



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE II OF PANGASINAN

Office of the Schools Division Superintendent

10 July 2024

DIVISION MEMORANDUM

No. 324, s. 2024

**DIVISION GUIDELINES IN THE IMPLEMENTATION OF BRIGADA
ESKWELA 2024**

To: Asst. Schools Division Superintendents
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All other concerned

Relevant to the implementation of Brigada Eskwela 2024, the following Division Guidelines will be strictly implemented in all schools in the Division of Pangasinan II to wit:

1. All schools will conduct Brigada Eskwela on July 22-27, 2024 which will be started with a simple kick-off on the first day, and closing and awarding of certificate of recognition to volunteers on the last day. The week-long school maintenance activity shall focus on the conduct of clean-ups, minor to medium repairs, and maintenance works in the classrooms and within the school site.
2. Hanging of Brigada Eskwela tarpaulin is highly encouraged to inform the community and to boost the participation of other volunteer stakeholders.
3. The policy of Clean Schools shall be observed. Schools shall ensure that school grounds, classroom and its walls and other facilities are clean and free from unnecessary artwork, decorations, tarpaulins, and posters at all times. Classroom walls shall remain bare and devoid of posters, decorations or other posted materials.
4. School Heads, teachers and other school personnel are strictly prohibited from collecting Brigada Eskwela fees from parents/legal guardians, volunteers, partners, and other stakeholders. Brigada Eskwela activities shall focus on voluntary work and participation to ensure that schools are adequately ready for the upcoming school year.



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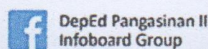
5. **School Heads (BE focal person)** shall lead the creation of the working committees for the Brigada Eskwela as well as supervise its functions. The working committees shall be composed of teachers, non-teaching personnel, parents, SELG/SSLG officers, SGC members, community members, and other stakeholders, provided that their participation and involvement is **voluntary**.
6. Teaching personnel shall be entitled to earn vacation service credits arising from their active involvement in the Brigada Eskwela activities. Teachers shall earn one day service credits for accumulated eight hours of voluntary service. Likewise, non teaching personnel shall be granted compensatory time-off (CTO) for all voluntary services rendered during weekends.
7. All schools will be monitored by their respective monitoring Supervisors using the prescribed monitoring tool.
8. The usual Brigada Eskwela reports (BE forms 1-7) are no longer required. Photocopy of the accomplished attendance sheets (BE form 5 may be adopted), list of donations received, and the request for Granting of Service Credits shall be submitted to the office of the Social Mobilization and Networking on or before August 8, 2024. Brigada Eskwela report must be transmitted to the Central Office through the DepEd Partnership Database System (DPDS) by the School Head.
9. The Division Office will be giving certificate of recognition to School heads (five [5] for every category-small, medium, large, mega) with exceptional performance in the implementation of BE 2024 based on the following criteria:

Participation of Diverse Volunteers	50%
Generated Resources (Donated Materials).....	30%
Advocacies conducted (Distribution of School Supplies to learners, Red Cross Blood Letting) ...	10%
Aesthetic and safety (General appearance of the school and safety)	10%
Total	100%

10. The Public School District Supervisors in coordination with the Adopt-A-School Program (ASP) District Coordinator will recommend schools with exceptional performance to the Division Office for final validation.



Guico Street, Canarvacanan, Binalonan, Pangasinan



DepEd Pangasinan II
 Infoboard Group



pangasinan2@deped.gov.ph



www.depedpang2.ph



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11. The Division Validating Team shall be composed of the following:

Chairman: **DR. VIVIAN LUZ S. PAGATPATAN, CESO VI**
Schools Division Superintendent

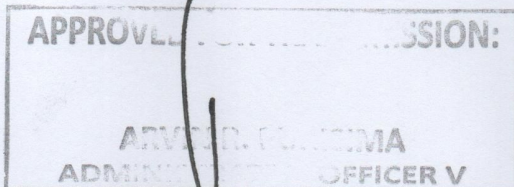
Co-Chair: **DR. REDENTOR B. AQUINO,**
Chief Education Supervisor, SGOD
VIRGILIO B. SELGA
Senior Education Program Specialist

Members: **DR. ENRIQUE R. MACAYAN**
Education Program Supervisor
MARCELINO B. CASEM
Education Program Specialist
MANUEL JODICK G. PULGA
Project Development Officer

Attached is the monitoring tool.


For your information, guidance and strict compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
OIC, Office of the Schools Division Superintendent



For the SDS:

MARCIANO U. SORIANO, JR, PhD, CESO VI
Asst. Schools Division Superintendent


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Region I

Schools Division Office II of Pangasinan

Canarvacanan, Binalonan

2024 BRIGADA ESKWELA MONITORING TOOL

School: _____

District/Municipality: _____

School Head: _____

Contact Number: _____

Date of Monitoring: _____

Time Monitored: _____

This monitoring tool shall be filled-up by the monitoring officials.

Total No. of School Personnel: _____

Total No. of Teaching Personnel: _____

Total No. of Non-Teaching Personnel (including SH): _____

Total No. of personnel present during monitoring: _____

Activities/Norms	Evident	Not Evident
BE Tarp posted at the entrance of the school		
List of organized BE Committee		
MOV's on the conduct of school kick-off		
MOV's on school planning involving the school governing council and other partners for the conduct of BE 2023		
List of Day-to-day BE activities		
Attendance Sheets of volunteers/partners		
List of Donations (in kind)		
Prescribed Brigada Eskwela Activities:		
Uncluttering of classrooms		
Removing mural paintings/Repainting of Walls		
Repainting of Roofs		
Removing/resizing oversized bulletin boards		
Repair of desks/armchairs (if necessary)		
Pruning of trees		
Grass cutting/weeding		
Clearing of Obstructions in pathways and other areas in the school including demolitions of dilapidated/hazardous structures		
Repair and maintenance of electrical wirings and fixtures		
Repair of ceilings, windows and gutters		

Other activities (please specify):

Observations and recommendations:

Prepared by: _____

Noted: _____

Monitoring Official

School Head