



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

August 9, 2022

DIVISION MEMORANDUM

No. 343, s. 2022

**2022 DIVISION BRIGADA ESKWELA MONITORING TEAM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors SGOD/CID  
PSDS/Education Program Supervisors  
Education Program Specialists  
Elementary and Secondary School Heads  
Brigada Eskwela Coordinators  
This Division

1. To ensure efficient and effective implementation of the 2022 Brigada Eskwela with the theme: ***“Tugon sa Hamon ng Ligtas na Balik-Aral”*** the following CID and SGOD personnel will be deployed to all elementary and secondary schools in the division from August 15 - 18, 2022, to conduct actual inspection and assessment of all schools in preparation for the opening of classes for SY 2022-2023 to wit:

Team Leaders:

Rolly B. Labis, EdD, Chief ES, SGOD  
Ninian A. Alcasid, Chief ES, CID

Assistant Team Leaders:

Nilo L. Lomongo, EPS II/Division BE Coordinator  
Dr. Gladys Grace H. Cabeltes, Medical Officer III

Members:

Roque R. Sabasaje, EPS  
Kevin B. Asequia, PLO III  
Maricris P. Quismundo, SEPS  
Karen Rose A. Serrania, SEPS  
Merogim P. Mugot, EPS II  
Nurus Sinna Sarah R. Alonto, Dentist  
Franz Maybelle M. Gaid, Nurse II  
Jurica Ethel L. Estrada, PDO II  
Esmael L. Malaco Jr, PDO I  
Vanessa Prores L. Tiad, Nurse II  
Cecille Z. Khobuntin, Nurse II  
Tonnie Mae M. Gonzales, Division Engineer III  
Nishi M. Macalaguing, ADA VI





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The team shall accomplish the enclosed monitoring tool and submit a consolidated post monitoring report to be facilitated by the team leader on or before August 19, 2022. Said reports shall serve as bases for interventions and technical assistance to be undertaken before the opening of classes. Please see the attached enclosure of this memorandum for perusal.

2. This office adheres to the Equal Opportunity Principle (EOP). Hence all actions, shall be based solely on the on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
3. Immediate and wide dissemination of this Memorandum is desired.

**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

Encl: As stated to be indicated in the Perpetual Index  
under the following subject

2022 BRIGADA ESKWELA MONITORING





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Enclosure No.1

**2022 BRIGADA ESKWELA DIVISION MONITORING TOOL**

<b>NAME OF SCHOOL:</b>	
<b>SCHOOL HEAD:</b>	
<b>ADDRESS:</b>	
Please check the appropriate box	
Level:	Type of School:
<input type="checkbox"/> Elementary	<input type="checkbox"/> Mega
<input type="checkbox"/> Secondary	<input type="checkbox"/> Large
	<input type="checkbox"/> Medium
	<input type="checkbox"/> Small
Enrollment as per LIS quick count SY 2022-2023: _____	
Number of Fully Vaccinated Learners:	_____
Number of Teachers:	_____
Number of Non- Teaching Personnel:	_____
Number of Fully Vaccinated Teachers:	_____
Non- Teaching Personnel:	_____
Number of Classrooms:	_____
Number of Chairs:	_____

<b>A. SCOPE OF WORK</b> (Please check the appropriate column)				
	Cleaned	Repaired	Repainted	Replaced
1.Roofs/Gutters				
2.Ceilings				
3.Walls				
4.Blackboards				
5.Comfort Rooms				
6.Chairs/Desk/Tables				
7.Water Facilities/Drainage System				
8.Signages				
9. School Garden				
10.Lighting				
11.Windows				
12.Doors				
13. School Grounds				
14. School Fence				
15. Others please specify				



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<b>D. SCHOOL DISASTER MANAGEMENT PRACTICES</b>	Evident	Not Evident	Remarks
1.Posted a directory of emergency contact number of relevant government agencies and officer in various high traffic areas of the school.			
2.Established and maintained early warning device mechanisms in the school.			
3.Equipped school with first aid schools' kits, flashlights, megaphones, and other supplies necessary in case of emergency. Ensure that these items are highly accessible and can be easily located.			
4.Identified alternative sources and/ or maintained supply drinking water within the school.			
5. Ensured that learners, teachers, and personnel have identification cards with relevant information.			
6.Created database of learners with contact detailed of their immediate family members, relatives/guardians			
7. Secured and safety stored vital school records			
8.Coordinated with barangay officials on pedestrian safety of learners.			
9.Documented accidents experienced learners and personnel within the school to improve prevention and mitigation measures.			



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<b>E. COVID 19 AND HEALTH SAFETY REQUIREMENTS</b>			
	Evident	Not Evident	Remarks
1. Presence of Stand -Alone Thermal Scanner			
2. Availability of Facemask of Learners (Preferably washable One)			
3. Availability of Blood Pressure Apparatus			
4. Individual alcohol spray for learners and school personnel.			
5. Availability of alcohol dispenser			
6. Simplified action plan on provision of psychosocial support to learners and school personnel			
7. Well ventilated classrooms with open doors and windows			
8. Properly distance chairs, tables, and desks.			

<b>F. SAFE LEARNING FACILITIES</b>			
	Evident	Not Evident	Remarks
1. Facilitated the assessment of school building structure and electrical wiring and make necessary repairs and/or upgrades to prevent unnecessary incidents.			
2. Repaired minor classroom damages such as broken windows, doors, blackboards, roofs, and other furniture, etc.			
3. Installed appropriate and available fire suppression, including fire extinguishers, water source and relevant indigenous materials.			
4. Ensured that corridors and pathways are unobstructed and that all sharp protruding objects which may cause harm to learners are removed.			
5. Declogged drainage, Covered drainage canals, with necessary warnings.			
6. Presence of safety signages for on-going construction, unfinished damage and condemn buildings.			
7. Secured cabinets and drawers and ensure that heavy objects are below head level below head level.			
8. Posted safety measures to be observed in laboratories and			



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workshops and other facilities requiring the same			
9.Prepared an evacuation/exit plan and post directional signage on every floor of the building.			
10.Identified evacuation areas and classrooms that may be used as temporarily that may be used as temporary shelters during disasters and emergencies.			
11.Pruned tress to avoid entanglement from electrical wirings and avoid potential harm to life and property.			

G. SIGNIFICANT EVENTS/EXPERIENCES (use separate sheets, if needed)			
What happened?	Who were involved?	When?	What is/are important contribution to the operation of the school or to the existing needs of the school?

**H. ISSUES AND CONCERNS.** (Describe briefly problems encountered and how it was resolved?)

  
  
  
  
  
  
  
  
  
  

Monitoring Official:

(Signature over printed name/Designation)

Noted:

(Signature over printed name/School Head)

