Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
City of Kabankalan

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DIVISION MEMORANDUM
No. 63, s. 2017

2017 BRIGADA ESKWELA IMPLEMENTING GUIDELINES

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Public School District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Department of Education, Schools Division Office of Kabankalan City will conduct **the 2017 Brigada Eskwela** with the theme *Isang DepEd, Isang Pamayanan, Isang Bayanihan Para sa Handa at Ligtas Paaralan* from May 15 – 20, 2017. The Brigada Eskwela is the National School's Maintenance Week that aims to bring together all education stakeholders to participate and contribute their time, effort and resources to prepare public school facilities ready for the opening of the School Year in June.

2. On May 15, the School Division Office will hold a caravan to launch the first day of Brigada Eskwela. A kick-off ceremony will be held in a one of the public schools offering Senior High School Program, which will also be the final stop of the caravan. This year's national kick-off ceremony will be held in a public secondary school in Region VII, the host region.

3. All schools shall mobilize their Adopt-a-School / Brigada Eskwela coordinators to ensure the six-day implementation of Brigada Eskwela in their respective schools and to ensure involvement of the community and local stakeholders.

4. School Heads shall take the lead role in planning the activities geared on making the schools ecologically conscious, resilient, clean and conducive to learning. Important reminders to School Heads in the conduct of this activity are indicated in Enclosure No. 1.

5. Individuals or groups from the national government agencies, local government units, private sector, international organizations and other parties, who are interested to help the schools and to volunteer may coordinate with the Social Mobilization and Networking Section under the Schools Governance and Operations Division in the division office and / or the beneficiary school itself, for guidance.

6. All division office personnel are encouraged to join the Brigada Eskwela activities by offering their skills and by sharing their time or providing their assistance in-kind, and by supporting public schools near their respective residences. Interested personnel are given two days to do volunteer work on official time, provided that such work is approved by the school division superintendent.

7. Schedules of activities for the 2017 Brigada Eskwela implementation are as follows:

	Activity	Schedule
a	Pre-Implementation Stage of Brigada Eskwela (Assessment of Physical Facilities and Maintenance Needs of the Schools, Resource Mobilization, Organization of Brigada Eskwela Committees and the Orientation on Specific Roles and Tasks, among others)	March 1 – May 13, 2017
b	Brigada Eskwela National Kick-off Program and Caravan	May 11, 2017
c	Brigada Eskwela Regional and Schools Division Kick-off Program and Caravan	May 15, 2017
d	Brigada Eskwela Implementation and Monitoring of Schools	May 15 – 20, 2017
e	Submission of Consolidated Brigada Eskwela Accomplishment Report by the Regional Coordinators to the External Partnerships Service.	July 30, 2017
f	Regional Selection and Deliberation of Brigada Eskwela Awards Candidates	July 1 – August 8, 2017
g	Submission of Final List of School Candidates as Brigada Eskwela National Awardees to External Partnership Service, including the submission of rating sheets reflecting the ranks of the candidate-awardees.	On or before August 15, 2017
h	National Validation of the 2017 Brigada Eskwela Best Implementing Schools	September 1 – October 31, 2017
i	Conduct of Brigada Eskwela Regional Awarding Ceremony	Within October 2017
j	Conduct of Brigada Eskwela National Awarding Ceremony	Within November 2017

8. To implement effectively the selection process in the Search for Brigada Eskwela Best Implementing Schools, DepEd issues a set of criteria, details of which are provided in Enclosure No. 2.

9. The School Heads shall make the Brigada Eskwela Program not just a tool for improving the school facilities, but also a catalyst for achieving a higher learning outcome for the school. **Brigada Eskwela Plus** will be the mechanism to elevate the level of participation, the amount of resources generated, the number of volunteer turn-out and the level of awareness. The implementation of **Brigada Eskwela Plus** will focus on the following:

    A. School maintenance activities throughout the school year;
    B. Community-led effort to improve student participation and reduce drop-outs or enroll in the Alternative Learning System; and
    C. Community-led effort to improve student performance.

10. All **Brigada Eskwela Awardees** shall serve as pilot schools to implement innovative and community-led effort of the new **Brigada Eskwela Plus**, the details of which shall be contained in a separate memorandum.

11. For more information, all concerned may contact the Social Mobilization and Networking Unit, School Governance and Operations Division and look for Jake Carlyne G, Tugbang at telephone no. (034) 4710-192.

