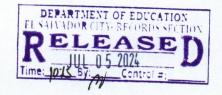


Department of Education



REGION X- NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

July 4, 2024

DIVISION MEMORANDUM

No. 362 , 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. Generol, EPS II M&E

SGOD/BE/ASP/CDG



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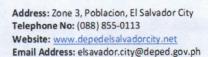
REGION X- NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

- 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 Moschools Division Superintendent

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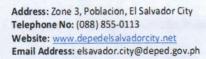
Enclosure 2

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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Department of Education

REGION X- NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

2024 BRIGADA ESKWELA DIVISION MONITORING TOOL

NAME OF SCHOOL:				755 - 455 20			
SCHOOL HEAD:							
ADDRESS:							
Please check the appropriate box	1						
Level:	Type of	Type of School:					
Elementary	- Incompany of the last of the	Mega					
Secondary	AND DESCRIPTION OF THE PERSON NAMED IN	Large					
		Medium					
	The same of the sa	Small					
Enrollment as per LIS quick count 2025	SY 2024-						
Number of Teachers							
Number of Non-Teaching Personne	1						
Number of Classrooms							
Number of Chairs							
A. SCOPE OF WORK (Please of							
	Cleaned	Repaired	Repainted	Replaced			
1. Roofs/Gutters							
2. Ceilings							
3. Walls							
4. Blackboards			90.00				
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 RESC needed)							
Type of Donations	S	ource	Estin	nated Cost			
	98						

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REGION X- NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

		,	TOTAL				
C. VOLUNTEER SERVICES							
Type of Volunteer			Number of Volunteers				
-31	Day	Day 2	Day 3	Day		Day	TOTAL
	1			4	5	6	
1. PTCA Members							
2. Barangay Officials			Page 1				
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	L						
D. SCHOOL DISASTER MANAGER	MENT PR	ACTICE	S				
			Evid	ent	Not Evic	dent	Remarks
1. Posted a directory of emergency co	1. Posted a directory of emergency contact of relevant						
government agencies and officers i	n various	high-					
traffic areas of the school.							
2. Established and maintained early	warning o	device					
mechanisms in the school.							
3. Equipped school with first aid school							
	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/		ained					
supply of drinking water within the school.							
5. Ensured that learners, teachers, and personnel							
have identification cards with relevant							
6. Created a database of learners wit		details					
of their immediate family members	3,						
relatives/guardians.	1	1					
7. Secured and safely stored vital sch							
8. Coordinated with barangay official	s on pede	estrian					
safety of learners.							
E. SAFE LEARNING FACILITIES			Evider	at	Not Evic	lant	Remarks
Facilitated the assessment of school	building	,	Evider	11	NOT EVIC	Tellt	Remarks
structure and electrical wiring and make necessary repairs and/or upgrades to prevent unnecessary							
incidents.	uninces	sal y					
2. Repaired minor classroom damages	such as	hroken					
windows, doors, blackboards, roofs,							
furniture, etc.	July State						

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3.	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 a								
	which may cause harm t								
5.	Declogged drainage, and		als						
	with necessary warnings								
6.	Presence of safety signag								
	unfinished, damaged, and condemned buildings.								
7.	. Secured cabinets and drawers and ensure that heavy								
	objects are below head le								
8.	Posted safety measures t								
	and workshops and othe	r facilities requiring th	ne						
	same.								
9.	Prepared an evacuation/								
	directional signage on ev								
10.	Identified evacuation are								
	be used as temporary sh	elters during disasters	sand						
	emergencies.	. 1							
11.	Pruned trees to avoid en								
	wirings and avoid potent				10 1 1				
****	F. SIGNIFICANT EVEN			rate sneet					
WI	hat happened?	Who were	When?		What is/are in contributions				
		involved?							
					e school or to				
					the existing ne school?	eus of the			
					SCHOOL				
G	ISSUES AND CONCER	NS (Describe briefly n	roblems	encountere	ed and how it w	as resolved?			
G. ISSUES AND CONCERNS (Describe briefly problems encountered and how it was resolved?									
		Monitoring C	Official:						
(Signature over Printed Name/Designation)									
		NI_4_ 1							
	Noted:								
(Signature Over Printed Name/School Head)									
	,,								
SC	OD/BE/ASP/CDG								
NU									



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