



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 091, s.2019

To: Assistant Schools Division Superintendent
Curriculum and Implementation Division Personnel
School Governance and Operations Division Personnel
Public Elementary and Secondary School Heads
Brigada Eskwela School Coordinators
All Others Concerned

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC- Schools Division Superintendent

Subject: **2019 BRIGADA ESKWELA ACTIVITIES**

Date: April 22, 2019

1. Pursuant to the DepEd Memorandum No.36, s.2019, all public elementary and secondary schools are mandated to implement the Brigada Eskwela also known as the National Schools Maintenance Week from May 20 to May 25, 2019 with the theme: ***“Matatag na Bayan para sa Maunlad na Paaralan.”*** This aims to bring together all education stakeholders to participate and contribute their time, effort and resources to prepare public school facilities for the opening of the School Year 2019-2020.

2. Relative to this, this Office has lined up the following activities for the 2019 Brigada Eskwela implementation.

I. 2019 Division Brigada Eskwela Caravan and Kick-off Ceremony.

- The Division Brigada Eskwela Caravan and Kick-off Ceremony is on May 15, 2019 Friday. The motorcade will start at 6:00 O'clock in the morning from the Division Office to San Francisco de Asis National High School.
- Each school is expected to send at least four (4) participants to attend this activity. Preferably, the School Heads, ASP/BE Coordinator, PTA President/Officer, and Barangay Captain/Official.
- The school delegation shall provide one (1) official vehicle for the motorcade.
- Wearing of Brigada Eskwela T-shirts and posting of tarpaulins are encouraged.



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- Schools may conduct their own kick-off ceremony on May 17, 2019 but are advised to keep it simple so as not to pre-empt the Division event.
- Winner of the 2019 Division Brigada Eskwela Jingle Making Contest will be recognized during the Kick-off activity.

II. "Bida sa Brigada Eskwela Advocacy"

- To further promote Brigada Eskwela (BE) and Adopt a-School Program (ASP) to stakeholders, school heads are required to set up a "Bida sa Brigada Eskwela" booth in conspicuous area of schools and display advocacy materials on BE and ASP, K to 12 Basic Education Program and Disaster Risk Reduction.
- The booth may also contain brochures of School Report Card (SRC), and other materials showcasing the school's best practices and achievements.

III. Brigada Eskwela Implementation and Monitoring of Schools

- All Division and school personnel, teachers, student leaders, and other stakeholders are encouraged to take part in the 2019 Brigada Eskwela and to contribute their time, effort and/or resources in ensuring that all public schools in El Salvador City are safe and ready for the SY 2019-2020.
- Division Brigada Eskwela Monitoring Teams shall oversee the six-day conduct of the maintenance effort in all public elementary and secondary schools. (Refer to attached BE Monitoring Teams).
- A monitoring tool based on the revised criteria of selection stated in DepEd memorandum No.36, s.2019, which includes WASH in schools will be used to track the extent of implementation.

3. Expenses relative to the conduct of these activities shall be charged to Adopt a-School Program Support Fund subject to the usual accounting and auditing rules and regulations.

4. Enclosed to this Memorandum are the following:

- a. Division Brigada Eskwela Executive and Technical Committee
- b. Terms of Reference
- c. 2019 Brigada Eskwela Implementation

5. For clarification and/or queries, all concerned may contact **Mr. Nilo L. Lomongo**, Education Program Specialist II.M&E/Soc Mob (09172479732) or email at nilo.lomongo@deped.gov.ph.

