



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

DEPARTMENT OF EDUCATION
DIVISION OFFICE ZAMBOANGA DEL NORTE
DIPOLONG CITY 7100

RELEASED

20 JAN 2017
DATE

Division Memorandum
No. 98 s. 2017

TO : School Heads and Principals
Coordinators, Brigada Eskwela

FROM : ^{fx} NATIVIDAD P. BAYUBAY, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : BRIGADA ESKWELA 2017

DATE : January 18, 2017

1. With sincerest intention to deliver improved performance in the annual conduct of the National Schools Maintenance Week otherwise known as "*Brigada Eskwela*" come every third week of May, this Office hereby directed all school heads and principals of both elementary and secondary schools to come up with plans and activities that ensure active participation of and maximum support from stakeholders and the community.

2. Among others, the plans and activities shall comprise the following:
- a. Organization of Brigada Eskwela Committees;
 - Brigada Eskwela Steering Committee;
 - Brigada Eskwela Working Committee;
 - Advocacy and Marketing Committee;
 - Resource Mobilization Committee;
 - Program Implementation Committee;
 - Administrative and Finance Committee; and
 - Documentation Committee.
 - b. Orientation of the Committee Specific Roles and Tasks;
 - c. Assessment of Physical Facilities and Maintenance Needs of the School;
 - d. Advocacy and Social Marketing;
 - e. Resource Mobilization; and
 - f. Filming-up of Activities for the Actual Brigada Eskwela Week.

3. These plans and activities that are contained in the attached prescribed Brigada Eskwela Forms shall be submitted to the Office of the Schools Division Superintendent through the Social Mobilization and Networking Unit on or before February 10, 2017.

4. For inquiries and/or assistance, please contact SEPS Wilson H. Inding/ EPS II Jessie E. Elacan through mobile number 0998 553 5783/ 0998 262 2462.

5. For guidance and compliance.



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BRIGADA ESKWELA

PHYSICAL FACILITIES AND MAINTENANCE NEEDS ASSESSMENT FORM

Instruction: Conduct an ocular inspection of the school physical 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 quality)	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/ wall						
• Electricity						
• Alternative gate						
• Reference Materials						
• Laboratory equipment						

Prepared by:

Noted:

School Physical Facilities Coordinator

Date of Inspection

School Head



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BRIGADA ESKWELA
SCHOOL WORK PLAN

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 _____.

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



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BRIGADA ESKWELA
RESOURCE MOBILIZATION FORM

Instruction: Using the completed BE Form 01: Physical Facilities Needs Assessment 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/Organization to be Tapped	Strategies/Plan of Action	Person Responsible	Status	Remarks

Prepared by:

Noted:

Resource Mobilization Committee Chairperson

School Head