



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



April 17, 2015

**DIVISION MEMORANDUM**

No. 44 s. 2015

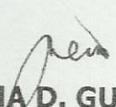
**BRIGADA ESKWELA 2015 IMPLEMENTATION**

To: **Education Program Supervisor  
Public Schools District Supervisors  
Elementary/ Secondary School Heads**

**RELEASED**  
DepEd-Division of Catanduanes  
RECORDS SECTION

Date APR 27 2015  
Time 3:35 PM  
By RV

1. Pursuant to Deped Order no. 9, s. 2015 Re: School Calendar for the School Year 2015-2016, the Department of Education shall conduct the 2015 National School Maintenance Week on May 18-23, 2015. This activity is a maintenance program that engages all education stakeholders to contribute their time, effort and resources in ensuring that public school facilities set in time for the school opening.
2. All Public Schools District Supervisors and School Heads are expected to organize and conduct a caravan, a kick off ceremony on May 18, 2015, to mark the first day of the Brigada Eskwela, to create total public awareness and encourage involvement.
3. Area supervisors are enjoined to monitor the progress of the week-long activity.
4. To recognize the collaborative efforts and remarkable accomplishments made during the implementation of the National School Maintenance Week, there will be a selection of Brigada Eskwela Best School Implementers, observing the criteria stipulated in Deped Order no. 56, s 2012. Evaluation is scheduled on May 27-29, 2015. The winners of this search shall be the official entry of the division in the regional level evaluation.
5. Contained in this memorandum are the following enclosures:
  - List of committee in charge of the caravan and kick off ceremony
  - Evaluation committee for search of Best Brigada Eskwela Implementors
  - List of Division Evaluation Committee
  - Criteria in the selection of Brigada Eskwela Best School Implementors
  - Other forms
6. Expenses relative to the conduct of this activity shall be charge to School MOOE/ local funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.

  
**NYMPHA D. GUEMO**  
Assistant Schools Division Superintendent  
Officer-In-Charge

Virac, Catanduanes

**LIST OF COMMITTEE IN- CHARGE OF THE CARAVAN AND KICK OFF CEREMONY  
(SECONDARY LEVEL)**

**VIRAC**

Chairman	-	Mr. Rudy Tolentino
Member	-	Nino Gerarld Ceneta
	-	Edgar Sarmiento

**BATO**

Chairman	-	Milagros Lim
Member	-	Roy Tejerero
	-	Irene Torzar

**BARAS**

Chairman	-	Bella Pitajen
Member	-	Lyra Tusi
	-	Carmen Tatel
	-	Virginia Tanael

**GIGMOTO**

Chairman	-	Delia Tindugan
Member	-	Juan Tatad
	-	Cynthia Osero

**VIGA**

Chairman	-	Rosario Socito
Member	-	Ramon Templonuevo
	-	Leticia Torrocha

**PANGANIBAN**

Chairman	-	Arnold Valledor
Member	-	Ma. Rosario Villaflor

**BAGAMANOC**

Chairman	-	Fidel Vegim
Member	-	Edna Gonzales
	-	Erlinda Villacorta

**SAN MIGUEL**

Chairman	-	Faustino Lizaso
Member	-	Shirley Villaranda
	-	Charlie Camano

**SAN ANDRES**

Chairman	-	Amelia Eusebio
Member	-	Marilyn Tuplano
	-	Leo Tuplano
	-	Dennis Gianan

**CARAMORAN**

Chairman	-	Mila Jose
Member	-	Nestor Emerenciana
	-	Delfin De Leon
	-	Juan Torreja

**PANDAN**

Chairman	-	Sonia Prensader
Member	-	Amalia Domingo
	-	Cecilia Mendoza

**BAGAMANOC NORTH**

Chairman - Brenda Villarey  
 Member - Noe Villamartin  
 Josephine Vallespin  
 Cynthia Evangelista

**BAGAMANOC SOUTH**

Chairman - Brenda Villarey  
 Member - Romeo Ogalinola  
 Linda Vega  
 Dorothea Alcantara

**BARAS NORTH**

Chairman - Herman Bodota  
 Member - Juan Geromo  
 Maribel Tagoo  
 Wilson Olino

**BATO EAST**

Chairman - Belen Tapas  
 Member - Timmy Alcantara  
 Isidoro Molina  
 Susan Molina  
 Roy Tejerero  
 Estrella Rojas Jr.