6. For information guidance and compliance.



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Enclosure 1

EXECUTIVE COMMITTEE

JESNAR DEMS S. TORRES, Ph.D., CESE
OIC-SCHOOLS DIVISION SUPERINTENDENT

ALIENA S. DAJAY, Ph.D.
OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

ROLLY B. LABIS, Ed.D
CHIEF EDUCATION SUPERVISOR, SGOD

NILO L. LOMONGO
EPS-II M&E//Division Brigada Eskwela Coordinator

TECHNICAL COMMITTEE

Planning	Committee	Caravan
Nilo L.Lomongo	Chairman	Roger E. Pagayon
Roque R. Sabasaje	Co-Chairman	Ian Khay H. Castro
Kevin B. Asequia	Member	Randy Rhyss Capistrano
Program and Accomodation		Documentation
Kenneth B. Gullena	Chairman	Merogim Mugot
Ana Mae M. Atillo	Co-Chairman	Hazel Mae M. Margatinez
Vanessa L. Tiad	Member	Herminigildo P. Pantin
Registration		Certificates
Felanie Marie Lim	Chairman	Sherrie R. Dungog
Franz Maybelle M. Gaid	Co-Chairman	Maricris P. Quismundo
Eleonor Remonsada	Member	Glen Jhon Isiderio
Communications		Decorations
Karen Rose A. Serrania	Chairman	Marivic S. Torres
Jurica Ethel Estrada	Co-Chairman	Lindy Mae Maestre
Ruth A. Calubag	Member	All Elementary Teachers
Physical Facilities		Technical
Jeffrey M. Martinez	Chairman	Romel Abang
Johnell Francis Vacalares	Co-Chairman	Alan Saculingan
Bernie Bongolto	Members	Zigger Tomarong
All Secondary Teachers		
Medical Responder		Evaluation
Gladys Grace H. Cabeltes	Chairman	Roque R. Sabasaje
Mark Lester Tapitan	Co-Chairman	Manuel A. Janubas
Cecille Z. Khubontin	Member	Balve G. Granido
Food and Refreshments		
Eulita Castillo	Chairman	
Abigail Vacalares	Co-Chairman	
Rex Marante	Members	
Ericka Capili		



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Enclosure 2

TERMS OF REFERENCE

A. Executive Committee

1. Set the overall management and direction of the event through meetings and technical assistance.

B. Caravan Committee

1. Set the route of the caravan and plan the order of vehicles of participants.
2. Coordinate with the city government to ensure smooth traffic flow during and after the caravan.
3. Lay - out and assign parking area for the vehicles of the caravan.
4. Coordinate host school to organize team for peace and order.
5. Ensure availability and functionality of a sound system for the motorcade.

C. Program and Accommodation Committee

1. Provide guidance, give instructions and monitor work teams.
2. Specifically ushers and usherettes to assist important visitors and dignitaries.
3. Orient ushers/usherettes on proper protocol of assisting visitors and guiding crowd to respective areas.
4. Provide immediate appropriate action to minor issues and concerns.

D. Registration Committee

1. Record attendance of all officials, guest and participants in the division Kick –Off Ceremony.
2. Submit Copy of attendance to the executive Committee.

E. Communications Committee

1. Send Invitations to officials and stakeholders
2. Follow-up confirmation of the invitee's attendance
3. Handle communication concerns before and during the event
4. Prepare all letters needed for request/support assistance.
5. Prepare a press release/news article of the event

F. Documentation Committee

1. Handle print/video documentation before and during the event.
2. Process the narrative reports required by the Division, Region or Central Office.

G. Physical Facilities Committee

1. Set up floor plan of the Division Kick-off Ceremony
2. Maintain cleanliness and ensure orderliness during the event.



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H. Certificates Committee

1. Prepare program and invitation to all invitees.
2. Provide certificates of recognition to working teams
3. Lay- out tarpaulin designs and provides other necessary graphics.

I. Medical Responder

1. Provide assistance to those participants who are in need of medical attention.

J. Decoration Committee

1. Set-up lay - out and decorate the ground, hall and stage of the venue.

K. Technical Committee

1. Set up sound system and audio - visual presentation and ensure its availability and functionality.

L. Food and Refreshment Committee

1. Take charge of the food and beverages to be served to officials and guests.
2. Ensure its clean packaging to be served to officials and guest.

M. Evaluation Committee

1. Monitor and evaluate the conduct of the activity.
2. Furnish the Division a report regarding good points observed as well as points for improvement.



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Enclosure 3

2019 BRIGADA ESKWELA IMPLEMENTATION

(Per DM 36, s. 2019)

Theme: "Matatag na Bayan Para sa Maunlad na Paaralan"

Schedule	Activities
January 3 – May 17, 2019	Pre- implementation Stage of Brigada Eskwela (Assessment of Physical Facilities and Maintenance Needs of the Schools, Resource Mobilization, Organization of Brigada Eskwela Committees and their Orientation on Specific Roles, and Tasks, among other activities)
May 16 , 2019	Brigada Eskwela National Kick-off Program and Caravan
on or before May 20, 2019	Brigada Eskwela Regional and Schools Division Kick-off Program and Caravan
May 20-25, 2019	Brigada Eskwela Implementation and Monitoring of Schools
June 28, 2019	Submission of Consolidated Brigada Eskwela Accomplishment Reports by the Division Coordinators to the Region
July 31, 2019	Submission of Consolidated Brigada Eskwela Accomplishment Reports by the Regional Coordinators to the External Partnership Service Submission of Division Entries for the Brigada Eskwela Awards to the Regions
August 1- September 27, 2019	Regional Selection and Deliberation of Brigada Eskwela Awards Candidates
on or before October 18 , 2019	Submission of Final List of School Candidates as Brigada Eskwela National Awardees to the External Partnerships Service, including the submission of rating sheets reflecting the ranks and scores of the awardee candidates
Within October - November 2019	Conduct of Brigada Eskwela Regional Awarding Ceremony
November 28, 2019	Conduct of Brigada Eskwela National Awarding Ceremony