

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capitol Area, Dumaguete City

**DIVISION MEMORANDUM**

No. 255 S. 2017

**2017 BRIGADA ESKWELA SEARCH FOR BEST IMPEMEMNTING SCHOOLS**

**TO: Assistant Schools Division Superintendent**  
**SGOD & CID Chief Education Program Supervisors**  
**Division Education Program Supervisors/ Division Coordinators**  
**Section Heads/ Education Program Specialists**  
**Public School District Supervisors**  
**School Managers**  
**District Coordinators in Brigada Eskwela (Elem. & Sec.)**  
**District Nurses**  
**All Others Concerned**

1. In line with the implementation of the **National Schools Maintenance Week** dubbed as **Brigada Eskwela** on **May 15-20, 2017**, the **Division of Negros Oriental** will hold the **2017 Search for Brigada Eskwela Best Implementing School**.
2. The search not only aims to showcase **CLEANLINESS, BEAUTIFICATION AND GREENNESS** but also the **EXEMPLARY CAPABILITY** to be **COMPLIANT** to the standards set by other programs/projects like **WINS, DRRM, ECO-FRIENDLY SCHOOLS, CHILD-FRIENDLY SCHOOLS** etc.
3. Anchored on DepEd Order 43 s. 2017, the categories of the Search for Brigada Eskwela-Best Implementing School are as follows:

**Elementary Level**

<b>Category</b>	<b>Number of Teachers (National)</b>	<b>Resource Generated</b>
Small School	9 and below	90,000 and below
Medium School	10 – 29	100,000 – 300,000
Large School	30-50	300,000 – 500,000
Mega School	51 and above	500,000 and above


**Secondary Level**

<b>Category</b>	<b>Number of Teachers (National)</b>	<b>Resource Generated</b>
Small School	9 and below	90,000 and below
Medium School	10 – 25	100,000 – 300,000
Large School	26-100	300,000 – 1,000,000
Mega School	101 and above	1,000,000 and above

4. In connection with this, this office reiterates that all schools both in the **Public Elementary and Secondary** are directed to join the competition which will start from the District level, Congressional Level and up to the Divisional Level.
5. **Selection Committee at the District level shall be composed of the following:**
  - a) Public School District Supervisor/ District In-Charge—Chairperson
  - b) District Brigada Eskwela-Adopt-A-School Coordinator --Member
  - c) District DRRM Coordinator---Member
  - d) District Physical Facilities In-Charge--Member
  - e) District Federated PTA President --Member
  - f) District Nurse--Member
6. Selection at the District Level must come up with **TOP 5** per sub-category both in the elementary and secondary having a total of **40 schools** to be screened at the Congressional level.

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7. Monitoring and Selection at the Congressional Level will be composed of all the **PSDSs/DICs** chaired by the **Congressional District Cluster Head**. This panel shall come up with **TOP 3** from each sub-category both in elementary and secondary levels thereby having a total of **24 schools per Congressional District** which will be competing with the finalists of the other Congressional Districts and submit official entries for the **Divisional Level on May 29, 2017**.
8. Finalists from the Congressional Districts must see to it that their documents be completely arranged and orderly featuring pictures with captions before, during and after each prioritized activity during Brigada Eskwela as reflected in **BE Form 1**, attendance sheets with diverse participation be properly filed and the whole documents in "**ALBUM**" should appear as a **COMPLETE PACKAGE** of the school represented observing the criteria stipulated in **DepEd Order 43 s. 2017**. Every activity must be backed up with means of verification to merit points. **PREPARING THE ALBUM IS LIKENED TO SELLING OUT YOUR SCHOOL** to attract more partners and stakeholders and establish more partnership building activities for the benefit of the entire school all for one purpose which is geared towards levelling up of the quality of basic education system.
9. The criteria for the Search of Brigada Eskwela-Best Implementing School are as follows:
  - a) **SCOPE OF WORK—35%**
  - b) **DIVERSE VOLUNTEER PARTICIPATION—25%**
  - c) **GENERATED RESOURCES—15%**
  - d) **ALIGNMENT TO BRIGADA ESKWELA THEME—5%**
  - e) **CREATIVITY & INNOVATION—10%**
  - f) **INCREMENT OF RESOURCES & VOLUNTEERS—10%**
10. Enclosed are the **SCORE SHEETS** ready for use observing the same criteria aforementioned.
11. The **JUDGES** of the Divisional Level Search will be composed of the following:
  - a) **Mrs. Jenith Corpis Cabajon, Division Coordinator, Social Mobilization & Networking**
  - b) **Mrs. Esterlina B. Paragoso—Division Program Education Supervisor**
  - c) **Dr. Carmelita A. Alcala—Division Program Education Supervisor**
  - d) **Dr. Juliet J. Tuala—Division Program Education Supervisor**
  - e) **Mr. Joseph R. Gemina—Project Development Officer**
  - f) **Mrs. Emma S. Mate—Senior Education Program Specialist**
  - g) **Dr. Jeazon Mark P. Consing—Medical Officer III**
12. In the Division Level, **eight (8) school winners** will be chosen from each sub-category both in two (2) levels namely: elementary and secondary of which these 8 schools will be the official entries for the **2017 Regional Level Search for Brigada Eskwela-Best Implementing School**.
13. Schools and selection committees have to follow a **TIMELINE** for judging and submission of entries which is also enclosed in this directive.
14. Services rendered on a saturday/ sunday entitles one to receive a **One-Day Service Credit for teachers and Compensatory Overtime Credit (COC) for non-teaching personnel**.
15. This **MEMORANDUM** also serves as **TRAVEL ORDER**.
16. Travelling and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
17. Immediate dissemination of this **MEMORAN DUM** is desired.
18. For your guidance and compliance

