2018 BRIGADA ESKWELA KICK-OFF CEREMONY

TO: OIC – Asst. Schools Division Superintendent
OIC – Chief, Curriculum and Implementation Division
OIC – Chief, School Governance and Operation Division
Public School District Supervisors
Elementary School Heads / TIC / OIC
Junior and Senior High School Principal / School Heads / TIC / OIC
Brigada Eskwela School Coordinators
School Partnership Focal Person Coordinators
Division Partnership Focal Person – TWG Members
All Other Concerns.

May 8, 2018

Pursuant to the DepEd Memorandum No. 066 s. 2018, the Department of Education (DepEd) will conduct the 2018 Brigada Eskwela from May 28 to June 2, 2018 with the theme Pagkakaisa Para sa Handa, Ligtas at Matatag na Paaralan, Tungo sa Magandang Kinabukasan. The Brigada Eskwela is the National School’s Maintenance Week, which aims to bring together all education stakeholders and partners to participate and contribute their time, effort and resources to prepare public school facilities ready for the opening of School Year in June.

2. This year, every Districts shall hold a kick-off ceremony to launch the Brigada Eskwela in their respective area or school jurisdiction on May 28, 2018 simultaneously from 8:00 to 11:00 o’clock in the morning (see attached per District Brigada Eskwela Kick-Off Ceremony Proposed Program Flow)

3. All District Supervisors, School Heads and Division Partnership Focal Persons – Technical Working Group members shall take the lead in planning the activities geared on making schools ecological conscious, resilient, clean and conducive to learning. They should ensure the effective implementation of Brigada Eskwela in all public elementary and secondary schools to make sure the involvement of the community and local stakeholders.

4. Attached herewith are the following enclosure for your reference and guidance:
   a. Enclosure No. 1 - Reminders for the District Supervisors, School Heads and Division Partnership Focal Person Technical Working Group members in the Implementation of Brigada Eskwela 2018,
   b. Enclosure No. 2 – Per District Brigada Eskwela Kick-Off Ceremony Proposed Program Flow, District Executive and Technical Working Committees,
   c. Enclosure No. 3 - Proposed Brigada Eskwela 2018 Tarpaulin Design
d. Enclosure No. 4 – Proposed Brigada Eskwela T-Shirt Design  
c. Enclosure No. 5 – DepEd Order No. 53, s. 2003 (Service Credit to Teachers)  
f. Enclosure No. 6 – Sample Letter of Invitation, Sample Letter of Interest Form  
g. Enclosure No. 7 – Sample Opening and Closing Program Flow  
h. Enclosure No. 8 – Sample Letter of Thanks to Benefactor  
i. Enclosure No. 9 – Brigada Eskwela Monitoring Tool

5. Expenses relative to the conduct of the 2018 Brigada Eskwela shall be charged against the School Funds / School Canteen Funds subject to the usual accounting and auditing rules and procedures.

6. Widest dissemination and participation of all concerned to this activity is enjoined.

DR. ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent
REMINDERS FOR SCHOOL HEADS IN THE IMPLEMENTATION OF 2018 BRIGADA ESKWELA

1. 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.

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

3. While the Armed Forces of the Philippines (AFP) members are welcome to participate in Brigada Eskwela, carrying guns and firearms must be prohibited inside the school premises. Likewise, AFP members as volunteers shall be advised to wear Type C uniform, civilian or work clothes, instead of wearing military Type A 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.”

4. In the performance of the key role in operationalizing this year’s Brigada Eskwela in relation to the theme, principals or school heads are expected to consider 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)
   d) WASH in Schools Activities

5. 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”.

Enclosure No. 1
District I – A
2018 BRIGADA ESKWELA KICK - OFF CEREMONY

I. Committee:

Chairman: Vivienne C. Martinez - Public School District Supervisor

Vice – Chairman: Adelaida San Diego - School Head, ANHS
                     Joyanny Gutierrez - School Head Sta. Cruz ES
                     School
                     Cemilyn Marquez - DPFP – TWG Member
                     Nadja Suarez - DPFP – TWG Member

Members:

Alan Velasco B.E. Coordinator Sta. Cruz E/S
Jesusa Partosa B.E. Coordinator ANHS
Ramil Luta B.E. Coordinator Senior ANHS
Adopt – A – School Coordinators
Senior High School Partnership Focal Person

Technical Working Group:

Committee on Program: Antipolo National High School
Committee on Certificate: Senior High School ANHS
Committee on Decoration: Sta. Cruz Elementary School
Committee on Parade: Sta. Cruz Elementary School
Committee on Food: Sta. Cruz Elementary School
Antipolo National High School
Committee on Registration / Attendance: Senior High School ANHS
Committee on Documentation: Senior High School ANHS
Antipolo National High School
# DISTRICT I-C PROGRAM FOR KICK-OFF BRIGADA ESKWELA

**Chairman**  
Ms. Marilyn D. Zapanta  
Public School District Supervisor - District I-C

**Vice-Chairmen**  
Mr. Tito A. Cabacaba  
Principal III- San Isidro Elementary School  
Mr. Ronaldo I. Ata  
Principal II San Isidro National High School  
Mr. Esteban Casauay  
Principal II Muntindilaw National High School  
Mr. Virgilio Paat  
Head Teacher III Dela Paz National High School  
Mrs. Evangeline Quibuyen  
Principal I- Dela Paz Elementary School  
Mrs. Luningning Tapales

