



Republic of the Philippines
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

SGOD/BE/ASP/Agf



Address: Zone 3, Poblacion, El Salvador City
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Email Address: elsalvador.city@deped.gov.ph

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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 
Schools Division Superintendent

SGOD/BE/ASP/Agf



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Enclosure No. 1

2023 BRIGADA ESKWELA DIVISION MONITORING TOOL

NAME OF SCHOOL:				
SCHOOL HEAD:				
ADDRESS:				
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 2023-2024				
Number of Teachers				
Number of Non-Teaching Personnel				
Number of Classrooms				
Number of Chairs				
A. SCOPE OF WORK (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				
B. DONATIONS/MATERIAL RESOURCES GENERATED (Use separate sheets, if needed)				
Type of Donations	Source		Estimated Cost	
	TOTAL			

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C. VOLUNTEER SERVICES

Type of Volunteer	Number of Volunteers						TOTAL
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 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 MANAGEMENT PRACTICES

	Evident	Not Evident	Remarks
1. Posted a directory of emergency contact of relevant government agencies and officers 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 of drinking water within the school.			
5. Ensured that learners, teachers, and personnel have identification cards with relevant information.			
6. Created a database of learners with contact details of their immediate family members, relatives/guardian.			
7. Secured and safety stored vital school records.			
8. Coordinated with barangay officials on pedestrian safety of learners.			

E. SAFE LEARNING FACILITIES

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Handwritten signature



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	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 sources, 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, and covered drainage canals with necessary warnings.			
6. Presence of safety signages for ongoing construction, unfinished, damaged, and condemned buildings.			
7. Secured cabinets and drawers and ensure that heavy objects are below head level.			
8. Posted safety measures to be observed in laboratories and 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 temporary shelters during disasters and emergencies.			
11. Pruned trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.			

F. 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?

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G. 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)

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