12. Immediate dissemination of this Memorandum is desired.

ANTHONY H. LIOBET, CESO VI
Assistant Schools Division Superintendent
Officer in Charge
Office of the Schools Division Superintendent

Reference: DepEd Memorandum No. 43, s. 2017

Enclosure to Division Memorandum No. 63 s. 2017

Enclosure No. 1

REMINDERS FOR SCHOOL HEADS IN THE IMPLEMENTATION OF 2017 BRIGADA ESKWELA

1. Teaching personnel are entitled to earn vacation service credits arising from their active involvement in the weeklong Brigada Eskwela activity. A complete six-day participation in the maintenance effort shall give teachers a three-day service credit entitlement.

   For further details on granting service credits to teachers, kindly refer to DepEd Order No. 53 s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers particularly item no.1.d sub-item k.

2. Brigada Eskwela espouses the spirit of volunteerism. Taking part in the school repair and other maintenance work is not mandatory nor requisite for parents to enable their children to be accommodated in the school.

3. No Brigada Eskwela fee shall be solicited from volunteers.

4. While the Armed Forces of the Philippines (AFP) members are welcomed to participate in Brigada Eskwela, carrying guns and fire arms must be prohibited inside the school premises. Likewise, AFP members as volunteers shall be advised to wear civilian or work clothes, as against to wearing military uniform, during the school maintenance activity.

   For further details on engagement of AFP members in school activities, please refer to DepEd Memorandum No. 221 s. 2013 entitled "On Guidelines on the Protection of Children During Armed Conflict."

5. Since they will perform the key role in operationalizing this year's Brigada Eskwela theme, principals or school heads are expected to revisit or restudy the following materials:

   a) School Safety and Preparedness Guide (Annex A of Enclosure No.1)
   b) Stakeholder Engagement Strategy (Annex B of Enclosure No. 1)
   c) Kit's Menu (Annex C of Enclosure No. 1)

6. Receiving assistance or support from companies and other players in the tobacco industry for Brigada Eskwela is not allowed, pursuant to DepEd Order No 6. S. 2012 entitled "Guidelines on the Adoption and Implementation of Public Health Policies on Tobacco Control and Protection Against Tobacco Industry Interference".

SCHOOL SAFETY AND PREPAREDNESS GUIDE

In view of the implementation of the 2017 Brigada Eskwela, this School Safety and Preparedness Guide intends to raise awareness and provide guidance to schools and education partners in ensuring safety and preparedness of our students and personnel before, during and after emergencies. Enumerated below is a minimum list of activities that could contribute to a safer school. Principals need to identify what are most appropriate and important for their schools. School heads may also identify other measures that may add-up to this list.

I. SAFE LEARNING FACILITIES
1. Facilitate the assessment of school electrical system to make necessary repairs and/or upgrades to prevent fire incident. 2. Repair minor classroom damages such as broken windows, doors, blackboards, roofs, etc. 3. Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water source, and other indigenous materials. 4. Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed. 5. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings. 6. Cordon off and post safety signage for on-going construction, unfinished, damaged and condemned buildings. 7. Secure cabinets and drawers and ensure that heavy objects are below head level. 8. Post safety measures in laboratories and workshops. 9. Prepare an evacuation/exit plan and directional signage on every floor of the building. 10. Identify evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies. 11. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.
II. SCHOOL DISASTER MANAGEMENT
1. Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school. 2. Establish early warning mechanisms and inform all students and personnel on this. 3. Equip school with first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and accessed. 4. Identify alternative sources and/or maintain supply of drinking water within the school. 5. Ensure that students, teachers, and personnel have identification cards with relevant information.

6. Create database of student and their family contact details.
7. Secure vital school records and store in safe locations.
8. Coordinate with barangay officials on pedestrian safety of students.
9. Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.

III. DISASTER RISK REDUCTION IN EDUCATION

1. Identify a storage area for safekeeping of vital schools records, textbooks, teaching manuals, computers, and other school equipment.

Reference:

International Finance Corporation (no date) Disaster and Emergency Preparedness: Guidance for Schools, IFC World Bank

Department of Education (2015) DRRM in Basic Education Framework PowerPoint presentation

STAKEHOLDER ENGAGEMENT STRATEGY

Introduction

The occurrence of disasters affected school operations to the point of depriving our students access to quality education. While we have improved our classroom standards, strengthened our coordination with partners for disaster response and capacity building, and established the DRRM Service, there is a need to tighten support for school level implementation of disaster risk reduction.

Disaster preparedness of schools is an important factor to achieve resilience in our communities. DepEd, through 2017 *Brigada Eskwela*, seeks to mainstream disaster preparedness principles in readying schools for the opening of classes. More than the usual menu of provision for schools such as putting up of fences, painting, roofing, among others, DepEd will provide a list of preparedness measures that partners could support in various capacities.