**Members**  
Mrs. Ma. Luisa C. Magcaling  
Division Partnership Focal Person – Technical Working Group Member  
Mr. Eric Calbang  
Division Partnership Focal Person - Technical Working Group Members  
Brigada Eskwela School Coordinators

## TECHNICAL WORKING COMMITTEE

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairperson</th>
<th>Members</th>
<th>Duties/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program and Invitation</td>
<td>Mr. Mark Terry Mirana</td>
<td>San Isidro National High School Senior HS teachers</td>
<td>In-charge of the program; print and distribute program invitations</td>
</tr>
<tr>
<td>I BE Coordinator San Isidro HS</td>
<td></td>
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</tr>
<tr>
<td>Certificates</td>
<td>Mr. Ismael Jimenez</td>
<td>Selected Teachers of Muntindilaw National HS (6)</td>
<td>In-charge of printing and distribution of certificate of participation and appearance</td>
</tr>
<tr>
<td>I BE Coordinator Muntindilaw National HS</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Stage Decoration / Sound System</td>
<td>Mr. Hudson D. Herrera</td>
<td>Selected Teachers of San Isidro ES (15)</td>
<td>In-charge of putting stage design and adornment based on the theme</td>
</tr>
<tr>
<td>I BE Coordinator San Isidro ES</td>
<td></td>
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</tr>
<tr>
<td>Safety</td>
<td>Mr. Hobert Orque</td>
<td>Selected Male Teachers of San Isidro NHS DRMM Clinic Teacher (15)</td>
<td>Ensuring the safety of all participants</td>
</tr>
<tr>
<td>I Master Teacher San Isidro NHS</td>
<td></td>
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</tr>
<tr>
<td>Food Registration</td>
<td>Ms. Mary Adel B. Marquez – BE Coordinator Dela Paz National HS</td>
<td>Selected Teachers of Dela Paz National High School (6)</td>
<td>In-charge of attendance/prepare registration attendance</td>
</tr>
<tr>
<td>Documentation</td>
<td>Ms. Lora Homa Stephanie D. Naigan – BE Coordinator Antipolo SPED Center Ms. Josephine S. Corpuz -BE Coordinator Dela Paz ES Mr. Banceldo Baganio - BE Coordinator Muntindilaw ES</td>
<td></td>
<td>Document all the details and highlight of the program / provide narrative report</td>
</tr>
</tbody>
</table>
DISTRICT I-D
BRIGADA ESKWELA MEETING AND ORIENTATION

Committee:
Chairman: VIVIENNE C. MARTINEZ
Vice Chairman: DR. ROMEO G. RODRIGUEZ
ZEINAIDA A. IGNACIO
JOBERT B. TABAYAG

Members:
REYNALDO L. AGUSTIN Principal III Mayamot NHS
ANNA LYN P. RAYMUNDO Principal III Mambugan NHS
WILMA R. DOCTOR Principal II Mambugan I ES
NENITA G. ACORDA Principal II Mambugan II ES
ZEINAIDA A. IGNACIO DPFP – TWG Mambugan I – ES
MR. JOBERT B. TABAYAG DPFP – TWG Mambugan – II ES
Brigada Eskwela School Coordinators

Technical Working Group:
Committee on Program/Invitation: MAMBUGAN II ES
Committee on Certificate: MAMBUGAN II ES
Committee on Decoration: MAYAMOT NHS
Committee on Parade
(Security and Route Map) MAMBUGAN I ES
Committee on Food: MAMBUGAN NHS
Committee on Registration/ Attendance: MAYAMOT ES
Committee on Documentation: MAYAMOT ES

District Brigada Eskwela Kick-Off Proposed Program Flow:

Part I. Motorcade (from Mambugan NHS to Mayamot ES)

Part II. Program Proper
A. Prayer: Mrs. Nancy Bondad
B. National Anthem: Miss Liezel Aling
C. CALABARZON Hymn
   Rizal Mabuhay
   Antipolo Hymn Mr. Ramyer Ludovice
D. Checking of Attendance: Mrs. Nhorlette G. Rama
E. Welcome Remarks: Dr. Romeo G. Rodriguez
F. Statement of Purpose: Mrs. Vivienne C. Martinez
G. Presentation of Stakeholders Mr. Rizalv Pineda
H. Brigada Proper
DISTRICT II-A BRIGADA ESKWELA KICK-OFF PROGRAM 2018
Theme: “Paghahaisa para sa Handa, Ligtas at Matatag na Paaralan
Tungo sa Magandang Kinabukasan”

Juan Sumulong Elementary School Covered Court
May 28, 2018 @ 6:30 - 11:00am

I. Registration
- ASSEMBLY AREA: JUAN SUMULONG ELEM SCHOOL
- ASSEMBLY TIME: 6:00 AM
- FROM: JSES MAIN GATE
- TO: JSES COVERED COURT

Parade
- DRUM AND LYRE GROUP
- OFFICIALS/PDS/SCHOOL HEADS/DPFP-TWG MEMBERS/TEACHERS
- STAKEHOLDERS
- CPTA, PARENTS AND STUDENTS

II. Program Proper

A. Prayer of Thanks
   - OFELIA M. MARAVILLA
   - Teacher, Grade 6

B. Lupang Hinirang
   - CALABARZON March
   - Rizal Mabuhay
   - Antipolo Hymn
   - PABLITO JAVIER JR.
   - Teacher, Grade 4

