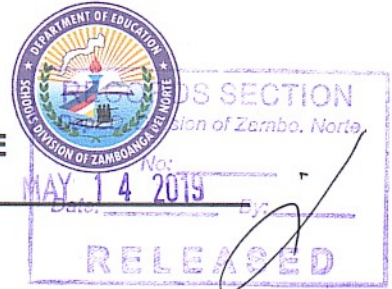




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



Division Memorandum
No. 013, s. 2019

To : Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors
School Heads
All Others Concerned

From : The Office of the Schools Division Superintendent

Subject : **2019 BRIGADA ESKWELA ZN DIVISION IMPLEMENTING GUIDELINES**

Date : May 6, 2019

1. Pursuant to DepEd Memorandum No. 036, s. 2019 *2019 Brigada Eskwela Implementing Guidelines*, this office informs all employees of DepEd - Schools Division of Zamboanga del Norte employees the conduct of 2019 *Brigada Eskwela* with the theme "Matatag na Bayan Para sa Maunlad na Paaralan" on May 20-25, 2019.
2. In order to ensure a smooth conduct of 2019 *Brigada Eskwela* in Zamboanga del Norte, this office issues attached 2019 ZN Division *Brigada Eskwela* Implementing Guidelines, for general reference.
3. For inquiries, please contact SEPS Jessie E. Elacan or EPS II Doreen B. Ombalino of the Social Mobilization and Networking Unit through mobile number 0908 875 9854 or 0998 958 5205, or email at znsocmob@gmail.com.
4. For widest dissemination and strict compliance.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

Reference: DepEd Memorandum No. 36, s. 2019
2019 Brigada Eskwela Implementing Guidelines

(Enclosure No.1 to Division Memorandum No. 013, s. 2019)

1. Pursuant to DepEd Memorandum No. 036, s. 2019 *2019 Brigada Eskwela Implementing Guidelines*, this office hereby issues the following guidelines specific for the DepEd - Schools Division of Zamboanga del Norte employees in order to ensure a systematic and smooth conduct of 2019 Brigada Eskwela with the theme *Matatag na Bayan Para sa Maunlad na Paaralan* on May 20-25, 2019, to wit:

- All public elementary and secondary school heads shall hold a short Brigada Eskwela Kick-Off Program on May 20, 2019, 8 A.M., in their respective school assignment. It is important that during the short kick-off program, school heads are able to convey to the stakeholders the noble purpose of Brigada Eskwela program. It is very necessary that the stakeholders fully understand the program.
- The Public Schools District Supervisors (PSDSs) shall provide necessary guidance and assistance to the school heads in organizing and/or coming up with a meaningful School Brigada Eskwela Kick-Off Program.
- The 2019 Division Brigada Eskwela Monitoring Teams are expected to join the short kick-off program in the school of their choice. The monitoring team was specifically formed to check on the activities guided by and/or in reference with the Division Brigada Eskwela Monitoring Tool to ensure that each and every public school are prepared and ready for the opening of classes come June 3, 2019. Public Schools District Supervisors are expected to join the Division Monitoring Teams and facilitate the conduct of the BE monitoring visits. The 2019 Division Brigada Eskwela Monitoring Teams and Division Brigada Eskwela Monitoring Tool are attached as Enclosure A and Enclosure B, respectively.
- In consonance with Division Memorandum dated January 30, 2019, the PSDSs shall present and turn-over the folder of Brigada Eskwela documents to the members of the Monitoring Team, for checking, such as:
 - Composition of the 2019 Brigada Eskwela Committees;
 - School Assessment of Physical Facilities and Maintenance Needs (BE Form 1);
 - Brigada Eskwela Work Plan (BE Form 2); and
 - Resource Mobilization Plan (BE Form 3).

Members of the Division Monitoring Teams shall affix their signature on each folder, put on the date and return it to the PSDS.

