





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
7100 Dipolog City

RELEASED

31 JAN 2017  
BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
NAME/SIGNATURE

Division Memorandum  
No. 039, s. 2017

To : School Heads of Main Secondary Schools  
School Heads of Central Schools  
School Heads of Select Elementary Schools

From :  **NATIVIDAD P. BAYUBAY**, CESO VI  
Officer-In-Charge   
Office of the Schools Division Superintendent

Subject : **ONE-DAY ORIENTATION ON BRIGADA ESKWELA**

Date : January 31, 2017

1. You are hereby informed of the subject which aims to equip all concerned school heads with the necessary knowledge, skills and attitudes to generate maximum support from the stakeholders and ensure successful conduct of and entry to the Division/Regional/National Search for the 2017 Best Brigada Eskwela Implementers on February 10, 2017 (venue to follow).
2. For presentation and discussion purposes, participants are advised to bring the accomplished Brigada Eskwela (BE) Forms, as follows:  
  - Form 1 – Physical Facilities and Maintenance Needs Assessment;
  - Form 2 – School Work Plan; and
  - Form 3 – Resource Mobilization Plan.
3. Food and snacks will be provided for by the Division Office. Meanwhile, transportation and other incidental expenses of the participants shall be charged against respective school MOOE/local funds subject to the usual government accounting and auditing rules and regulations.
4. For inquiries, please contact Mr. Jessie E. Elacan/ Mrs. Arcelita B. Zamoras through mobile numbers 0998 553 5783/ 0917 706 9897.
5. For compliance.