C. Welcome Remarks
   - DR. FERDINAND B. MILLAN
   - Principal IV, JSES

D. Statement of Purpose
   - DR. ROMMEL J. BELTRAN
   - Principal IV, SJNHS

E. Intermission Number
   - MUKHA Chorale
   - SJNHS

F. Greetings
   - HON. LEANDRO CABAJBAS
   - Brgy. Captain, San Roque
   - HON. ROMEO ACOP
   - Congressman, District II
   - HON. CASIMIRO "JUN" VNARES III
   - Mayor, Antipolo City

G. Presentation of Stakeholders
   - JOSEPHINE P. PRIMO
   - BE School Coordinator, JSES

H. Inspirational Message
   - MS. MARILOU M. LICO
   - PSDS, District II-A

I. Special Number
   - JSES Dance Troupe
   - MAHALIKI Dance Troupe
   - San Jose National High School

J. Awarding of Certificates
   - DR. FERDINAND B. MILLAN
   - Principal IV, JSES
   - DR. ROMMEL J. BELTRAN
   - Principal IV, SJNHS
   - MS. MARILOU M. LICO
   - PSDS, District II-A

III. KICK-OFF PROPER

JAY-AR BARBADIA and JOMAR ROSIT
Masters of Ceremony
BRIGADA ESKWELA DISTRICT II-A KICK-OFF CEREMONY

I. COMMITTEES:

a. VENUE: JUAN SUMULONG ELEMENTARY SCHOOL

b. CHAIRMAN: MS. MARILOU M. LICO
   PSDS, District II-A

c. VICE CHAIRMAN: DR. FERDINAND B. MILLAN
   Principal IV, JSES

d. MEMBERS:
   DR. ROMMEL S. BELTRAN
   Principal IV, JSNHS
   ELVIN G. DAYTO
   DFPF-TWG Member
   IVY ELLEN ALFONSO-ARELLANO
   DFPF-TWG Member
   Brigada Eskwela School Coordinators

II. TECHNICAL WORKING GROUP

a) PROGRAM AND INVITATION
   CHAIRMAN: JOSEPHINE P. PRIMO
   BE Coordinator, JSES

   MEMBERS:
   EMELYN R. MARCELINO
   Assi. BE Coordinator, JSES
   ELVIN G. DAYTO
   ASP Coordinator, SINHS

b) CERTIFICATES
   CHAIRMAN: JENNIFER C. LEYSA
   ASP Secretary, SINHS

   MEMBERS:
   OFFICE STAFF
   San Jose National High School

c) PHYSICAL ARRANGEMENT, DECORATION AND SOUND SYSTEM
   CHAIRMAN: ELIZABETH ZAPANTA
   MELANIE VALIENTE

   MEMBERS:
   GRADE SIX TEACHERS

d) PARADE
   CHAIRMAN: LANI DG. DOMINGO
   BE Coordinator, SINHS

   MEMBER:
   CAROLINE P. BRABANTE
   Assi. BE Coordinator, SINHS

e) FOOD
   CHAIRMAN: SHIELA YANTO

   ASSISTANT:
   THERESA ORAP

f) REGISTRATION
   CHAIRMAN: EMELYN R. MARCELINO
   Assi. BE Coordinator, JSES

   MEMBER:
   JULIETA AN ANGELES

g) DOCUMENTATION
   CHAIRMAN: TERESITA RACIO
   DALLY TELAN

   MEMBER:
   KINDER TEACHERS, JSES

h) DISCIPLINE/CROWD CONTROL
   CHAIRMAN: ANTONIO IGLOPAS
   JIMBOY GARCIA

   MEMBERS:
   ALL MALE TEACHERS
CITY SCHOOLS DIVISION OF ANTIPOLO

DISTRICT II – B
BRIGADA ESKWELA 2018

WORKING COMMITTEE
Kick Off Venue: San Roque National High School

Chairman: Ms. Marilou M. Lico - Public Schools District Supervisor
Vice Chairman: Dr. Eugenio B. Sierra Jr. – School Head, San Roque NHS
                      Dr. Paz T. Casagang – School Head, Kaila ES
                      Hilda C. Garibay – DPFP – TWG Member
                      Imelda Jarapa – DPFP – TWG Member
Members: Mr. Martin L. Rumbaoa – School Head, Nazarene Ville ES
             Mr. Patrick Alfred C. Olano – School Head, Dalig ES
             Mrs. Mary Jane G. Hallili – School Head, Lores ES
             Mrs. Teresa O. Amido – School Head, KC ES

Brigada Eskwela School Coordinators

Technical Working Group:
Committee on Certificate and Program Invitation: Knights of Columbus ES
Committee on Registration and Attendance: Dalig ES
Committee on Decoration: Lores ES
Committee on Parade: (Security and Route Map)
                      Lores ES
                      San Roque NHS
                      Nazarene Ville ES
Committee on Food: San Roque NHS
Committee on Documentation: Kaila ES
DISTRICT II – C
BRIGADA ESKWELA MEETING AND ORIENTATION

1. Select Committee:
   Chairman: DR. NIMROD A. TUPAS
   Vice Chairman: DR. MERVIN TORTUZA
   JAKIE LOU M. BONAGUA
   BADEN ALNER F. DOMASIG
   Members: ALL ELEMENTARY AND SECONDARY SCHOOL HEADS
   Brigada Eskwela School Coordinators

   Technical Working Group:
   Committee on Program Invitation: DALIG NHS
   Committee on Certificate: MARCELINO M. SANTOS NHS
   Committee on Decoration: ISAIAS S. TAPALES ES
   Committee on Parade: (Security and Route Map)
   ALL B. E. SCHOOL COORDINATORS
   Committee on Food: TEOFILA ROVERO ES
   Committee on Registration / Attendance:
   SAN ANTONIO VILLAGE ES/PANTAY ES
   Committee on Documentation: JESUS CABARRUS ES

