



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
DIVISION OF CEBU PROVINCE  
Sudlon, Lahug, Cebu City



05 APR 2017


**DIVISION MEMORANDUM**

No. 236 s. 2017

**2017 BRIGADA ESKWELA IMPLEMENTING GUIDELINES**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. Attached is Regional Memorandum No. 0198, s. 2017 informing the field on the 2017 Brigada Eskwela Implementing Guidelines.
2. Immediate and wide dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 414-7487  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401

Website: [www.depedcebuprovince.ph](http://www.depedcebuprovince.ph)

E-mail Add: [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)



REPUBLICA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM  
No. 0198, s. 2017

MAR 20 2017

**2017 BRIGADA ESKWELA IMPLEMENTING GUIDELINES**

To: Schools Division Superintendents  
Officers-in-Charge of Regular and Interim Divisions  
Public Elementary and Secondary School Heads  
All Others Concerned

1. For information and guidance of all concerned, attached is DepEd Memorandum No. 43, s. 2017, entitled, "2017 Brigada Eskwela Implementing Guidelines", which is self-explanatory.
2. For details, refer to the attached Memorandum.
3. Immediate dissemination of this Memorandum is desired.

For and in behalf of the Director IV:

*V. Yntig* 3/20/17  
**VICTOR M. YNTIG**  
Chief, Administrative Officer  
Officer-In-Charge *YO*

ESSD  
12/18/17/mem572

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7322  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9036;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-1367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"ESL 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*



Republic of the Philippines  
**Department of Education**

**09 MAR 2017**

DepEd MEMORANDUM  
No. **43** s. 2017

**2017 BRIGADA ESKWELA IMPLEMENTING GUIDELINES**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Division Chiefs and Unit Heads  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) will conduct the **2017 Brigada Eskwela** with the theme *Isang DepEd, Isang Pamayanan, Isang Bayanihan Para sa Handa at Ligtas na Paaralan* from May 15 to 20, 2017. The *Brigada Eskwela* is the National Schools' 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, regional offices (ROs) and schools division offices (SDOs) shall hold a caravan to launch the first day of *Brigada Eskwela*. A kick-off ceremony will be held in a public school 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 regional directors and schools division superintendents shall mobilize their Adopt-a-School Program/*Brigada Eskwela* coordinators to ensure the six-day implementation of *Brigada Eskwela* in all public elementary and secondary schools and to ensure involvement of the community and local stakeholders.
4. School Heads (SHs) shall take the lead role in planning the activities geared on making schools ecologically conscious, resilient, clean and conducive to learning. Important reminders to SHs 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 Office of the Assistant Secretary for Partnership and External Linkages, External Partnerships Service in the Central Office (CO), Education Support Services Division in the regional offices, Social Mobilization and Networking Section under the Schools Governance and Operations Division in the SDOs and /or the beneficiary school itself, for guidance.

6. All DepEd employees 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 employees are given two days to do volunteer work on *official time*, provided that such work is approved by their heads of offices.

7. The CO Key Officials are enjoined to participate in activities related to the implementation of *Brigada Eskwela*.

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

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

9. 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.

10. The SH shall make the *Brigada Eskwela* Program not just a tool for improving the school facilities, but also as 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 three main activities:

- a. School maintenance activities throughout the school year;
- b. Community-led effort to improve student participation and reduce dropouts or enrol in the Alternative Learning System; and
- c. Community-led effort to improve student performance.

11. All *Brigada Eskwela Hall of Fame Awardees* shall serve as pilot schools to implement innovative and community-led effort of the new *Brigada Eskwela Plus 2017*, the details of which shall be contained in a separate issuance.

12. For more information, all concerned may contact Mr. Rolly V. Soriano, Project Development Officer III, External Partnerships Service, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 638-8637 or (02) 638-8639 or email at [rolly.soriano@deped.gov.ph](mailto:rolly.soriano@deped.gov.ph).

13. Immediate dissemination of this Memorandum is desired.

  
LEONOR MACTOLIS BRIONES  
Secretary

Encls.:

As stated

Reference:

DepEd Memorandum No. 35, s. 2016

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

EMPLOYEES  
OFFICIALS  
PARTNERSHIP  
PROGRAMS  
SCHOOLS  
TEACHERS

**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 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.

<p><b>I. SAFE LEARNING FACILITIES</b></p> <ol style="list-style-type: none"><li>1. Facilitate the assessment of school electrical system to make necessary repairs and/or upgrades to prevent fire incident.</li><li>2. Repair minor classroom damages such as broken windows, doors, blackboards, roofs, etc.</li><li>3. Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water source, and other indigenous materials.</li><li>4. Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed.</li><li>5. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.</li><li>6. Cordon off and post safety signage for on-going construction, unfinished, damaged and condemned buildings.</li><li>7. Secure cabinets and drawers and ensure that heavy objects are below head level.</li><li>8. Post safety measures in laboratories and workshops.</li><li>9. Prepare an evacuation/exit plan and directional signage on every floor of the building.</li><li>10. Identify evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies.</li><li>11. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.</li></ol>
<p><b>II. SCHOOL DISASTER MANAGEMENT</b></p> <ol style="list-style-type: none"><li>1. Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school.</li><li>2. Establish early warning mechanisms and inform all students and personnel on this.</li><li>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.</li><li>4. Identify alternative sources and/or maintain supply of drinking water within the school.</li><li>5. Ensure that students, teachers, and personnel have identification cards with relevant information.</li></ol>

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