



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY

Division Memorandum
 No. 72, s. 2021

**GUIDELINES ON THE CONDUCT OF BRIGADA ESKWELA 2020 AWARDS
 IN SDO BAGUIO CITY**

**TO: School Governance and Operations Division Chief
 Curriculum Implementation Division Chief
 Social Mobilization and Networking Section
 All Public Schools District Supervisors
 All Public Elementary and Secondary School Heads
 All School Brigada Eskwela Coordinators
 All Others Concerned**

1. With reference to Memorandum OU-LAPP No. Q-008, s. 2021 released by DepEd Central Office dated December 29, 2020 re: Conduct of the Brigada Eskwela 2020 Awards, the Schools Division of Baguio City through the School Governance and Operations Division – Social Mobilization and Networking Section (SGOD – SocMob) hereby sets the following guidelines:

- A. This shall be participated by public elementary and secondary schools that implemented Brigada Eskwela from January 05 – December 31, 2020 with the theme *“Pagpapanatili ng Bayanihan Tungo sa Kalidad na Edukasyon para sa Kabataan”*.
- B. The search shall be based on the new framework relative to COVID-19 situation. The new framework includes the engagement of stakeholders and addressing the problems, queries and other concerns in preparation for the start of classes. All Brigada Eskwela activities should highlight partnership initiatives that complement the implementation of the Basic Education-Learning Continuity Plan (BE-LCP). Please refer to Enclosure No 2 to Deped Memorandum no. 053, s. 2020 re: 2020 Brigada Eskwela Mandated Partnerships Activities and Stakeholders Engagement under the new Normal for Schools.
- C. All District Supervisors shall select their entry for Brigada Eskwela Best Implementing Schools per category and submit the list and documents to SGOD Office on or before March 26, 2021 through SocMob.
- D. Best Brigada Eskwela 2020 Implementing Schools in each category – Small School, Medium School, Large School, and Mega School for Elementary and Secondary Schools shall be awarded in the Division with the following incentives:

ELEMENTARY LEVEL

CATEGORY	NUMBER OF TEACHERS	PRIZE CONVERTED INTO MATERIALS FOR MINOR REPAIR	
Small School	9 and below	1 st Place:	25, 000.00
		2 nd Place:	20, 000.00
		3 rd Place:	15, 000.00
Medium School	10 – 29	1 st Place:	25, 000.00
		2 nd Place:	20, 000.00
		3 rd Place:	15, 000.00
		4 th Place:	12, 000.00
		5 th Place:	8, 000.00



CATEGORY	NUMBER OF TEACHERS	PRIZE CONVERTED INTO MATERIALS FOR MINOR REPAIR	
Large School	30 – 50	1 st Place:	25, 000.00
		2 nd Place:	20, 000.00
		3 rd Place:	15, 000.00
Mega School	51 and above	1 st Place:	25, 000.00
		2 nd Place:	20, 000.00
		3 rd Place:	15, 000.00

SECONDARY LEVEL (JHS and SHS)

CATEGORY	NUMBER OF TEACHERS	PRIZE CONVERTED INTO MATERIALS FOR MINOR REPAIR	
Small School	9 and below	1 st Place:	25, 000.00
		2 nd Place:	20, 000.00
		3 rd Place:	15, 000.00
Medium School	10 – 25	1 st Place:	25, 000.00
		2 nd Place:	20, 000.00
		3 rd Place:	15, 000.00
Large School	26 – 50	1 st Place:	25, 000.00
		2 nd Place:	20, 000.00
		3 rd Place:	15, 000.00
Mega School	51 and above	1 st Place:	25, 000.00
		2 nd Place:	20, 000.00
		3 rd Place:	15, 000.00

E. Only the following Brigada Eskwela Forms shall be submitted: (the forms shall be revised relative to COVID-19 situation using legal size bond paper and it should be simple. Access the forms at <https://tinyurl.com/BrigadaEskwela2020Form1>).

- BE Form 1 – Physical Facilities and Maintenance Needs Assessment Form
 - BE Form 2 – School BE Work Plan
 - BE Form 3 – Resource Mobilization Form
 - BE Form 4 – Daily Attendance of Volunteers*
 - BE Form 5 – Record of Donations Received
 - BE Form 6 – Daily Accomplishment Report*
 - BE Form 7 – School Accomplishment Report
 - pictures if applicable
- *may attach modified attendance sheet

F. The selection criteria for the Brigada Eskwela Best Implementing Schools Award in SDO Baguio shall be based on the following:

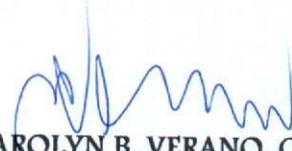
- **Brigada Eskwela Partnership Engagement Activities** - **40%**
- Pertains to the kind/ impact of partnership engagement activities which may be measured in terms of the number of learners/ teachers/ non-teaching personnel benefited by the activity.
- **Resources Generated Relative to COVID-19 Situation** - **30%**
- This shall be based on the prevailing market value of the items donated.
- **Bayanihan Effort to Support the BE-LCP Implementation** - **30%**
- This shall reflect the equivalent of the volunteer man hours generated from partnership activities.