2. District Brigada Eskwela Kick- Off Program Flow:

   Part I Motorcade (from pantay es – Isites)
   Part II Program Proper

   A. Prayer                     Mrs. Edna Acoba
   B. National Anthem           Mr. Christian Caparanga
   C. CALABARZON Hymn           Mr. Alex Tiburcio
   Rizal Mabuhay
   Antipolo Hymn
   D. Checking of Attendance    Mrs. Arceli Caparanga
   E. Welcome Remarks           Dr. Mervin Tortuza
   F. Statement of Purpose      Dr. Nimrod A. Tupas
   G. Presentation of Stakeholders Mr. Rizalvy Pineda
   H. Brigada Proper


BRIGADA ESKWELA DISTRICT II – D KICK OFF CEREMONY

I. COMMITTEES

Venue:
Chairman: MRS. JENNIE G. CASAUAAY
District II – D PSDS

Vice Chairman: DR. JOCELYN S. MONTES
CES Principal
MS. IMEE E. OLIVAR
DPFP-TWG Member
MS. MARIE ROSE I. DAÑOS
DPFP-TWG Member

Members:
MR. NIXON MAXIMO
CNHS Principal
DR. MARILYN RODRIGUEZ
PES Principal
DR. CATALINA M. BONAYON
PESA Teacher-In-Charge
MR. TEDY E. BAUTISTA
CESA Teacher-In-Charge

II. TECHNICAL WORKING GROUP FOR BRIGADA ESKWELA KICK-OFF

I. Committee on Program & Invitation——— Chairman: Mr. Nixon Maximo
Member: Mr. Aldrin Christian Boreta
CNHS SBE Coordinator

II. Committee on Certificates ———— Chairman: Dr. Marilyn B. Rodriguez
Member: Mrs. April B. Chio
PES SBE Coordinator
Mrs. Jane Labrador
PES SASP Coordinator

III. Committee on Decoration ———— Chairman: Dr. Jocelyn S. Montes
Physical Arrangement
Sound System
Members: Mrs. Mae T. Dalupang &
CES Teachers
Asst. Adopt-A-School Coor

IV. Committee on Parade ———— Chairman: Dr. Catalina M. Bonayon
Member: Mrs. Juvy F. Galupo
PES SBE Coordinator
Mrs. Rosalinda M. Megallos
PESA SASP Coordinator

V. Committee on Food ———— Chairman: Mr. Teody E. Bautista
Member: Ms. Caroline D. Betonio
CESA Teacher-In-Charge
Mrs. Mary Jane U. Ramos
CESA SASP Coordinator

VI. Committee on Registration ———— Chairman: Ms. Imee E. Olivar
Member: CES Teachers
DPFP-TWG Member/SBE/SASP Coor

III. PROGRAM FLOW FOR KICK-OFF

PART 1. Parade/Motorcade

Assembly Area: Brgy. Cupang Covered Court
Assemble Time: 6:00AM
Start of Parade: 6:30-7:00AM
Starting Point: Brgy. Cupang, Covered Court
End Point: Cupang Elementary School
Order of Groups/Colors:
- Drum & Lyre Group
- Officials/ PSDS/ SHS/DPP-TPG Members
- Cupang ES Main – Purple
- Peña ES Main – Black
- Cupang NIS – White
- Cupang ES Annex – Gray
- Peña ES Annex – Blue

PART 2. KICK-OFF CEREMONY/PROGRAM PROPER

Date - - - May 28, 2018
Time - - - 7:30 AM
Venue - - - Cupang Elementary School Main

Programme

I. Prayer ------------------------------- Mrs. Mary Jane U. Ramos
Mrs. Mary Jane U. Ramos
CESA SASP Coordinator

II. National Anthem --------------------- Mrs. April B. Chio
Mrs. April B. Chio
PES SBE Coordinator

CALABARZON March
Rizal Mabuhay
Antipolo Hymn

III. Checking of Attendance -------------- Ms. Marie Rose I. Daños
Ms. Marie Rose I. Daños
DPFP-TWG Member

IV. Welcome Remarks --------------------- Dr. Jocelyn S. Montes
Dr. Jocelyn S. Montes
CES Principal II

V. Statement of Purpose ------------------ Mrs. Jennie G. Casauay
Mrs. Jennie G. Casauay
District II - D PSDS

VI. Presentation of Stakeholders ------- Dr. Marilyn B. Rodriguez
Dr. Marilyn B. Rodriguez
PES Principal III

VII. Awarding --------------------------- PSSD & School Heads

VII. Brigada Proper ----------------------

Mr. Aldrin Christian Boreta & Mrs. April B. Chio
Masters of the Ceremony

Note: Route of motorcade & Parade will start at Brgy. Cupang Covered Court to Sumulong Hiway to Soliven Avenue to Panorama St. to Cupang ES Main.
DISTRICT II-E BRIGADA ESKWELA KICK-OFF CEREMONY

