



Republic of the Philippines
Department of Education

**REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY**



Office of the Schools Division Superintendent

July 4, 2024

DIVISION MEMORANDUM

No. 262, s. 2024

2024 DIVISION BRIGADA ESKWELA MONITORING TEAM

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Division Brigada Eskwela Coordinator
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 2024 Brigada Eskwela with the theme: "Bayanihan Para sa Matatag na Paaralan" the following personnel will be deployed to all elementary and secondary schools in the division from July 22-27, 2024 to conduct actual inspection and assessment of all schools in preparation for the opening of classes for SY 2024-2025 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
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
Marilou Y. Descallar, EPS II HRD
Cheriemy D. General, EPS II M&E

SGOD/BE/ASP/CDG



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
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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/CDG



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Enclosure 2

COMPOSITION OF MONITORING TEAM

Personnel	Designation	Assignment School
ROLLY B. LABIS, EdD.	Chief, SGOD	Sinaloc ES Sinaloc NHS
ANALYN G. FABRIA, PhD. CHERIEMY D. GENEROL	EPS – SGOD EPS II M&E	Hinigdaan ES Hinigdaan NHS San Francisco de Asis ES San Francisco de Asis NHS
DR. GLADYS GRACE H. CABELTES CECILLE KHOBUNTIN	MO III Nurse II	Molugan CS Molugan NHS Sambulawan ES Sambulawan NHS
MARICRIS P. QUISMUNDO ENGR. TONNIE MAE GONZALES	SEPS M&E Division Engineer	Kalabaylabay IS Bolisong ES Kibonbon ES
KEVIN B. ASEQUIA	PO III	Himaya ES Himaya NHS
JURICA ETHEL ESTRADA	PDO II	Taytay ES PSB ES Ulaliman ES
ESMAEL V. MALACO JR. FRANZ MAYBELLE M. GAID	Nurse II PDO I	Cogon ES Cogon NHS Badiangon ES
VANESSA PRORES TIAD MARILOU Y. DESCALLAR	Nurse II GC II	ECCS ECNHS Amoros ES

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2024 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 2024-2025				
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	

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		TOTAL						
C. VOLUNTEER SERVICES								
Type of Volunteer	Number of Volunteers							
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	TOTAL	
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/guardians.								
7. Secured and safely stored vital school records.								
8. Coordinated with barangay officials on pedestrian safety of learners.								
E. SAFE LEARNING FACILITIES								
		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.								

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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 contributions to the operation of the school or to the existing needs of the school?
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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