



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

July 10, 2024

**DIVISION MEMORANDUM**


No. 345, s. 2024

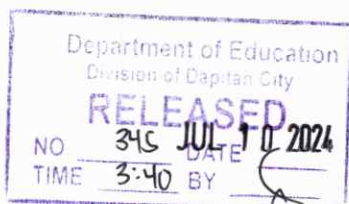
**IMPLEMENTATION OF BRIGADA ESKWELA FOR SCHOOL YEAR 2024-2025**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors  
Public Schools District Supervisors / PICDs  
All Elementary and Secondary School Heads  
This Division

1. Pursuant to DepEd Memorandum No. 033, s. 2024 titled Conduct of the Brigada Eskwela for School Year 2024-2025, the Schools Division of Dapitan City shall conduct the 2024 Brigada Eskwela on July 22-27, 2024 with the theme "Bayanihan Para sa MATATAG na Paaralan" in preparation for the opening of School Year 2024-2025.
2. The implementation, monitoring, and evaluation of 2024 Brigada Eskwela shall be consistent with the mechanics provided under DepEd Order No. 021, S. 2023 titled 2023 Brigada Eskwela Implementing Guidelines (see Annex B of this Memorandum for the M&E Tool). The Division Kick-Off shall be held at Talisay Integrated School on July 19, 2024 at 9:00 A.M. (see Division Memorandum No. 340, s. 2024 – 2024 Brigada Eskwela Division Kick Off).
3. Proper advocacy and information dissemination shall be undertaken to engage schools and their stakeholders to contribute their time, efforts, and resources in ensuring that public schools are all set in time for class opening on July 29, 2024.
4. Participation to the 2024 Brigada Eskwela shall be voluntary. All teaching personnel who wish to join in the activity shall submit a duly signed Expression of Intent Form (See Annex A of this memorandum). Teaching personnel shall be entitled to earn vacation service credits; while, non-teaching personnel shall be granted Compensatory Time-Off. The computation shall be one day per eight hours of accumulated services.
5. For more information or clarification, please contact Mr. Johann Andrei A. Ladera, Education Program Specialist II – Social Mobilization and Networking, at 09175103942 or email at [johann.ladera@deped.gov.ph](mailto:johann.ladera@deped.gov.ph).
6. For information and compliance.

For the Schools Division Superintendent:

  
**SHERLITO E. SAGAPSAPAN**  
Chief Education Supervisor (SGOD)  
Officer-in-Charge  
Office of the Schools Division Superintendent



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**Annex A**

**EXPRESSION OF INTENT**

I, [Complete Name] \_\_\_\_\_  
hereby express my intent to be a **Brigada Eskwela Volunteer Teacher** of [School,  
School Address] \_\_\_\_\_  
during the implementation of the **2024 Brigada Eskwela** on **July 22-27, 2024**.

I understand that the Brigada Eskwela Program is a DepEd initiative that calls for the engagement and collaboration of various partners and volunteer-stakeholders such as DepEd personnel, parents, community members, local government officials, non-government organizations, religious groups, and other private individuals and organizations to help prepare schools for the opening of classes.

Thus, I have considered that my voluntary participation in the 2024 Brigada Eskwela will have immense benefits to our school as it prepares for the opening of School Year 2024-2025.

\_\_\_\_\_  
Signature Over Printed Name

Date Signed: \_\_\_\_\_

Acknowledged by:

\_\_\_\_\_  
Signature Over Printed Name of School Head

Date Signed: \_\_\_\_\_



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**Annex B**

**2024 BRIGADA ESKWELA MONITORING CHECKLIST**

|                      |                   |
|----------------------|-------------------|
| REGION:              | DIVISION:         |
| NAME OF SCHOOL:      | SCHOOL ID:        |
| NAME OF SCHOOL HEAD: | No. of Enrolment: |
|                      | No of Teachers:   |

Part I Implementation

*(Instructions: Please mark the appropriate column. Be objective as possible.)*

**A. Pre-Implementation Stage**

| INDICATOR  | OBSERVABLE<br><i>(Check One)</i> |                | REMARKS<br><br><i>If Unsatisfactory,<br/>(Please describe)</i> | Recommendation/<br>Mode of<br>Verifications/<br>Document<br>Submitted |
|--|----------------------------------|----------------|--|---|
|  | Satisfactory                     | Unsatisfactory |  |   |
| 1. Conducted assessment on the physical facilities and maintenance needs of the school |                                  |                |  |   |
| • Classroom  |                                  |                |  |   |
| • Furniture  |                                  |                |  |   |
| • School grounds   |                                  |                |  |   |
| • Toilet   |                                  |                |  |   |
| • Others:<br><i>(Please specify)</i>   |                                  |                |  |   |
| 2. Compliance with the absolute prohibition on solicitation                            |                                  |                |  |   |
| • Engagement letter to partners  |                                  |                |  |   |
| • Brigada Eskwela partners proposal  |                                  |                |  |   |
| • Others:<br><i>Please specify</i>   |                                  |                |  |   |

