
**ATTY. AUGUSTIN P. LABAN III**  
OIC - Schools Division Superintendent



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
 DIVISION OF BAGUIO CITY  
**2017 BRIGADA ESKWELA**  
 (School)



BE Form 1

**PHYSICAL FACILITIES REPAIR AND MAINTENANCE NEEDS ASSESSMENT FORM**  
 (To be accomplished by the School Physical Facilities Coordinator)

Instruction: Conduct an 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.

(You may use a separate form for each classroom or school facility, if needed))

FACILITIES	Condition (Check One)		Remarks If Unsatisfactory, describe the problem	Nature of Improvement Needed (e.g. repair, repainting, replacement, etc.)	Material Resources Needed (indicate kind and quantity)	Manpower Needed (Indicate quantity and nature of labor services needed)
	Satisfactory	Unsatisfactory				
• Roofs/gutters						
• Ceilings						
• Walls						
• Blackboards						
• Chairs/desks/tables						
• Signages						
• School garden						
• Lighting						
• Windows						
• Doors						
• Comfort Rooms						
• School Gates/Fences						
• Others/Pls. Specify:						

Prepared by:

Date Inspection:

Noted:

School Physical Facilities Coordinator

School Head/Principal



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**2017 BRIGADA ESKWELA**  
**(School)**

BE Form 2

**SCHOOL WORKPLAN**

(To be accomplished by the School Head)

**Instruction: List down all the specific activities that you will be undertaking in relation to the conduct of the Brigada Eskwela in your school and fill out the required information. Add another sheet if needed.**

KRA	ACTIVITIES	TIMELINE	PERSONS RESPONSIBLE	MATERIALS NEEDED	BUDGET
1. Advocacy and Marketing					
2. Resource Mobilization					
3. Implementation					
4. Monitoring and Evaluation					
5. Reporting					

Prepared by:

Date Prepared:

Noted:

School Head

DO Brigada Eskwela Coordinator