- All five (5) cluster heads shall lead in the conduct of the Cluster Level 2019 Search for Brigada Eskwela Best Implementing Schools in elementary and secondary in the four (4) categories, as follows:

Categories	Number of Teachers	
	Elementary	Secondary
Small School	9 and below	15 and below
Medium School	10 – 29	16 – 30
Large School	30 – 50	31 – 50
Mega School	51 and above	51 and above

Integrated School (Kindergarten to Grade 12) may choose which category level they intend to participate in the search.

- All National Brigada Eskwela Hall of Famers of this division are called to participate in the 2019 Search for Brigada Eskwela Plus Most Sustained School, namely:
 - Nabilid Elementary School;
 - Don Jose Aguirre Elementary School;
 - Tampilisan Central School;
 - Gotalac National High School; and
 - Polanco National High School.
- All five (5) cluster heads shall be the Chair of the Selection Committee of the 2019 Cluster Search for Brigada Eskwela Best Implementing Schools and Brigada Eskwela Plus Most Sustained School. The Selection Committee shall be composed of the following:
 - Vice – Chair (Preferably a Public Schools District Supervisor)
 - Members
 - One (1) Public Schools District Supervisor; and
 - Two (2) School Heads (preferably one (1) District Partnership Focal Persons and one (1) District Brigada Eskwela Coordinators).
- The criteria for selection of the 2019 Cluster Search for Brigada Eskwela Best Implementing Schools and Brigada Eskwela Plus Most Sustained School defined in DepEd Memorandum No. 36, s. 2019 are attached as Enclosure C.
- Winners of the cluster level search shall automatically become the cluster entries for the 2019 Division Search for Brigada Eskwela Best Implementing Schools and Brigada Eskwela Plus Most Sustained School. They are required to submit their comprehensive 2019 Brigada Eskwela report to the Division Office through SEPS Jessie E. Elacan, Division Brigada Eskwela Coordinator, on or before June 20, 2019.
- At the Division Level, the Selection Committee of the 2019 Division Search for Brigada Eskwela Best Implementing Schools and Brigada Eskwela Plus Most Sustained School shall be composed of the following officials:
 - Chair – ASDS Filma B. Catalan;
 - Co-Chair – ASDS Lourma I. Poculan;
 - Members
 - CES Joy E. Letran-Singson;
 - EPS Bezer B. Crampatanta;
 - MO Sonia Y. Uy;
 - SEPS Jessie E. Elacan; and
 - PDO Eunice D. Janolino.

They shall use the same criteria in the selection process as attached herewith.

- Winners of the 2019 Division Search for Brigada Eskwela Best Implementing Schools and Brigada Eskwela Plus Most Sustained School may receive cash incentives subject to the availability of funds. Heads and BE Coordinators of winning schools will be given certificate of recognition that may be used/helpful in their application for promotion.
- Awarding of winners of the 2019 Division Search for Brigada Eskwela Best Implementing Schools and Brigada Eskwela Plus Most Sustained School shall be held during the Division Management Committee (DManCom) Meeting scheduled after July 30, 2019.
- All expenses that may be incurred relative herein are chargeable against school/division MOOE and/or local funds subject to the usual government accounting and auditing rules and regulations.

Enclosure A



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



Unnumbered Memorandum

To : All Concerned Division Personnel

From : The Office of the Schools Division Superintendent

Subject : COMPOSITION OF THE 2019 BRIGADA ESKWELA DIVISION MONITORING TEAMS

Date : May 8, 2019

1. To ensure that all public school administrators and staffs are leading and conducting necessary activities to make each and every public school and learning center prepared and ready for the opening of classes come June 3, 2019 especially during the 2019 *Brigada Eskwela* Week on May 20-25, 2019, this office hereby resolves to organize and compose the 2019 *Brigada Eskwela* Division Monitoring Teams, to wit:

