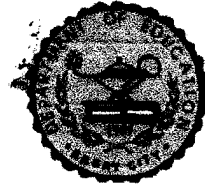




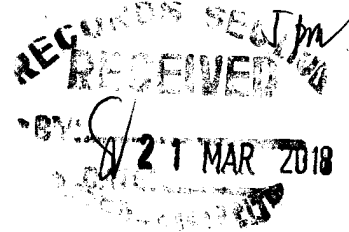
DepED
DEPARTMENT OF EDUCATION
Region VI – Western Visayas
DIVISION OF SAGAY CITY
Quezon St., Poblacion 1, Sagay City, Negros Occ.
Tel. No. (034) 488-0215/0216



March 21, 2018

Division Memorandum
No. 102, s. 2018

To: District Supervisors
Head of Public Elementary and Secondary Schools
School Brigada Eskwela Coordinators



SUBMISSION OF 2018 BRIGADA ESKWELA FORM 1 & 2

1. The Brigada Eskwela is an annual program of the Department of Education to prepare schools before the commencement of classess. The preparation for its successful implementation should start as early as January.
2. In this regard, school heads are advised to organize the Brigada Eskwela Steering Committee with the following committees.
 - a. Advocacy and Marketing
 - b. Resource Mobilization & Networking
 - c. Program Implementation Committee
 - d. Administrative and Finance Committee; and
 - e. Documentation Committee
3. In addition, school Brigada Eskwela Coordinators must coordinate with the School Physical Facilities, QATAME, DRRM, and WinS Coordinators to accomplish and submit the BE Forms 1 and 2; and list of steering committee to the Division Office on or before March 26, 2018. Attached are sample templates of the forms to be accomplished.
4. Immediate dissemination of this memorandum is desired.
5. For guidance and compliance.

AZUCENA T. FALALES, Ph.D, CESE
Officer-in-Charge
Office of the Asst. Schools Division Superintendent
In-Charge of the Division

09

Appendix B

BE Form 01

Republic of the Philippines

Department of Education

Region _____

Division _____

School _____

School Year _____

BRIGADA ESKWELA**PHYSICAL FACILITIES REPAIR AND MAINTENANCE NEEDS ASSESSMENT FORM**

(To be accomplished by the School Physical Facilities Coordinator)

Instruction: Conduct an ocular inspection of the school physical facilities listed below. Then provide the needed information to facilitate the improvement to be done on these identified facilities. (If needed, you may use separate forms for each classroom or school facility.)

FACILITIES	Condition (Check One)		Remarks If Unsatisfactory, describe the problem.	Nature of Improvement Needed (e.g. repair, repainting, replacement, etc.)	Material Resources Needed (Indicate kind and quantity)	Manpower Needed (Indicate quantity and nature of labor services needed)
	Satisfactory	Unsatisfactory				
• Roofs/gutters						
• Ceilings						
• Walls						
• Blackboards						
• Chairs/desks/tables						
• Water facilities/ Drainage System						
• Signages						
• School garden						
• Lighting						
• Windows						
• Doors						
• Comfort rooms						
• School grounds						
• School canteen/clinic						
• School fence						
• Others, please specify:						

Prepared by:

Noted:

School Physical Facilities Coordinator_____
Date of Inspection_____
TIC/Head Teacher/Principal

Appendix C
BE Form 02

Republic of the Philippines
Department of Education

Region _____

Division _____

School _____

School Year _____

BRIGADA ESKWELA
SCHOOL WORK PLAN

(To be accomplished by the School Head)

Instruction: List down all the specific activities that you will be undertaking in relation to the conduct of Brigada Eskwela in your school and fill in the required information. Add another sheet if needed. Once completed, submit a copy to the Adopt-A-School Program coordinator or Brigada Eskwela coordinator of your division on or before March 26, 2018

KRA	Activities	Timeline	Person/s Responsible	Materials Needed	Budget
1. Advocacy and Marketing					
2. Resource Mobilization					
3. Implementation					
4. Monitoring and Evaluation					
5. Reporting					

Prepared by:

Noted by:

Signature over Printed Name

Date Prepared

ASP Division Coordinator/BE Coordinator