2. The validation/ evaluation of entries shall be on March 29 to April 05, 2021. Division SocMob section shall submit the list of awards and awardees to the Regional Office on April 07, 2021 and by the Regional Office to the Central Office.



DM # 92, 5, 2021

3. For more inquiries, please contact the Division Social Mobilization and Networking (SocMob) Section of DepEd Schools Division of Baguio City with landline number: 619-3492.
4. For information, guidance and widest dissemination.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY

BE Form 01

BRIGADA ESKWELA
PHYSICAL FACILITIES AND MAINTENANCE NEEDS ASSESSMENT FORM

Instruction: Conduct an ocular inspection of the school physical listed below. Then provide the needed information to facilitate the improvement to be done on these identified facilities. (If needed you may use separate forms for each classroom or school facility).

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 Quality)	Manpower Needed (Indicate quantity and nature of labor services needed)
	Satisfactory	Unsatisfactory				
• Roofs/Gutters						
• Ceilings						
• Walls						
• Blackboards						
• Chairs/desks/tables						
• Water facilities/ Drainage System						
• Signages						
• School garden						
• Lighting						
• Windows						
• Doors						
• Comfort Rooms						
• School Grounds						
• School Canteen/Clinic						
• School Fence/ wall						

BE Form 1



"DepEd SDO Baguio City: We Serve, We Care."

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FACILITIES	CONDITION (Check One)		Remarks	Nature of improvement Needed (e.g. repair, repainting, replacement, etc.)	Material Resources Needed (Indicate Kind and Quality)	Manpower Needed (Indicate quantity and nature of labor services needed)
	Satisfactory	Unsatisfactory	If Unsatisfactory, describe the problem			
• Electricity						
• Alternative gate						
• Reference Materials						
• Laboratory equipment						

Prepared by:

School Physical Facilities Coordinator

Reviewed by:

Brigada Eskwela Coordinator

Date of Inspection

Noted:

School Head

BE Form 1



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BE Form 02

**BRIGADA ESKWELA
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 adopt-A-School Program coordinator or Brigada Eskwela coordinator of your division on or before _____.

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:

ASP Division Coordinator/ BE coordinator

School Head
Signature over Printed name

Date Prepared

BE Form 2



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BE Form 03

BRIGADA ESKWELA
RESOURCE MOBILIZATION FORM

Instruction: Using the completed BE Form 01: Physical Facilities Needs Assessment as basis, summarize the resources (materials and manpower) needed and list down the potential source or partners to be tapped. Add additional sheet if needed. The Status and Remarks columns should be updated regularly to determine progress in acquiring resources needed.

Materials Needed	Quantity	Key Persons/Organization to be Tapped	Strategies/Plan of Action	Person Responsible	Status	Remarks

Labor Skills/Volunteers Needed	Quantity	Key Persons/Organization to be Tapped	Strategies/Plan of Action	Person Responsible	Status	Remarks

Prepared by:

Noted:

Resource Mobilization Committee Chairperson

School Head

BE Form 3



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BE FORM 4

BRIGADA ESKWELA
DAILY ATTENDANCE OF VOLUNTEERS
(DATE)

Instruction: Volunteers themselves should personally fill in the details required by this form under the supervision of any of the committee members.
 "For the last column, indicate if masonry, carpentry, plumbing, painting, electrical, gardening/landscaping, ordinary labors or others.

NAME	POSITION/ DESIGNATION	ADDRESS/ ORGANIZATION/ AFFILIATION	CONTACT NUMBER	TIME		SIGNATURE	TOTAL NUMBER OF HOURS SERVED	NATURE OF VOLUNTEER SERVICES RENDERED
				IN	OUT			

Noted: _____
 School Head

_____ Date



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BE FORM 6

BRIGADA ESKWELA
DAILY ACCOMPLISHMENT REPORT

DAY	0	1	2	3	4	5	6	DATE: _____
-----	---	---	---	---	---	---	---	-------------

ACTIVITIES	STATUS (Please check)			REMARKS/ RECOMMENDATION
	Completed	Started but not yet completed	Not done	
Day 0 (pre-implementation)				
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				

Prepared by:

Noted:

 Program Implementation Committee Chair/ Member

 School Head



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 SCHOOLS DIVISION OF BAGUIO CITY

