

Department of Education

REGION X- NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

August 11, 2023

DIVISION MEMORANDUM

No.__342______, s. 2022

2023 DIVISION BRIGADA ESKWELA MONITORING TEAM

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Education Program Supervisors
Elementary and Secondary School Heads
School Brigada Eskwela Coordinators
All Others Concerned
This Division

1. To ensure efficient and effective implementation of the 2023 Brigada Eskwela with the theme: "Bayanihan Para sa Matatag na Paaralan, Tara na, Magbrigada na Tayo!" the following personnel will be deployed to all elementary and secondary schools in the division from August 14-16, 2023 to conduct actual inspection and assessment of all schools in preparation for the opening of classes for SY 2023-2024 to wit:

Team Leaders:

Randolph B. Tortola, SDS Conniebel C. Nistal, PhD, ASDS

Assistant Team Leaders:

Rolly B. Labis, EdD, Chief ES, SGOD Ninian A. Alcasid, PhD, Chief ES, CID Analyn G. Fabria, EPSVR/Division BE Coordinator Dr. Gladys Grace H. Cabeltes, Medical Officer III

Members:

Tonnie Mae M. Gonzales, Division Engineer III
Kevin B. Asequia, Planning Officer III
Maricris P. Quismundo, SEPS
Karen Rose A. Serrania, SEPS
Nurus Sinna Sarah R. Alonto, Dentist II
Franz Maybelle M. Gaid, Nurse II
Cecille Z. Khobuntin, Nurse II
Vanessa Prores L. Tiad, Nurse II
Jurica Ethel L. Estrada, PDO II
Esmael V. Malaco, Jr., PDO I





Address: Zone 3, Poblacion, El Salvador City
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- 2. This memorandum shall serve as the Official Authority to Travel of the identified monitoring team.
- 3. This activity shall adhere to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
- 4. Immediate and wide dissemination of this memorandum is desired.

RANDOLPH B. TORTOLA W Schools Division Superintendent

SGOD/BE/ASP/Agf



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Enclosure No. 1

2023 BRIGADA ESKWEI		DIAISI	OH MOHII	OKING TOO	<i></i>		
NAME OF SCHOOL:							
SCHOOL HEAD:							
ADDRESS:							
Please check the appropriate box							
Level: Type of School:							
Elementary		Mega					
Secondary		Large					
		Medium					
		Small					
Enrollment as per LIS quick count SY 2023-2024							
Number of Teachers							
Number of Non-Teaching Personne	el						
Number of Classrooms			red.				
Number of Chairs							
A. SCOPE OF WORK (Please ch							
				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							
B. DONATIONS/MATERIAL RESOU	RC	ES GEN	ERATED (U	se separate s	heets, if needed)		
Type of Donations			urce	Estim	ated Cost		
			TOTAL				

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C. VOLUNTEER SERVICES				***************************************			
Type of Volunteer	Number of Volunteers						
	Day	Day	Day	Day	Day	Day	TOTAL
	1	2	3	4	5	6	
1. PTCA Members							
2. Barangay Officials							
3. City Government Officials							
4. Provincial Officials							
5. NGOs/Civic Organizations							
6. Private Citizens							
7. Private Companies/Corp							
8. Other Government Offices							
9. Parents							
10. Teachers							
11. Pupils/Students							
12. Others: Specify							
13. Prominent Volunteers							
TOTAL							
D. SCHOOL DISASTER MANA	GEME	NT PI	RACTICE	CS			
			Evident		Not	Re	marks
				E	vident		
1. Posted a directory of emergency of							
	relevant government agencies and officers						
in various high-traffic areas of th							
2. Established and maintained early warning							
device mechanisms in the school.							
3. Equipped school with first aid sc		ats,					
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 of drinking water within							
the school.							
5. Ensured that learners, teachers,							
personnel have identification car	ds with						
relevant information.	*. 4					_	
6. Created a database of learners with contact details of their immediate family members,							
	15,						
relatives/guardian. 7. Secured and safety stored vital school							
records.	21001						
8. Coordinated with barangay official	als on						
pedestrian safety of learners.							
E. SAFE LEARNING FACILITI	ES						

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				Evident	Not Evident	Remarks	
1.	Facilitated the assessment structure and electrical necessary repairs and prevent unnecessary in	d wiring and make or upgrades to	ing				
2.	Repaired minor classro broken windows, doors and other furniture, et						
	suppression, including water sources, and rel- materials.	appropriate and available fire on, including fire extinguishers, arces, and relevant indigenous					
	unobstructed and that objects which may cau are removed.	hat corridors and pathways are ted and that all sharp protruding tich may cause harm to learners ed.					
5.	Declogged drainage, and covered drainage canals with necessary warnings.						
6.	Presence of safety signages for ongoing construction, unfinished, damaged, and condemned buildings.						
7.	Secured cabinets and	cabinets and drawers and ensure					
	that heavy objects are below head level.						
8.	Posted safety measure						
laboratories and workshops and other facilities requiring the same.							
9.	9. Prepared an evacuation/exit plan and post						
directional signage on every floor of the building.							
10		cuation areas and classrooms					
	that may be used as temporary shelters						
during disasters and emergencies.							
11	1. Pruned trees to avoid entanglement from electrical wirings and avoid potential harm						
	to life and property.	avoid potoiidad iidai					
	F. SIGNIFICANT EV	VENTS/EXPERIE	NCE	S (Use sepa	rate sheets	s, if needed)	
W	hat happened?	Who were	WI	nen?	,	re important	
		involved?			contribution to the operation of the school or to the existing needs of the school?		

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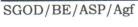




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G. ISSUES AND CONCERNS (Describe briefly problems encountered and how it was resolved?
Monitoring Official:
(Signature Over Printed Name/School Head)





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