



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

July 24, 2024

DIVISION MEMORANDUM

No: 347-2024

2024 DIVISION BRIGADA ESKWELA IMPLEMENTATION

To: School Governance and Operations Division Chief
Curriculum Implementation Division Chief
All Public Schools District Supervisors
All Division Office Personnel
All Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to the yearly implementation of Brigada Eskwela Program, this shall be conducted on **July 22-27, 2024** in all Public Elementary and Secondary Schools with the theme **“BAYANIHAN PARA SA MATATAG NA PAARALAN”**.
2. Brigada Eskwela activities shall focus on voluntary work and participation to ensure that schools are adequately prepared for the upcoming school year. Further, it is a six-day event where local communities, parents, alumni, civic groups, local businesses, non-government organizations (NGOs), private individuals, and even teachers and students volunteer their time and skills for the conduct of clean-ups minor or medium repairs, and maintenance work in classrooms and within the site. The enumerated nature of tasks that may be done during the whole week activity are mentioned in the Brigada Eskwela Manual for School Heads (*link posted below*). Furthermore, it is reiterated that, **“As a matter of policy, all work and tasks performed under the Brigada Eskwela are voluntary in nature”**.
3. The Schedule of activities are:

ACTIVITY/IES	DETAILS
A. Division Brigada Eskwela Kick-off Program	Host: Elpidio Quirino Elementary School and Irisan National High School Venue: Elpidio Quirino Elementary School Date: July 23, 2024 (Tuesday) Time: 8:30AM onwards
B. School Brigada Eskwela Kick-off	At the schools To be scheduled by the School Head
C. Brigada Eskwela Implementation and Monitoring of Schools	July 22-27, 2024



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D. School Awarding of Brigada Eskwela Partners	At the schools To be scheduled by the School Head
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4. The participants during the Division Kick-off program are the following:

OFFICE / PERSONNEL	ATTIRE / UNIFORM	EXPECTED ATTENDEES
OIC-Office of the SDS, ASDS, CID Chief, and SGOD Chief		4
All Division Office Personnel except those who will serve as office skeletal workforce	White MATATAG T-shirt	To be identified
Partners/ benefactors		To be identified

5. Teachers shall earn one-day vacation service credit for accumulated eight hours of service as committee members and/or volunteers in the school preparation and partnership engagement activities, but not to exceed the total of six days service credits.

On the other hand, all school staff who render a day or 8 hours of service at the school on a Saturday will earn a day of Compensatory Overtime Credit (COC). In addition, all SDO personnel are encouraged to render a day of service for Brigada Eskwela at a school of their choice or the one nearest to their residence, in addition to the services rendered during the kick-off day. Services rendered on a Saturday by SDO personnel will also earn a day of Compensatory Overtime Credit (COC). The school shall issue a certificate of participation and appearance to the SDO personnel.

6. For requesting service credits or COC, the following documents shall be forwarded to Mr. Bryan Jones Bosaing of the Personnel Section in one copy only.

- A. Request letter by School addressed to ASDS, OIC-SDS Faculo for the grant of service credits;
- B. DepEd memo on Brigada Eskwela supporting the request of such credits;
- C. Duly accomplished DTR of teachers, school non-teaching staff, and SDO personnel;
- D. Brigada Eskwela School Implementation Report (same day submission of the BE Book and documentary requirements for service credits)

7. For the template of the Brigada Eskwela School Implementation Report, BE Forms, and 2024 Collaterals please refer to the following links:

PARTICULARS	LINK
Part I. Pre-implementation Stage Part II. Implementation Stage Part III. Post-implementation Stage	https://tinyurl.com/BEManual4SH



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BE Form 1 : Physical Facilities & Maintenance Needs Assessment Form BE Form 2: School Work Plan BE Form 3: Resource Mobilization BE Form 4: Daily Attendance BE Form 5: Records of Donations BE Form 6: Daily Accomplishment Report BE Form 7: School Accomplishment Report	https://tinyurl.com/2024BEForms1-7
Brigada Eskwela 2024 Collaterals	https://bit.ly/2024BrigadaCollaterals

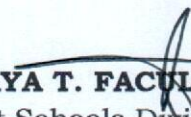

8. BE Form 7 should include details of the materials acquired through the Special Education Fund (*please refer to the sample BE Form 7 through the link provided below*). Only the photos of the structures where these materials were utilized, with proper captions, along with the completed BE Form 7 (*excel form*) shall be submitted on or before August 9, 2024.

9. The orientation of Brigada Eskwela School Coordinators/ Representatives shall be released on a separate issuance.

10. The Monitoring Team:

District	Monitoring Team	Schedule
1	Nixon Elahe and Juliet Piok	July 22-27, 2024
2	Rosanna Dizon and Alex Tumapang	
3	Rey Gapasin and Engr. Jordan Gas-ib	
4	Nancy Dumalili and Jimmy Santos	
5	Rosie Beel Marzo and Amil Flamiano	
6	Lourdes Lumas-e and Juliet Ursabia	
7	Jayrerose Guevara and Jocelyn Coldeg	
8	Brendalee Awingan and Samuel Bab-anga	
9	Marilyn Tami-ing and Dr. Roger Sinor Jr.	
10	Santiago Bugtong and Jerry Ymson	

11. Immediate and wide dissemination of this memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent 

sgod-smn/jdp