I. COMMITTEE

Chairman: JOCELYN A. PEREZ - Public Schools District Supervisor

Members of District II-E

- Mr. Jumar T. Calibuso - TIC, Binayoyo ES
- Mr. Rodien Danhill C. Arnaiz - TIC, Cabading ES
- Mrs. Ana Maria Rivas - Principal, Inuman ES
- Mrs. Erwena Corvera - Principal, Old Boso-Boso ES
- Ms. Mary Grace F. Santiago - Principal, Peace Village ES
- Dr. Mercedita E. Forunado - Principal, San Luis ES
- Mrs. Margie R. Lagarde - Principal, Sapinit ES
- Mr. Amado Cabus - Principal, Tanza ES
- Mr. Michael Tayona - Principal, Maximo Gatlabayan Memorial NHS
- Mrs. Thelma Colocar - Principal, Old Boso-Boso NHS
- Mrs. Virginia F. Arenas - OIC, San Juan NHS
- Mrs. Esperanza L. Mandal - Principal, Antipolo Science HS
- Mr. Richard L. Batalon - DPFP – TWG Member
- Mrs. Anderlyn B. Remorasa - DPFP – TWG Member

Brigada Eskwela School Coordinators

Technical Working Committee

Committee on Program and Invitation - Binayoyo Elementary School / Sapinit Elementary School

Committee on Parade - Old Boso-Boso Elementary School
Old Bosoboso National High School
Antipolo Science High School

Committee on Certificate - Peace Village Elementary School

Committee on Decoration - Maximo Gatlabayan NHS and San Luis ES

Committee on Food: - Maximo Gatlabayan MNHS and San Juan NHS

Committee on Registration and Attendance: - Tanza ES and Sapinit ES

Committee on Documentation and Narrative - Cabading ES and Inuman ES
District II-E Brigada Eskwela Kick-Off Ceremony Program Flow
May 28, 2018

Part I. Motorcade
(Peace Village Elementary School to Maximo Gatlabayan Memorial National High School)
Assembly Time: 6:00AM – 7:00AM

Part II. Program Proper

A. Opening Prayer.......................... Riza Mendoza
   Teacher, Sapinit ES

B. National Anthem........................ Cresencio Awa
   CALABARZON Hymn
   Rizal Mabuhay
   Antipolo Hymn

C. Checking of Attendance............... Renita Molina
   Teacher Binayoyo ES

D. Words of Welcome...................... Michael Tayona
   Principal, MMGNHS

E. Statement of Purpose................. Jocelyn A. Perez
   II-E PDS

F. Presentation of Stakeholders........ Rodrigo Tabieros
   Teacher, MMGNHS

H. Intermission

I. Inspirational Messages..............

J. Signing of the Pledge of Commitment....

K. Brigada Proper..........................

REGINA TOLOMINA
Master of Ceremony
DISTRICT II – F
BRIGADA ESKWELA MEETING AND ORIENTATION

3. Select Committee:
   Chairman: Dr. Emily M. Concio - Public Schools District Supervisor
   Vice Chairman: Mrs. Ceres Joy C. Cabrera - School Head
   Ernesto S. Montemayor Jr. - DPFP – TWG Member
   Rowena S. Labuguin - DPFP – TWG Member

   Members: ALL ELEMENTARY AND SECONDARY SCHOOL HEADS

   Brigada Eskwela School Coordinator

   Technical Working Group:
   Committee on Technical/Sound System: Rizza ES
   Committee on Program Invitation: Libis ES and Canumay ES
   Committee on Certificate: Rizza NHS
   Committee on Decoration: Upper Kilingan ES and Sumilang ES
   Committee on Parade: (Security and Route Map)
   Calawis NHS/All BE School Coordinators
   Committee on Food: Rizza ES
   Committee on Registration / Attendance: San Joseph ES, Kaysakat ES
   and Kaysakat NHS
   Committee on Documentation: Apia NHS, Apia Integrated and
   Canumay NHS

4. District Brigada Eskwela Kick-Off Program Flow:

   Part I Motorcade (from Veterans Terminal – Rizza Elem. School)

   Part II Program Proper

   I. Prayer.....................................Ms. Melit G. Biocarles
   J. National Anthem........................Mrs. Luitcita A. Gastardo
   K. CALABARZON Hymn....................Mr. Ralph T. Lumalang
      Rizal Mabuhay
      Antipolo Hymn
   L. Checking of Attendance............Mr. Ernesto S. Montemayor Jr.
   M. Welcome Remarks.....................Mrs. Ceres Joy C. Cabrera
   N. Statement of Purpose...............Dr. Emily M. Concio
   O. Presentation of Stakeholders......Mr. Rizalvy Pineda
   P. Brigada Proper

Maria Theresa M. Atos/ Arlene Q. Tabongbong
Masters of Ceremony
# 2018 Brigada Eskwela Kick-Off Ceremony Monitoring Tool

<table>
<thead>
<tr>
<th>Venue:</th>
<th>Time Started:</th>
</tr>
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<tbody>
<tr>
<td>District:</td>
<td>Moistread: <strong>Y</strong> <strong>N</strong></td>
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<tr>
<td>PSDS:</td>
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**Instructions:** Please mark the appropriate column. Be objective as possible.