**BATO WEST**

Chairman - Belen Tapas  
 Member - Irene Torzar  
 Jose Bonifacio  
 Evelyn Garcia  
 Herminia Teves  
 Jerry Tayam

**CARAMORAN NORTH**

Chairman - Lea Arcilla  
 Member - Ricardo Onan  
 Eligio Sales  
 Analily Idanan  
 Hermilina Manrique

**CARAMORAN SOUTH**

Chairman - Edgardo Valencia  
 Member - Allan Gud  
 Delfin De Leon

**GIGMOTO**

Chairman - Henry Marin  
 Member - Marino Pantaleon  
 Generosa Sarmiento  
 Cynthia Usero

**PANDAN EAST**

Chairman - Cecilia Soneja  
 Member - Arnulfo Bernardino  
 Arnel Bonifacio  
 Linda Isorena

**PANDAN WEST**

Chairman - Nelson Isorena  
 Member - Mary Anne Galicia  
 Antonio Evangelista  
 Minnie lopez

**PANGANIBAN**

Chairman - Joselito Ruiz

**EVALUATION COMMITTEE FOR THE SEARCH OF BEST BRIGADA ESKWELA  
IMPLEMENTORS (Secondary Level)**

**SAN ANDRES**

Chairman	-	Mr. Rudy Tolentino
Member	-	Nino Gerarld Ceneta
	-	Edgar Sarmiento

**BARAS**

Chairman	-	Milagros Lim
Member	-	Roy Tejerero
	-	Irene Torzar

**BATO**

Chairman	-	Bella Pitajen
Member	-	Lyra Tusi
	-	Carmen Tatel
	-	Virginia Tanael

**SAN MIGUEL**

Chairman	-	Delia Tindugan
Member	-	Juan Tatad
	-	Cynthia Osero

**BAGAMANOC**

Chairman	-	Rosario Socito
Member	-	Ramon Templonuevo
	-	Leticia Torrocha

**VIGA**

Chairman	-	Arnold Valledor
Member	-	Ma. Rosario Villaflor

**PANGANIBAN**

Chairman	-	Fidel Vegim
Member	-	Edna Gonzales
	-	Erlinda Villacorta

**GIGMOTO**

Chairman	-	Faustino Lizaso
Member	-	Shirley Villaranda
	-	Charlie Camano

**VIRAC**

Chairman	-	Amelia Eusebio
Member	-	Marilyn Tuplano
	-	Leo Tuplano
	-	Dennis Gianan

**PANDAN**

Chairman	-	Mila Jose
Member	-	Nestor Emerenciana
	-	Delfin De Leon
	-	Juan Torreja

**CARAMORAN**

Chairman	-	Sonia Prensader
Member	-	Amalia Domingo
	-	Cecilia Mendoza

Member - Tessie Padilla  
Samuel Pante  
Linda Dela Rosa

**SAN ANDRES EAST**

Chairman - Merly Gonzales  
Member - Rolly Nazareno  
Julieta Arcilla  
Dennis Gianan

**SAN ANDRES WEST**

Chairman - Delia Lazaro  
Member - Rolando Regalado  
Manuael Tablizo  
Jocelyn Burce

**SAN MIGUEL NORTH**

Chairman - Edgar Rima  
Member - Marigen Torrente  
Nestor Tribiana

**SAN MIGUEL SOUTH**

Chairman - Ronito Soriao  
Member - Herminian Teves  
Gloria Soriao

**VIGA EAST**

Chairman - Nieva Tuibeo  
Member - Arnulfo Tawat Jr.  
Clarissa Magdaraog  
Victoria Palomer

**VIGA WEST**

Chairman - Miguelito Rodriguez  
Member - Phobe Tuplano  
Ramon tura  
Alan Tesorero

**VIRAC NORTH**

Chairman - Ruth Sorrera  
Member - Marisol Lim  
Analyn Carpio  
Fe Mendoza  
Jessie Icaranom  
Felicitas Mendez  
Perlta Tatel  
Frankie Turalde

**VIRAC SOUTH**

Chairman - Elias Abundo  
Member - Anchelita Sicio  
Opero Turado  
Ruben Jose Tria  
Lina Mariano  
Arlene Domingo  
Marites Vargas  
Girlie Tablada

EVALUATION COMMITTEE FOR THE SEARCH OF BEST  
BRIGADA ESKWELA IMPLEMENTORS (Elementary Level)

**BAGAMANOC NORTH**

Chairman - Brenda Villarey  
Member - Romeo Ogalinola  
Linda Vega  
Dorothea Alcantara

**BAGAMANOC SOUTH**

Chairman - Nieva DJ. Tuibeo  
Member - Arnulfo Tawat Jr.  
Clarissa Magdaraog

**BARAS NORTH**

Chairman - Erlinda Borbe  
Member - Jose Arcilla Jr.  
Evelyn Tapia

**BARAS SOUTH**

Chairman - Herman Bodota  
Member - Juan Geromo  
Maribel Tagoo

**BATO EAST**

Chairman - Belen Tapas  
Member - Irene Torzar  
Jose Bonifacio  
Evelyn Garcia

**BATO WEST**

Chairman - Belen Tapas  
Member - Isidro Mendoza  
Roy Tejerero  
Timmy Alcantara