Our aim is to engage all education stakeholders, which would include the following:

- Local government units from provincial to barangay levels
- Private partners
- Academe
- Civil society organizations
- Private corporations
- Individual volunteers

Our partners could assist DepEd in the following areas:

- Support implementation of school preparedness and safety measures
- Provision of emergency kits and education supplies for teachers and students
- Information, Education, Communication of DRRM

The matrix below provides specific steps that target partners could take for their active engagement during the *Brigada Eskwela* week.

How to Engage the Stakeholders/ What Each Stakeholder Can Do

Stakeholders	Nature of Engagement
EXTERNAL	
Provincial Government Units	a. Coordinate with DepEd division offices b. Secure a copy of the school preparedness checklist c. Convene LSB to identify possible support on

	school preparedness d. Mobilize local support through the business sector, philanthropies, academe and local organization to assist schools' preparations for class opening
Municipal/City Government Units	a. Coordinate with DepEd division/district offices b. Secure a copy of the school preparedness checklist c. Convene LSB to identify possible support on school preparedness d. Mobilize local support through the business sectors, philanthropies, academe and local organization to assist schools' preparations for class opening e. If available, include schools in the early warning system implemented in the locality
Barangay Government Units	a. Coordinate with nearby elementary and/or secondary school b. Participate in school preparatory meetings for Brigada Eskwela c. Mobilize local assistance to support school preparedness strategies d. Secure a copy of the school preparedness checklist e. Support the school preparedness strategies f. Assist schools in establishing an early warning system
Private Partners	a. Coordinate with DepEd division or district or school b. Secure a copy of the school preparedness checklist c. Provision of Emergency kits/bags for students, teachers and schools, teacher's kit, learner's kit, d. Provision of advocacy/information materials for schools e. Support the school preparedness strategies
Local CSOs and Volunteers	a. Coordinate with target elementary and/or secondary schools b. Secure a copy of the school preparedness checklist c. Signify interest to assist school during preparation for class opening d. Participate in school preparatory meetings for Brigada Eskwela

Annex C of Enclosure No. 1

Kits' Menu

School Provision	Minimum contents
a. Emergency Kits/bags for Students	✓ Whistle ✓ Tips/handy reference
b. Learner's Kit	✓ Notebook (50 leaves) ✓ Pad Paper ✓ Pencil ✓ Ball pen ✓ Crayon ✓ Ruler ✓ Small Scissors ✓ Pencil Sharpener ✓ Paste ✓ Bag
c. Emergency Kit for School	✓ First Aid Kit ✓ Contact numbers for emergencies ✓ Stretcher ✓ Flashlights/batteries ✓ Radio/batteries ✓ Bell/warning device ✓ Whistle ✓ Transistor Radio ✓ Electrical Tape ✓ Rope
d. First Aid Kit	✓ Burn Ointment ✓ Betadine ✓ Band-Aid ✓ Bandage ✓ Gauze ✓ Plaster Tape ✓ Alcohol ✓ Agua oxynada ✓ Bottled water ✓ Gloves ✓ Cotton
e. Teacher's Kit	✓ Manila paper ✓ Bond paper long (cactus) ✓ Pair of Scissors ✓ Cartolina ✓ Pilot pen (black and red) ✓ Pentel pen (black and blue) ✓ Bag ✓ Ruler (12 inches) ✓ Pencil Sharpener ✓ Lesson plan notebook

	e. Identify and communicate support that will be provided to schools f. DRRM Service orientation for parents g. Assist in the conduct of risk profiling h. Support the school preparedness strategies
Parents	a. Participate in school preparatory meetings for Brigada Eskwela b. Support the school preparedness strategies
	EXTERNAL
Central	a. Issuance of School preparedness guide, which provides checklist on school preparedness measures b. Prepare guidelines on conducting risk profiling based in the following considerations: • Location of the school • Immediate environment of the school • Historical experience of disasters
Region	a. Conduct planning meeting with Dos to determine school needs b. Provide assistance to Dos in formulating strategies to support school preparedness c. Monitor and prepare report on the implementation of preparedness strategies
Division	a. Mobilize assistance from education partners and other government agencies for schools' implementation of preparedness measures b. Coordinate with local government agencies on local risk profiling c. Ensure availability of the summary of school level data for local partners' preference d. Prepare list of schools that would be needing most assistance from partners e. Ask local fire bureau, local PNP, local AFP to participate in "How to Make Your School Safer" campaign f. Ensure support is equitably distributed to all schools
Schools	a. Distribute emergency kits/bags to students and teachers, learner's kit and teacher's kit (See Annex C of Enclosure No. 1) b. Spearhead the implementation of school preparedness guide