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<tr>
<th>INDICATORS</th>
<th>YES</th>
<th>NO</th>
<th>REMARKS</th>
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</thead>
<tbody>
<tr>
<td>1. Brigada Eskwela volunteers from the following groups are spotted during the 2018 Brigada Eskwela District Kick-Off Ceremony.</td>
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<tr>
<td>• PTA officers/members</td>
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<tr>
<td>• Members of the community/barangay</td>
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<td>• Private Sector representatives</td>
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<tr>
<td>• Civic Society Organizations (CSOS) i.e. NGOs, Faith-based Organizations, etc.</td>
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<tr>
<td>• LGU Officials and staff</td>
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<td></td>
</tr>
<tr>
<td>• Other Government officials and employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Others: (pls. specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 2. Skills or expertise provided by the volunteers during the 2018 Brigada Eskwela District Kick-Off Ceremony are in the areas of the following: | | | |
| • Carpentry | | | |
| • Masonry | | | |
| • Plumbing | | | |
| • Electrical | | | |
| • Landscaping/gardening/pruning | | | |
| • Cleaning | | | |
| • Painting | | | |
| • Others: | | | |

| 3. Received packages of support, as donation, in the form of: | | | |
| • Hardware supplies and materials | | | |
| • Cleaning materials | | | |
| • Food for volunteers | | | |
| • Kits (relative to school safety and disaster preparedness) | | | |
| • Others: (pls. specify) | | | |

| 4. Are there enough volunteers | | | |
| 5. Brigada Eskwela theme on school safety and preparedness was given attention. | | | |
6. Do the volunteers have clear understanding of the purpose of the BE program and the task they are expected to do?

7. Does the District Supervisor, School Heads and the DPFP - TWH members facilitated the smooth conduct of 2018 Brigada Eskwela District Kick – Off Ceremony?

8. Does the District Supervisor and the School Head appear to have a strong relationship with the school community?

9. Brigada Eskwela related accidents/emergencies occurred, if yes please specify:

10. How would you rate the overall implementation of the 2018 Brigada Eskwela District Kick – Off Ceremony?

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>Very Satisfactory</td>
<td>Satisfactory</td>
<td>Fair</td>
<td>Poor</td>
</tr>
</tbody>
</table>

11. How would you rate the spirit of volunteerism in the school?

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
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<tr>
<td>Outstanding</td>
<td>Very Satisfactory</td>
<td>Satisfactory</td>
<td>Fair</td>
<td>Poor</td>
</tr>
</tbody>
</table>

12. Describe the best practices that you observed in the 2018 Brigada Eskwela District Kick – Off Ceremony:

14. Commendations/Suggestions/Recommendations:

Accomplished by:

<table>
<thead>
<tr>
<th>Name of Monitoring Officer</th>
<th>Designation</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Schools District Supervisor</td>
<td>School Heads / TIC / OIC</td>
<td></td>
</tr>
</tbody>
</table>

Note: Please have a copy of attendance sheet and program inception.
2018 BRIGADA ESKWELA SCHOOL MONITORING TOOL

Name of School: 
Name of School Head: 
District: 
School ID: 
Level of School: ___ Elem. ___ JHS ___ SHS

Instruction: Put a check mark (✓) next to the items if observed using the indicator below.

<table>
<thead>
<tr>
<th>0 – Nothing</th>
<th>1 – Good</th>
<th>2 – Very Good</th>
<th>3 – Excellent</th>
</tr>
</thead>
</table>

**INDICATORS**

**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 that 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. Prepared 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.

IV. SCHOOL HEALTH AND NUTRITION
1. Implemented the Wash in School Program
2. Functional Clinic Room
3. Provision of Medicine

V. BRIGADA ESKWELA FORMS
Form 1 – Physical Facility Needs Assessment Form
Form 2 – School Work Plan
Form 3 – Resource Mobilization Form
Form 4 – Daily Attendance of Volunteers
Form 5 – Records of Donations Received
Form 6 – Daily Accomplishment Report
Form 7 – School B. E Accomplishment Report

Descriptive Rating: ____________

Key to Rating Scale:

<table>
<thead>
<tr>
<th>Range</th>
<th>Descriptive Rating</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0.06</td>
<td>Needs Improvement (NI)</td>
<td>Many improvements needed-have rarely achieved established goals; requires significant and immediate improvement.</td>
</tr>
<tr>
<td>0.7-1.2</td>
<td>Fair (F)</td>
<td>Several improvements needed-have completed 1-5 items of the established goals.</td>
</tr>
<tr>
<td>1.3-1.8</td>
<td>Satisfactory (S)</td>
<td>Some improvements needed-have 5-10 items of the established goals.</td>
</tr>
<tr>
<td>1.9-2.4</td>
<td>Very Satisfactory (VS)</td>
<td>Few improvements needed-have completed 10-15 items of the established goals.</td>
</tr>
<tr>
<td>2.5 - 3</td>
<td>Outstanding (O)</td>
<td>Meets the standard requirements-have completed items 15-20 items of the established goals.</td>
</tr>
</tbody>
</table>

Exit Conference: (15 Minutes)
- a. Presentation of the results of the Monitoring and Evaluation
- b. Provides Informed recommendations (Plan of Action)
- c. Agreements.
Department of Education  
BRIGADA ESKWELA  
National Schools Maintenance Week  

STATEMENT OF INTEREST FORM

I am interested to be a part of the National Schools Maintenance Week.

<table>
<thead>
<tr>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF COMPANY/ ORGANIZATION:</td>
</tr>
<tr>
<td>ADDRESS OF COMPANY/ ORGANIZATION:</td>
</tr>
<tr>
<td>TELEPHONE NO.</td>
</tr>
<tr>
<td>CONTACT PERSON:</td>
</tr>
<tr>
<td>NAME OF PUBLIC SCHOOL/S:</td>
</tr>
<tr>
<td>ADDRESS OF SCHOOL/S:</td>
</tr>
</tbody>
</table>

FORM OF INTERVENTION: (Choose any of the two or you can choose both.)