Name	District
Cluster One (1)	
Team A	
1. EPS Fe Jebone	La Libertad (10 ES; 1 HS); Polanco I (15 ES; 3 HS); and S. Osmeña II (18 ES; 2 HS)
2. EPS II Doreen Ombalino	
3. Dr. Mary Anavel Olvis	
Team B	
1. CES Joy E. Letran-Singson	Pinan (21 ES; 2 HS); and Sibutad (15 ES; 3 HS)
2. Nurse Ramon Suarez	
3. EPS II Jed Nieves	
Team C	
1. EPS Evelyn Labad	Polanco II (15 ES; 3 HS); and Mutia (15 ES; 3 HS)
2. PDO Eunice Janolino	
3. Nurse Horlita Balais	
Team D	
1. CES Lilia E. Abello	Rizal (17 ES; 2 HS); and S. Osmeña I (20 ES; 2 HS)
2. Dr. Sonia Uy	
3. Engr. Lealyn Jaralve	
Cluster Two (2)	
Team E	
1. EPS Grace dela Cruz	Katipunan I (25 ES; 2 HS); and Katipunan II (19 ES; 7 HS)
2. Engr. Franklin Anto	
3. Nurse Jessica Caburatan	
Team F	
1. EPS Danilo Labisig	Roxas I (18 ES; 1 HS); and Manukan I (14 ES; 4 HS)
2. SEPS Wilson Inding	
3. Dr. Glinda Oca	

Enclosure A

Team G	1. Dr. Cheryl Ocupe 2. SEPS Robert Poculan 3. PDO Joseph Pantoja	Roxas II (20 ES; 4 HS); and Manukan II (11 ES; 2 HS)
Cluster Three (3)		
Team H	1. EPS Arcelita Zamoras 2. Engr. Dave Patigayon 3. Dr. Sandra Limsi	Ponot (21 ES; 2 HS); and Siayan (32 ES; 4 HS)
Team I	1. SEPS Jessie E. Elacan 2. Dr. Joy Labog 3. Nurse Gina Chiong	Sindangan Central (18 ES; 2 HS); Sindangan North (15 ES; 3 HS); and Sindangan South (24 ES; 3 HS)
Cluster Four (4)		
Team J	1. EPS Anita Subebe 2. EPS II Nicollette Ria Tangon 3. Nurse Joy Dano	Bacungan (20 ES; 4 HS); Salug I (10 ES; 2 HS); and Salug II (12 ES; 3 HS)
Team K	1. EPS Mickrel Duller 2. Dr. Nancy Hinampas 3. PDO Ethyl Salut	Godod (21 ES; 3 HS); and Kalawit (18 ES; 6 HS)
Team L	1. EPS Leynie Bellenio 2. Engr. Dominador Otud 3. Dianne Guigue	Tampilisan (20 ES; 5 HS); Liloy I (21 ES; 3 HS); and Liloy II (17 ES)
Cluster Five (5)		
Team M	1. EPS Antonio Liao 2. SEPS Leonido Pampilo 3. Dr. Erwin Oandasan	Labason (21 ES; 6 HS); Gutalac I (17 ES; 3 HS); and Gutalac II (17 ES; 3 HS)
Team N	1. EPS Ismael Yusoph 2. PO II Giparel Elumba 3. Randolph Naing	Sibuco (30 ES; 5 HS); and Sirawai (14 ES; 3 HS)
Team O	1. EPS Ervie Acaylar 2. Engr. Rodney Lerin 3. Nurse Neoriente Ferrer	Baliguian (18 ES; 2 HS); and Siocon (27 ES; 5 HS)

- It is expected that all concerned personnel shall coordinate closely with SEPS Jessie E. Elacan, Division *Brigada Eskwela* Coordinator, for the orientation on the use of the Monitoring Tool and relevant updates.
- For strict compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