#



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|    | INDICATOR   | OBSERVABLE<br>(Check One) |                | REMARKS<br><br>If Unsatisfactory, describe the problem | Recommendation/<br>Mode of Verifications/<br>Assessment tool |
|----|---|---------------------------|----------------|--|--|
|    |   | Satisfactory              | Unsatisfactory |  |  |
| 3. | Activities for the Brigada Eskwela Working Committee  |                           |                |  |  |
|    | <ul style="list-style-type: none"> <li>Public Awareness campaign</li> </ul>                               |                           |                |  |  |
|    | <ul style="list-style-type: none"> <li>Establishment of Partnerships for Resource Mobilization</li> </ul> |                           |                |  |  |
|    | <ul style="list-style-type: none"> <li>Handling of Administrative and Financial Matters</li> </ul>        |                           |                |  |  |
|    | <ul style="list-style-type: none"> <li>Documentation</li> </ul>   |                           |                |  |  |

**B. Implementation Stage** (Please check yes or no)

|   | Indicator   | Visible |    | Best Practices | Recommendations |
|---|---|---------|----|----------------|-----------------|
|   |   | Yes     | No |                |                 |
| 4 | Maintenance of Clean School:  |         |    |                |                 |
|   | <ul style="list-style-type: none"> <li>Zero litters</li> </ul>  |         |    |                |                 |
|   | <ul style="list-style-type: none"> <li>Clutter-free (everything is well-ordered, arranged, and organized)</li> </ul>                            |         |    |                |                 |
|   | <ul style="list-style-type: none"> <li>Spill-free (absence of spill water or liquids on floors, tablets, walls, etc.)</li> </ul>                |         |    |                |                 |
|   | <ul style="list-style-type: none"> <li>Soil/Dust-free floorings and walls (absence of soil particles and mud)</li> </ul>                        |         |    |                |                 |
|   | <ul style="list-style-type: none"> <li>Zero garbage placed outside (hallways, school perimeter, school buildings, gym)</li> </ul>               |         |    |                |                 |
|   | <ul style="list-style-type: none"> <li>Zero illegal postings (walls, posts, trees, etc.)</li> </ul>   |         |    |                |                 |
|   | <ul style="list-style-type: none"> <li>Waste segregation compliance (no mixed waste)</li> </ul>   |         |    |                |                 |
|   | <ul style="list-style-type: none"> <li>Absence of vandalism</li> </ul>  |         |    |                |                 |
|   | <ul style="list-style-type: none"> <li>Presence of activity in preventing pollution, minimizing waste and caring for the environment</li> </ul> |         |    |                |                 |



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*Part II. Volunteer Engagement*

|    | <b>INDICATORS</b>  | <b>Best Practices</b> | <b>Specifics<br/>(Number/Amount)</b> | <b>Recommendation</b> |
|----|--|-----------------------|--------------------------------------|-----------------------|
| 5. | Number of Brigada Eskwela volunteers from the following groups working on the school.<br><i>(Please enumerate)</i> |                       |                                      |                       |
| 6. | Donations received for Brigada Eskwela/<br>Resources Generated<br><i>(Please specify)</i>                          |                       |                                      |                       |
| 7. | Relationships in the community:<br><i>(Describe)</i>   |                       |                                      |                       |

*Part III. Overall Assessment*

|     |   |                                      |                                 |                         |                         |
|-----|---|--------------------------------------|---------------------------------|-------------------------|-------------------------|
| 8.  | How would you rate the overall implementation of Brigada Eskwela in the school? |                                      |                                 |                         |                         |
|     | <b>5</b><br><i>Outstanding</i>  | <b>4</b><br><i>Very Satisfactory</i> | <b>3</b><br><i>Satisfactory</i> | <b>2</b><br><i>Fair</i> | <b>1</b><br><i>Poor</i> |
| 9.  | How would you rate the spirit of volunteerism in the school?                    |                                      |                                 |                         |                         |
|     | <b>5</b><br><i>Outstanding</i>  | <b>4</b><br><i>Very Satisfactory</i> | <b>3</b><br><i>Satisfactory</i> | <b>2</b><br><i>Fair</i> | <b>1</b><br><i>Poor</i> |
| 10. | Commendations/Suggestions/Recommendations:                                      |                                      |                                 |                         |                         |

Assessed by:

DepEd Regional Office \_\_\_\_\_  
 Full Name: \_\_\_\_\_  
 Office: \_\_\_\_\_

Schools Division Office Representative  
 Full Name: \_\_\_\_\_  
 Office: \_\_\_\_\_

Full Name: \_\_\_\_\_  
 Office: \_\_\_\_\_

Full Name: \_\_\_\_\_  
 Office: \_\_\_\_\_

*[Handwritten Signature]*



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