- [ ] a. Donations-in-kind for:  
  (please check desired donation)  
  - Painting the roofs (adds two or more years to the life of the roof)  
  - Cementing existing footpaths and drains  
  - Repairing leaking water pipes  
  - Repairing comfort rooms and toilets  
  - Painting exterior walls of classrooms  
  - Repairing or replacing ceiling boards  
  - Repairing, refinishing or repainting chairs, desks and furniture  
  - Cleaning up the gardens  
  - Repairing or replacing broken windows, jalousies, doors  
  - Replacing school signs  
  - Any other types of repairs needed to be done  
  Specific material/donation to be given: ____________________________

- [ ] b. Volunteer man-days/labor support:  
  Nature of volunteer services ____________________________  
  Time and date/s of availability ____________________________

Please submit filled-out form to the principal of the school that you plan to help.  
Thank you so much!
Appendix M

SAMPLE LETTER OF THANKS TO BENEFACtor

Date ________________

(Name) ___________________________
(Name of Organization) ______________
(Designation) _____________________
(Address) _________________________

Sir/ Madam:

We would like to commend your participation in making this year’s implementation of the Brigada Eskwela (National School Maintenance Week) truly successful. Indeed, our pupils/students can look forward to a school that is very much ready in making meaningful learning happen when classes open this June.

In behalf of the teachers, students and pupils of this school, I am extending my heartfelt gratitude for your generous support. Thank you for being a partner in education.

Truly yours,

(Name of School Head)
(Name of School and Address)
Appendix J

SAMPLE LETTER OF INVITATION AND STATEMENT OF INTEREST FORM

Date __________________

(Name) __________________________
(Name of Organization) ___________________
(Designation) __________________________
(Address) __________________________

Dear ________________,

Greetings from the Department of Education.

In preparation for the coming school year, the Department of Education is conducting its annual National Schools Maintenance Week on _______________. Dubbed Brigada Eskwela, the project enjoins various stakeholders in the community to gather together to clean our schools and do minor repairs on classroom furniture and other facilities.

Aware of your keen interest in helping improve our public schools, we invite you to be part of this year’s Brigada Eskwela. You can help by volunteering to help clean and do maintenance services in our school or you may also donate cleaning materials and other supplies that can be used in repairing and beautifying our school.

Should you be interested to participate, kindly accomplish the attached statement of interest form and submit it to our school on or before ____________, so we can register you in the initiative.

For more details on this program, you can contact me at ______________ or you can attend an advocacy meeting to be conducted on ______________ at ________________.

Thank you and we look forward to working with you very soon.

Truly yours,

(Name of School Head)
(Name of School and Address)
SAMPLE OPENING PROGRAM

I. Registration

II. Program Proper

   a. Opening Prayer
   b. Pambansang Awit
   c. Words of Welcome – School Head
   d. Presentation of Volunteers and Stakeholders
   e. Intermission: CD of Brigada Eskwela or any number
   f. Inspirational Messages
      i. LGU (Mayor, Brgy Officials)
      ii. Region / Division / District Personnel
      iii. PTCA / School Governing Council

III. Orientation on the Mechanics of Brigada Eskwela Program

   a. Presentation of the assessment of physical facilities and maintenance needs
      of the school
   b. Presentation of the Brigada Eskwela school workplan
   c. Update of donations/ pledges received
   d. Mechanics of implementation/daily tasks to be done by the BE Committee
      and partners
   e. Grouping for specific jobs to be performed by individuals or group and
      selection of team leader per group
Appendix L

SAMPLE CULMINATING/ CLOSING PROGRAM

1. Thanksgiving Prayer
2. Nationalistic Song and/or Brigada Eskwela Theme Song
3. Greetings
4. Presentation of Accomplishments
5. Symbolic Turning-Over and Acceptance of Outputs and Donations from Stakeholders/Partners/Donors to the School Head and Representatives from the Faculty, PTCA, Barangay and Pupils/Students
6. Distribution of Certificates of Recognition/Appreciation/Participation
7. Messages
   - Testimonies from Volunteers
   - Pledge of Commitment from Partners
   - Word of Thanks from the School Head
National Schools Maintenance Week

District I-A

BRIGADA '78

ESKWELA

Tema:

"Pagkakaisa para sa Handa, Ligtas at Matatag na Paaralan Tungo sa Magandang Kinabukasan"

May 28 to June 2, 2018
Sta. Cruz Elementary School

This serves as an invitation
## DIVISION OF ANTIPOLO CITY
### District I-A
### 2018 YRGADA ESTAKADA

### Part I

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Motorcade (via Cruzes Via CMA - Mory)</td>
<td>7:00 - 8:00 AM</td>
<td>ACSHS Teachers</td>
</tr>
<tr>
<td>B. Registration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part II

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Prayer/Invocation</td>
<td>8:01 AM</td>
<td>ANHS Dance Troupe (Ms. Amelia Hlabay)</td>
</tr>
<tr>
<td>B. National Anthem</td>
<td></td>
<td>JESUS' PRAY</td>
</tr>
<tr>
<td>C. LAMARADON March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rondy Melohay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antipolo Tyman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Checking of Attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Welcome Remarks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part III

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>F. Statement of Purpose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Special Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Presentation of Stakeholders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Brigada Proper</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Master of Ceremony**

Ms. Alma dela O. Marabot
Republic of the Philippines
Department of Education
Region IV – A CALABARZON

City Schools Division of Antipolo
"Edukasyon Tapat at Sapat, Para sa Lahat"