BE Form 7

BRIGADA ESKWELA
SCHOOL ACCOMPLISHMENT REPORT

A. BRIGADA ESKWELA SCHOOL ACCOMPLISHMENT					
Division:	BAGUIO CITY	School ID:	CORDILLERA ADMINISTRATIVE		
School:		Contact Number:			
School Address:		Number of Teachers:			
Level:	Elementary Secondary	Number of Enrolees:			
Size Category:	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Mega				
School Head:		Contact Number:			
PTA President:		Contact Number:			

B. SCOPE OF REPAIR OR MAINTENANCE WORK COMPLETED

Instructions: Check (/) the appropriate column and provide details as needed

Facilities	What was done? (please put check mark (/) in the appropriate column)			
	Repaired	Repainted	Replaced	Others (pls specify)
1. Roofs				
2. Ceilings				
3. Walls				
4. Windows and Doors				
5. Chairs/ Desks, Tables and Blackboards				
6. Comfort Rooms and handwashing				
7. Leaking Pipes, plumbing				
8. School Grounds/ Landscaping, pruning of trees, perimeter fence, provision of school pathway				
9. School Signs				
10. Solid waste management				
11. Installation of electric wirings and functional lights				
12. Others (please specify)				

C. DONATIONS/ MATERIAL RESOURCES GENERATED

2020 Resources Generated	Total Amount:		Php
2021 Resources Generated	Total Amount:		Php

For 2020, please indicate the details below:

Instructions: List down the donations received (in cash or in-kind), the source/ donor, and total amount of donation. Add rows if needed.

**** PLEASE UPDATE EVERY FRIDAY OF THE WEEK ****

Donation			PARTNER DETAILS		Mobile Contact Number	Email Address
Quantity	Unit	Particulars	Estimated Cost	Organization Name	Name of Organization /	
***** EXAMPLE *****						
150	pc	Tiles	14,850.00	Individual	Ma Eden C. Almario	
7	pc	School Marker	15,486.00	Parents	General Parent-Teacher Association	
1	pc	6 x 9 ft. gate	7,795.00	Faith-Based Organizations	LATTER DAY SAINTS / DF Kadomanno Barzana	
30	pc	Flowering Plants	7,500.00	Alumni	DES Batch 1976	
***** START HERE *****						

VOLUNTEER SERVICES

Instructions: Check (/) the applicable volunteer type and list down the name of volunteer organizations/ individuals. Indicate the number of volunteers per day, the type of work done, and the cost of service rendered

**** PLEASE UPDATE EVERY FRIDAY OF THE WEEK ****

Category	Male	Female	Total Number of Volunteers	
			Number	Cost
Private Sector	1 Private Sector - NGO			
	2 Private Sector - Corporation			
	3 Community - Parents			
Community	4 Community - Alumni			
	5 Community - Private Individual			
	6 Faith-Based Groups (Adult and Youth)			
	7 Congressional Officials and Staff			
Government Agencies / National and Local	8 Provincial Officials			
	9 City / Municipal Officials			
	10 SK Officials			
	11 Government Employee -			
	12 Government Employee -			
	13 Government Employee -			
	14 Barangay Officials			
	15 Barangay Workers			
	16 Others			





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Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY

Type of Service	Total Number of	Total Number of Hours	Total Estimated Cost (Php 37.50/hour)
Carpentry			
Masonry			
Gardening Landscaping			
Painting			
Welding			
Electrical work			
Plumbing			
Labor			
Others (pls specify)			

SIGNIFICANT EVENTS / EXPERIENCES

Instructions: What happened? Who were involved? When? What is / are its important contributions to the school or the existing needs of the learners.

**** PLEASE UPDATE EVERY FRIDAY OF THE WEEK ****

What happened?	Who were	When?	What is its impact to the school/ needs of learners and teachers?
***** EXAMPLE *****			
The school conducted a school-based motorcade to disseminate information about the opening of Brigada Eskwela. It was followed by the opening program and orientation of daily activities for the said event.	Brgy. officials, Teachers	20-May-19	The parents and stakeholders are well informed about the Brigada Eskwela school-based kick-off ceremony.
Our supportive parents were generous enough to share food for our indefatigable volunteers.	PNTC, KDBM, 4Ps, Meralco, Alumni, PALMT Cavite	May 20 - 25, 2019	Our volunteers are highly motivated to do their designated task.
***** START HERE *****			

CREATIVITY AND INNOVATION

Instructions: Based on the presence of value added projects or unusual projects benefitting the schools and learners

**** PLEASE UPDATE EVERY FRIDAY OF THE WEEK ****

Name of Project	Project Proponents	Beneficiaries	Impact	Date of Implementation
***** EXAMPLE *****				
Medical - Dental Services	Ms. Nurse	200 Learners and 15 School	Reduced absenteeism due among learners and school	05-Aug-20
Provision of School Supplies and Gadgets	Mr. Brigada	Learners	Higher engagement rating of learners during online	05-Oct-20
Literacy Campaign	Mr. Read Aloud	Learners	Higher engagement of learners in reading	05-Oct-20
Inclusive Education Program	Ms. Science	Learners	Increased number of enrollees in ALIVE	05-Oct-20
***** START HERE *****				
Name of Project	Project Proponents	Beneficiaries	Impact	Date of

ISSUES AND CONCERNS

Instructions: Describe problems encountered and how was it resolved?