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	✓ Class record
f. Teacher's Emergency Kit	✓ Whistle ✓ Flashlight/batteries ✓ Boots ✓ Raincoats/umbrella ✓ Radio/batteries ✓ Emergency hotline list ✓ Evacuation guide
	✓ Toiletries ✓ Bottled water
g. Health and Hygiene Kits	✓ Soap, Toothpaste, Toothbrush ✓ Sanitary pads for female high school students ✓ Drinking water (1 liter)

Best Brigada Eskwela Implementing Schools Category

To give due recognition to schools whose efforts in the implementation of the Brigada Eskwela Program are exemplary, the Department of Education shall be awarding the Brigada Eskwela Best Implementing Schools in the following categories:

Elementary Level

Category	Number of Teachers (National)	Number of Teachers (NCR)
Small School	9 and below	40 and below
Medium School	10 – 29	41-80
Large School	30-50	81-120
Mega School	51 and above	121 and above

Secondary Level

Category	Number of Teachers (National)	Number of Teachers (NCR)
Small School	9 and below	40 and below
Medium School	10 – 25	41-80
Large School	26-100	81-120
Mega School	101 and above	121 and above

Note: Integrated School (Kinder to Grade 12) may choose which category level they intend to participate in the selection.

Hall of Fame Awards shall be given to schools which were awarded as best implementing schools for three consecutive years.

The selection of the ***Brigada Eskwela*** Best Implementing Schools shall be evaluated in accordance to the following criteria:

Criteria of Selection

1. **Scope of Work – 35%**

Scope of work is based on the school BE plan and physical facilities repair and maintenance needs assessment such as Repair Works, Maintenance Works, New Improvements and Beautification/Landscaping/Learners Kiosk Installation. The computation is based on the percentage of work completed multiplied by 35%.

2. **Diverse Volunteer Participation – 25%**

The diversity of participation shall consider the group affiliation of volunteers with the following percentage assignment:

a. Parent volunteers – 15%

The computation is based on the number of parent volunteer turn-out over the targeted number of volunteer multiplied by 15%.

The target parent volunteer participation is computed based on the number of enrolment multiplied by the agreed percentage up to 200%.

b. Other volunteers = 10%
Target representative per group is 5 volunteers per entity to get 2 points, below 5 shall be given 1 point then multiplied by 100%.

NGAs and other government organization and public corporations	LGUs (Brgy/Mun/Prov)	Community Involvement including NGOs and Professional Associations	Private Sector Involvement including Corporate Foundations and Private Schools	Pupil/Student Organization (SSG/SPG) and Alumni Associations
2	2	2	2	2

3. **Generated Resources- 15%**
The percentage of completion (Program of Works) x 15%

Elementary Level

Category	Number of Teachers (National)	Resource Generated	Number of Teachers (NCR)	Resource Generated
Small School	9 and below	90,000 and below	40 and below	40,000 and below
Medium School	10 – 29	100,000 – 300,000	41-80	400,000 – 800,000
Large School	30-50	300,000 – 500,000	81-120	800,000 – 1,200,000
Mega School	51 and above	500,000 and above	121 and above	1,200,000 and above

Secondary Level

Category	Number of Teachers (National)	Resource Generated	Number of Teachers (NCR)	Resource Generated
Small School	9 and below	90,000 and below	40 and below	40,000 and below
Medium School	10 – 25	100,000 – 300,000	41-80	400,000 – 800,000
Large School	26-100	300,000 – 1,000,000	81-120	800,000 – 1,200,000
Mega School	101 and above	1,000,000 and above	121 and above	1,200,000 and above

The amount of resources generated shall include all donations-in-kind and equivalent amount of materials used for the scope of work accomplished during the Brigada Eskwela week. It shall also include all resources accepted after the steering and working committees were formed and commence to execute their functions.

4. **Alignment to Brigada Eskwela Theme - 5%**
The evaluation shall be based on the School Safety and Preparedness Guide- 21 points, computed as points meet/21 x 5%

5. **Creativity and Innovation -10%**

Evaluated based on the presence of value added projects: eg. Medical and dental mission, provision of school supplies and uniform, Awareness/literacy campaigns, Special Services, among others.

6. **Increment of Resources and Volunteers – 10%**

Determined based on the percentage of the increase of the current performance compared with the previous/last Brigada Eskwela accomplishments.