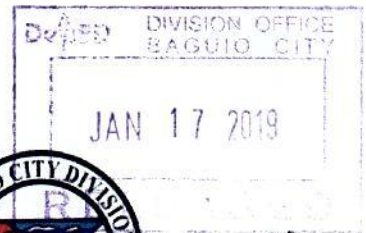




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**BAGUIO CITY SCHOOLS DIVISION OFFICE**  
\*82 Military Cut-off, Baguio City 2600  
Tel .no .(074) 446-14-88/ (074) 446-67-38



DIVISION MEMO NO. 037-2019

**SUBMISSION OF 2019 BRIGADA ESKWELA FORM 1 AND 2**

**To: PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS)  
SCHOOL HEADS  
SCHOOL BRIGADA ESKWELA COORDINATOR**

- 1. Brigada Eskwela is an annual program of DepEd and for its successful implementation the preparation should be as early as January 2019.**
- 2. In this regard, School Heads are advised to organize the Brigada Eskwela Steering Committees:**
  - A. Advocacy and Monitoring 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 AMIL S. FLAMIANO (SGOD Office) on or before January 31, 2019. Attached are sample templates of the forms to be accomplished.**
- 4. Immediate dissemination of this memorandum is desired.**

  
**FEDERICO P. MARTIN, Ed.C.Ed., CESO V**  
Schools Division Superintendent



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



**2019 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 before. 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 & quantity)	Manpower Needed (Indicate quantity & nature of labor services needed)
	Satisfactory	Unsatisfactory				
			If Unsatisfactory, describe the problem			
• Roofs/gutter						
• Ceilings						
• Walls						
• Blackboards						
• Chairs/desks/tables						
• Signage						
• School garden						
• Lighting						
• Windows						
• Doors						
• Comfort rooms						
• School Gates						
• Others/Pls Specify:						



Republic of the Philippines  
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**SCHOOLS DIVISION OF BAGUIO**  
(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, 2109.

<b>KRA</b>	<b>Activities</b>	<b>Timeline</b>	<b>Person's Responsible</b>	<b>Materials Needed</b>	<b>Budget</b>
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