Cc: Public Schools District Supervisors
School Heads

2019 BRIGADA ESKWELA MONITORING TOOL

Date: _____

District: _____

School: _____

Guide Questions	Please Provide Details
1. What are the ongoing activities you have personally witnessed?	A. Repair B. Repainting C. New Construction D. Rewiring E. Pruning F. Others
• Does the activity address the physical facilities and maintenance needs of the school?	G.
• Are the activities consistent with the prepared six-day School Work Plan/Program of Work?	H.
2. What are the donations (cash or in-kind) received by the school?	I. Cash J. Paints K. Nails L. Plywood M. Furniture N. Electrical cords O. Fluorescent Lamps/Bulbs P. Cement/Hollow Blocks Q. Sand & Gravel R. Others
• Are the donations (cash or in-kind) properly recorded based on the inventory report of the designate-supply officer/property custodian?	S.
3. How many volunteers are present (<i>when you are there</i>) versus record of attendance?	T. Parents / U. NGAs & Public Corporations / V. LGUs / W. NGOs & Professional Associations / X. Business Sector, Corporate Foundations & Private Schools /
4. What are your other observations?	Y.

Prepared: _____

Conformed: _____

Noted: _____

Evaluator _____

School Head _____

District Supervisor _____

A. Criteria of Selection for the 2019 Search for Brigada Eskwela Best Implementing Schools

1. **Scope of Work - 30%.** 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 that are identified/included in the School Annual Implementation Plan. The computation is based on the percentage of work completed multiplied by 30%.
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 up to 200% of the learners' population.
 - b. **Other volunteers - 10%**
Target representative per group is 5 volunteers per entity to get 2 points, below 5 volunteers shall be given 1 point then multiplied by 10%

NGAs and other government organizations 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), Alumni Associations and other civic organizations/ associations
2		2	2	2

3. **Generated Resources – 15%**

Category	Elementary	Secondary
Small	99,000 and below	99,000 and below
Medium	100,000 – 299,999	100,000 – 299,999
Large	300,000 – 499,999	300,000 – 999,999
Mega	500,000 and above	1,000,000 - 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 and the equivalent amount of volunteer man-hour. It shall also include all resources accepted after the steering and working committees were formed and commence to execute their functions as early as January 2019.

4. **Alignment to Brigada Eskwela Theme - 15%**

The evaluation shall consider the alignment of the program implementation to the Brigada Eskwela theme.

The evaluation shall consider the School Safety and Preparedness Guide - 21 points, computed as points meet/21 x 6%

The WASH in Schools shall consider the 12 activities and provisions, computed as points meet/12 x 6%.

Advocacy on Brigada Eskwela theme translated into school overall experiences and learnings
- 3%

5. Creativity and Innovation - 10%

The evaluation shall be based on the presence of value added projects or unusual projects benefiting the schools and the learners e.g. medical and dental services, provision of school supplies and uniform, awareness/literacy campaigns, special services, among other projects. The criteria shall also consider the quantity of innovations, number of beneficiaries, and impact to access and quality.

6. Increment of Resources and Volunteers -5%

This criterion is determined based on the percentage of the increase of the current performance compared with the previous/last Brigada Eskwela accomplishments. For newly established school, the data for the first year of operation shall be the baseline.

B. Criteria of Selection for Brigada Eskwela Plus Most Sustained School

School Maintenance Activities Throughout the School Year - 70%

1. Evaluation shall be based on the sustained level of implementation of all school maintenance activities from June 2018 to June 2019.
2. A Narrative / Accomplishment report of all school maintenance activities from the Calendar Year (CY) 2018-2019 shall be submitted to show how the implementation of BE was sustained.

School and Community Effort to Improve Participation and Reduce Drop-Out or Enroll in the Alternative Delivery Mode - 15%

1. Evaluation shall be based on the on-going school-community/stakeholders project to improve participation and drop-out reduction.
2. Data from School Year (SY) 2016-2017 shall be the baseline for the school participation and drop-out rate. The comparative report of data from SY 2016-2017 and SY 2017-2018 school participation and drop-out rate shall serve as the basis for this criterion.

School and Community Effort to Improve Student and Community Learnings -15%

1. Evaluation shall be based on school and community/stakeholders effort to improve student and community learnings referring to but not limited to remedial activities, parenting seminars, literacy programs, Alternative Learning System engagement activities and other school-community initiated activities.