**CARAMORAN NORTH**

Chairman - Edgardo Valencia  
Member - Allan Gud  
Delfin De Leon

**CARAMORAN SOUTH**

Chairman - Lea Arcilla  
Member - Ricardo Onan  
Eligio Sales

**GIGMOTO**

Chairman - Delia Tindugan  
Member - Juan Tatad  
Cynthia Osero

**PANDAN EAST**

Chairman - Nelson Isorena  
Member - Mary Anne Galicia  
Antonio Evangelista  
Minnie Lopez

**PANDAN WEST**

Chairman - Cecilia Soneja  
Member - Arnulfo Bernardino  
Arnel Bonifacio

**SAN ANDRES EAST**

Chairman - Delia Lazaro  
Member - Rolando Regalado  
Manuel Tablizo  
Jocelyn Burce

**SAN ANDRES WEST**

Chairman - Merly Gonzales

Member	-	Soledad Gianan Rolly Nazareno Dennis Gianan
<b>SAN MIGUEL NORTH</b>		
Chairman	-	Edgar Rima
Member	-	Gloria Soriao Herminia Teves Ronito Soriao
<b>SAN MIGUEL SOUTH</b>		
Chairman	-	Edgar Rima
Member	-	Marigen Torrente Nestror Tribiana
<b>PANGANIBAN</b>		
Chairman	-	Miguelito Rodriguez
Member	-	Phobe Tuplano Ramon Tura
<b>VIGA EAST</b>		
Chairman	-	Joselito Ruiz
Member	-	Linda Dela Rosa Julie Vitalicio
<b>VIGA WEST</b>		
Chairman	-	Brenda Villarey
Member	-	Noe Villamartin Josephine Vallespin Cynthia Evangelista
<b>VIRAC SOUTH</b>		
Chairman	-	Ruth Sorrera
Member	-	Marisol Lim Fe Mendoza Jessie Icaranom Felicitas Mendez Perlta Tatel Frankie Turalde
<b>VIRAC NORTH</b>		
Chairman	-	Elias Abundo
Member	-	Anchelita Sicio Opero Turado Ruben Jose Tria Lina Mariano Arlene Domingo Marites Vargas

Note:

- For the Elementary level district chairman are advised to submit winner one (1) per district and One (1) winner for secondary per municipality.
- The division search committee will select winner among the district level and one (1) winner per municipality for secondary level.

**DIVISION EVALUATION COMMITTEE**

**MIGUEL C. OGALINOLA**

Chairman

Member: **MARIA IMELDA ABEJO (SEPS)**  
**EMELINE FRANCIA ABRASALDO (SEPS)**  
**SARAH CHIONG (SEPS)**  
**MARY ROSE STA. ROSA (EPSII)**

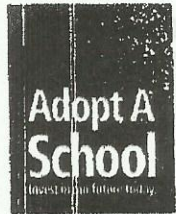
BRIGADA ESKWELA  
SCHOOL ACCOMPLISHMENT REPORT  
(to be accomplished by the School Head)Adopt-A  
School

<b>DIVISION:</b>	<b>REGION:</b>
<b>SCHOOL:</b>	<b>SCHOOL ID:</b>
<b>SCHOOL ADDRESS:</b>	
(Please check appropriate box)	
<b>Level:</b>	<b>Type of School:</b>
<input type="checkbox"/> Elementary	<input type="checkbox"/> Central School
<input type="checkbox"/> High School	<input type="checkbox"/> Non-Central School (complete)
	<input type="checkbox"/> Multigrade
	<input type="checkbox"/> Primary School / Incomplete
	<input type="checkbox"/> Integrated School
<b>SCHOOL HEAD:</b>	<b>CONTACT NUMBER:</b>
<b>PTCA PRESIDENT:</b>	<b>CONTACT NUMBER:</b>

A. SCOPE OF REPAIR AND MAINTENANCE WORK COMPLETED (Please check appropriate column)				
	What was done?			
	Repaired	Repainted	Replaced	Others (Brief Description)
1 Roofs				
2 Ceilings				
3 Walls				
4 Windows and Doors				
5 Chairs/Desks Tables, and Blackboards				
6 Comfort Floors				
7 Leaking Pipes				
8 School Grounds/Landscaping				
9 School Signs				
10 Others (specify)				

B. DONATIONS / MATERIAL RESOURCES GENERATED (Use separate sheets, if needed)		
Type of Donations	Source	Estimated Cost
	TOTAL	





**D. ESTIMATED COST OF VOLUNTEER SERVICES RENDERED. Refer to Guide for Computing Labor Cost.**  
(Use separate sheets if needed)

Type of Service	Total Number of Volunteers	Total Number of Hours Rendered	Total Estimated Costs
Masonry			
Carpentry			
Plumbing			
Electrical/Electronic			
Landscaping/Gardening			
Painting			
Ordinary Labor			
Others			
<b>TOTAL</b>			

Use separate sheet

**D. SIGNIFICANT EVENTS / EXPERIENCES** (Use separate sheets, if needed)

What happened?	Who were involved?	When?	What is/are its important contribution to the operation of the school or to the existing needs of the school?