**** PLEASE UPDATE EVERY FRIDAY OF THE WEEK ****

What happened?	Who were	When?	Was it Resolved? If Yes, what happened?
***** EXAMPLE *****			
Shortage of supplies for reproduction of learning resources	School Personnel and	24-Aug-20	
***** START HERE *****			

BEST PRACTICES

Instructions. List down the lessons learned from your implementation of Brigada Eskwela at the school level. Share some suggestions/recommendations for future Brigada Eskwela work

**** PLEASE UPDATE EVERY FRIDAY OF THE WEEK ****

A. Lessons Learned

B. Suggestions to Strengthen Brigada Eskwela Program (Include support needed from Central, Region, Division Office that can increase impact of Brigada Eskwela Program in your school)

Prepared by: _____ Date: _____

Brigada Eskwela Coordinator

Noted: _____

School Head





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MAR 02
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DepEd DIVISION OFFICE
 BAGUIO CITY
 MAR 05 2021
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MEMORANDUM
 OU-LAPP No. Q-008, s. 2021

TO : **REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 EDUCATION SUPPORT SERVICES DIVISION (ESSD) CHIEFS
 SCHOOL GOVERNANCE AND OPERATIONS DIVISION
 (SGOD) CHIEFS
 REGIONAL PARTNERSHIP FOCAL PERSONS
 DIVISION PARTNERSHIP FOCAL PERSONS
 ALL OTHERS CONCERNED**

FROM : *Jonisito M.C. Umali*
TONISITO M.C. UMALI, Esq.
 Undersecretary

SUBJECT : **CONDUCT OF BRIGADA ESKWELA 2020 AWARDS**

DATE : December 29, 2020

Relative to DepEd Memorandum No. 32, s. 2020 entitled "2020 Brigada Eskwela Program Implementing Guidelines" on the selection process in the Search for Brigada Eskwela Best Implementing Schools which was not covered by DepEd Memorandum No. 53, s. 2020 entitled "Joint Implementing Guidelines on the 2020 Brigada Eskwela and Oplan Balik Eskwela Relative to the COVID-19 Situation," the abovesigned through External Partnerships Service (EPS) hereby sets the following guidelines:

1. The Schools Division Offices (SDOs) through the Social Mobilization and Networking Section (SocMob) under the School Governance and Operations Division (SGOD) shall recognize all elementary and secondary schools that implemented *Brigada Eskwela* from June 1 to October 31, 2020 through the awarding of a Certificate of Recognition on their compliance with DepEd Memorandum Nos. 32 and 53, s. 2020 and on engaging partners to participate in the implementation of the School and Division Basic Education-Learning Continuity Plans.
2. The search for 2020 *Brigada Eskwela* Best Implementing Schools shall be modified based on the new framework relative to COVID-19 situation. The new framework includes the engagement of stakeholders and addressing problems, queries, and other concerns in preparation for the start of classes. All *Brigada Eskwela* activities should highlight partnership initiatives that

Republic of the Philippines
DEPARTMENT OF EDUCATION
 Cordillera Administrative Region

MAR 04 2021

March 4, 2021

To : **Schools Division Superintendents
 All Division**

For information, guidance & appropriate action.

Estela L. Cariño
ESTELA L. CARINO EdD, CESO III
 Regional Director

ESSD/EHM/jdb

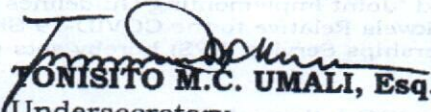


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MAR 02 '21
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(SGOD) CHIEFS
REGIONAL PARTNERSHIP FOCAL PERSONS
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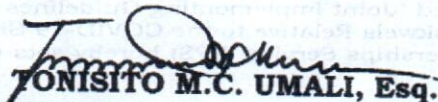


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EDUCATION SUPPORT SERVICES DIVISION (ESSD) CHIEFS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION
(SGOD) CHIEFS
REGIONAL PARTNERSHIP FOCAL PERSONS
DIVISION PARTNERSHIP FOCAL PERSONS
ALL OTHERS CONCERNED**

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