District Name

MAY 28 - JUNE 2, 2018

PAGKAKAISA PARA SA HANDA, LIGTAS
AT MATATAG NA PAARALAN TUNGO SA
MAGANDANG KINABUKASAN

Schools Logo
UPDATED GUIDELINES ON GRANT OF VACATION SERVICE CREDITS TO TEACHERS

To:
Regional Directors
Schools Division/City Superintendents
Heads, Elementary and Secondary Schools
All Others Concerned

1. In line with the policy of this Office to periodically review existing rules and regulations with a view to improve the delivery of education services, the various issuances on the grant of vacation service credits to teachers on teachers’ leave basis are hereby updated and consolidated as follows:

   a. Statement of Policy

      The basic policy in the grant of vacation service credit is that it should be given only for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible. In addition, there are situations wherein extraordinary work is demanded from teachers including those which expose their lives to certain risks and for which monetary compensation is not enough. Thus, extra non-monetary compensation is justified.

   b. Definition of Terms

      a. For purposes of this Order, the term, “teacher” shall refer to teachers who do not have to report for classes during the Christmas and long summer vacation and still be entitled to their regular compensation.

      b. The term, teachers’ vacation service credits refers to the leave credits earned for services rendered or activities during summer or Christmas vacation or in the course of the regular school year, as authorized by the proper authority.

      c. The term normal teaching load shall refer to six (6) hours of actual classroom teaching a day.

      c. Uses of vacation service credits

      Vacation service credits are used to offset absences of a teacher due to illness. To offset absences on account of illness, one (1) work day service credit is used to offset one (1) day of absence.
d. **Activities Eligible for the Grant of Service Credits**

Service credits may be granted for the following activities:

a. services rendered during registration and election days as long as these are mandated duties under existing laws;

b. services rendered during calamity and rehabilitation when schools are used as evacuation centers;

c. services rendered in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days;

d. services rendered in connection with early opening of the school year;

e. services rendered during school sports competitions held outside of regular school days;

f. services rendered by those who train teachers in addition to their normal teaching loads;

k. teaching overload not compensated by honoraria;

h. teaching in non-formal education classes in addition to teaching in formal education classes carrying a normal teaching load;

i. work done during regular school days if these are in addition to the normal teaching load;

j. conduct of testing activities held outside of school days; and

k. attendance/participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentors' Training, curriculum writing workshop, planning workshop, etc., if such are held during the summer vacation or during weekends.

A premium of 20% may be granted for educational activities (as opposed to non-educational activities such as election duties, calamity assistance) which require specialized expertise.

e. **Activities Not Eligible for the Grant of Service Credits**

Service credits shall not be granted for the following activities:

a. in-service training programs fully funded by the government;

b. assignment to clerical work, such as checking forms and finishing reports commonly required in connection with the opening and closing of classes;

c. reassignment of teachers to duty in another bureau or office; (detailed in another government office)

d. assignment in connection with exhibits at a fair;

e. postponement of a regular teacher's vacation; and

f. time spent in travelling to and from station to the place where services are rendered.

f. **Procedure in the Grant of Service Credits**

a. The following steps shall be followed in the grant of service credits:

a.1 Head of office/school recommends approval of request to render vacation service

a.2 School's Division Superintendent approves/disapproves request

a.3 If reason for request is not among those listed above, request should be forwarded to the Regional Director for action if activity is region-wide and to the Central Office through the Regional Director if activity
is DepEd-wide. For attendance/participation in DepEd-wide programs and projects, the Central Office shall make the necessary issuances on the grant of vacation service credits.

b. The following documents/requirements shall be accomplished/submitted after completion of vacation service:

b.1 accomplishment report
b.2 duly signed DTRICS Form 48

g. Other Rules

The following rules shall also apply in the grant or use of service credits:

a. One work day of vacation service credit is granted for one day (eight hours) of service;

b. The number of days of vacation service credits granted to a teacher shall not exceed 15 work days in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director;

c. Vacation service credits shall not be granted for services rendered without previous authority;

d. Teachers on detail in offices or assigned to non-teaching jobs are on the vacation-sick leave basis and should not therefore be granted vacation service credits;

e. In the monetization of teachers leave credits, unused vacation service credits shall be converted into vacation-sick leave credits. After monetization, the remaining vacation-sick leave credits shall be converted back to vacation service credits;

The formula in the conversion of vacation service credits to the vacation and sick leave credits is as follows:

\[ \text{Vacation and Sick Leave}^* = \frac{30 \times Y}{69} \]

Where

\[ 30 = \text{Number of days in a month} \]
\[ Y = \text{Total number of teacher's service credits} \]
\[ 69 = \text{58 days of summer vacation plus 11 days of Christmas vacation} \]

^*No. of days derived shall be divided equally into vacation and sick leave credits

The formula in the conversion of vacation and sick leave credits to vacation service credits is as follows:

\[ Y = \frac{VL + SL}{30} \times 69 \]

f. The vacation service credits of a teacher who transfers to a non-teaching position may be converted into vacation-sick leave credits and vice-versa; and
g. Unused vacation service credits of teachers who resigned, retired, or are separated from the service through no fault of their own on or after January 16, 1986 shall be paid the money value of their unused vacation service credits converted to vacation and sick leave credits.

h. These guidelines shall take effect immediately.

2. Strict compliance with this Order is directed.

EDILBERTO C. DE JESUS
Secretary

Reference:
DECS Order: No. 5, s. 1999

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

POLICY
SERVICE
TEACHERS