**E. ISSUES AND CONCERNS** (Describe briefly problems encountered and how resolved)

**E. LESSONS LEARNED / BEST PRACTICES**

C. VOLUNTEER SERVICES								
Type of Volunteer	Name of Individuals/ Organization <small>(Use separate sheets, if needed)</small>	Number of Volunteers						Total
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
1. PTCA Members								
2. Barangay Officials								
3. Municipal/City Government Officials								
4. Provincial Government Officials								
5. NGOs/Civic Organizations								
6. Private Citizens								
7. Private Companies/Corp								
8. Other government offices								
9. Parents								
10. Teachers								
11. Pupils/Students								
12. Others: (specify)								
13. Prominent Volunteers								
	TOTAL							



**F. SUGGESTIONS TO STRENGTHEN BRIGADA ESKWELA PROJECT (include support needed from Central, Region, and Division Office that can increase the impact of Brigada Eskwela Project in your school.)**

**G. EVIDENCES / ATTACHMENTS**

a. Photos (before, during and after)

b. Photocopy of all completed BE Forms (check if attached)

- \_\_\_\_\_ Form 01                      \_\_\_\_\_ Form 05
- \_\_\_\_\_ Form 02                      \_\_\_\_\_ Form 06
- \_\_\_\_\_ Form 03
- \_\_\_\_\_ Form 04

Prepared by:

Date:

*Name and Designation*

Submit copy of this completed form to ADOPT-A-SCHOOL PROGRAM DISTRICT COORDINATOR or District Supervisor on or before June 15.

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 January 31.

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 \_\_\_\_\_

Appendix D

BE Form 03

Republic of the Philippines  
 Department of Education  
 Region \_\_\_\_\_  
 Division \_\_\_\_\_  
 School \_\_\_\_\_  
 School Year \_\_\_\_\_

**BRIGADA ESKWELA**  
**RESOURCE MOBILIZATION FORM**  
 (to be accomplished by the Resource Mobilization Committee)

**Instruction:** Using the completed *BE Form 01: Physical Facilities Needs Assessment Form* as basis, summarize the resources (materials and manpower) needed and list down the potential source or partners to be tapped. Add additional sheet if needed. The Status and Remarks columns should be updated regularly to determine progress in acquiring resources needed.

Materials Needed	Quantity	Key Persons/Organizations to be Tapped	Strategies/Plan of Action	Person Responsible	Status	Remarks

Labor Skills/Volunteers Needed	Quantity	Key Persons/Organizations to be Tapped	Strategies/Plan of Action	Person Responsible	Status	Remarks

Prepared by:

Noted:

Resource Mobilization Committee Chairperson

TIC/Head Teacher/Principal

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School \_\_\_\_\_  
School Year \_\_\_\_\_

**BRIGADA ESKWELA**  
**DAILY ATTENDANCE OF VOLUNTEERS**

Date: \_\_\_\_\_  
Instructions: Volunteers themselves should personally fill in the details required by this form under the supervision of any of the committee members. \*For the last column, indicate if *masonry, carpentry, plumbing, painting, electrical, gardening/landscaping, ordinary labor, or others.*

NAME	POSITION / DESIGNATION	ADDRESS / ORGANIZATION/AFFILIATION	CONTACT NUMBER	TIME		SIGNATURE	TOTAL NUMBER OF HOURS SERVED	NATURE OF VOLUNTEER SERVICES RENDERED
				IN	OUT			

Noted: \_\_\_\_\_  
School Head \_\_\_\_\_  
Date \_\_\_\_\_





Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School \_\_\_\_\_  
School Year \_\_\_\_\_

**BRIGADA ESKWELA  
DAILY ACCOMPLISHMENT REPORT**  
(To be accomplished by the Program Implementation Committee)

DAY	1	2	3	4	5	6	DATE:

**Instruction:** List down all the activities that needs to be undertaken for each day of the Brigada Eskwela week. At the end of each day, please mark the appropriate column that corresponds to the status of each activity. Cite reasons for non-completion.

Activities	STATUS			REMARKS/RECOMMENDATIONS
	Completed	Started but not yet completed	Not done	

Prepared by: \_\_\_\_\_ Date Prepared: \_\_\_\_\_  
 Program Implementation Committee Chair/Member  
 Noted by: \_\_\_\_\_  
 School Head \_\_\_\_\_