



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY



DEPED DIVISION OF BAGUIO CITY

JAN 08 2018

RELEASED

Division Memo No. 12 2018

SUBMISSION OF 2018 BRIGADA ESKWELA FORM 1 AND FORM 2

To: PSDS

School Heads

School BE Coordinators

1. The Brigada Eskwela is an annual program of the Department Education. The preparation for its successful implementation should start as early as January.
2. In this regard, school heads are advised to organize the Brigada Eskwela Steering Committee with the following committees:
 - a. Advocacy and Marketing Committee
 - b. Resource Mobilization Committee
 - c. Program Implementation Committee
 - d. Administrative and Finance Committee;and
 - e. Documentation Committee
3. In addition, school Brigada Eskwela Coordinators must accomplish and submit Forms 1 and 2 to Ms. Asuncion C. Saguid (SGOD office) on or before January 31, 2018. Attached are sample templates of the forms to be accomplished.
4. Immediate dissemination of this memorandum is desired.


FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent



Republic of the Philippines
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2018 BRIGADA ESKWELA

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.
 (If needed, you may use a separate form for each classroom or school facility.)

FACILITIES	Condition (Check One)		Remarks	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			If Unsatisfactory, describe the problem			
• Ceilings						
• Walls						
• Blackboards						
• Chairs/desks/tables						
• Signages						
• School garden						
• Lightning						
• Windows						
• Doors						
• Comfort Rooms						
• School Gates/Fences						
• Others/Pls. Specify:						



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
 (Name of School)
 (School Address)
 School Year _____



**BRIGADA ESKWELA
 SCHOOL WORK PLAN**

Instruction: List down all the specific activities that you will be undertaking in relation to the conduct of Brigada Eskwela in your school and fill in the required information. Add another sheet if needed. Once completed, submit a copy to the Brigada Eskwela coordinator of your division on or before Jan. 31, 2018.

KRA	Activities	Timeline	Person's Responsible	Materials Needed	Budget
1. Advocacy and Marketing					
2. Resource Mobilization					
3. Implementation					
4. Monitoring and Evaluation					
5. Reporting					

Prepared by: _____

Noted by: _____

Signature over Printed name

Date Prepared

Division BE Coordinator