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
*OIC-Office of the Assistant Regional Director*  
*Concurrent OIC, Schools Division Superintendent*

STJ/rbp/jcc



# **TIMELINE FOR THE 2017 SEARCH FOR BRIGADA ESKWELA-BEST IMPLEMENTING SCHOOLS**

<b>ACTIVITY</b>	<b>DATE</b>	<b>Focal Person/s</b>
Brigada Eskwela Week	May 15-20, 2017	PSDSs, DEPS, Division Coordinators, SEPS, EPS II, School Heads and School Brigada Eskwela Coordinators
Submission of Brigada Eskwela Accomplishment Reports to the District	May 23, 2017	School Brigada Eskwela Coordinators & School Heads
Submission of Albums for the District Level Search	May 25, 2017	PSDSs and District Coordinators
Submission of Consolidated District Brigada Eskwela Accomplishment Report to the Division Office thru email : <a href="mailto:jenith.cabajon@deped.gov.ph">jenith.cabajon@deped.gov.ph</a> cc: <a href="mailto:arnulfa.marcial@deped.gov.ph">arnulfa.marcial@deped.gov.ph</a>	May 26, 2017	PSDSs and District Coordinators
District Level Search (Assessment & Ocular Validation)	May 27-31, 2017	PSDSs
Submission of Entries & Albums for the Congressional Level Search	June 2, 2017	<b>Congressional District Cluster Head</b> <b>1st Cong:</b> <b>Dr. Dominador Bersa</b> <b>2<sup>nd</sup> Cong.</b> <b>Mrs. Rhona Silva</b> <b>3<sup>rd</sup> Cong.</b> <b>Mr. Sonny Uy</b>
Congressional Level Search (Assessment & Ocular Validation)	June 3-7, 2017	Selection Committees led by the Congressional District Cluster Heads
Awarding of Winners at the Congressional Level	June 9, 2017	Congressional District Cluster Heads
Submission of Division Nominees (Top 3 per sub-category/ level in each Congressional District)	June 9, 2017	Congressional District Cluster Head
Division Ocular & Document Validation of the Nominees	June 10-16, 2017	Division Selection Committee



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**NEGROS ISLAND REGION**



**CRITERIA IN THE SELECTION OF BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS**

**I. SCOPE OF WORK (35%)**

Scope of work is based on the school BE plan and physical facilities repair and maintenance needs assessment such as repair works, maintenance works, compliance to WINS standards, compliance to DRRM standards, compliance to Eco-Friendly Schools standards, compliance to Child Friendly Schools standards, new improvements and beautification/landscaping/learners kiosk installation. The computation is based on the percentage of work completed multiplied by 35%

4 - if all items within the school underwent repair/repainting/replacement work by volunteers / and were able to meet standards of WINS/DRRM/ECO-FRIENDLY SCHOOL/CHILD FRIENDLY SCHOOL

3 - if only up to 75%

2 - if only up to 50%

1 - if only up to 25%

0 - No work was done at all

No.	Scope of Work	4	3	2	1	0	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
	Total						

II. DIVERSE VOLUNTEER PARTICIPATION (25%)

A. Parent Volunteers (15%)

Number of Parent Volunteers / Number of Parents, SY 2016-2017 X 15%

Number of Parent Volunteers for Brigada Eskwela 2017	Number of Parents SY 2016-2017	Computed Value

B. Other Volunteers (10%)

Organization	With Picture (.5)	With Signature(.5)	Total
NGAs and other government organization and public corporations			
1.			
2.			
LGUs			
1.			
2.			
NGOs and Professional Associations			
1.			
2.			
Private Sector Involvement including Corporate Foundations and private Schools			
1.			
2.			
SSG/SPG and Alumni Associations			
1.			
2.			
Grand Total			

Sub-Total for Diverse Volunteer Participation (A+B) \_\_\_\_\_

**III. Generated Resources (15%)**

Amount Generated	Corresponding points
Have met the required resources to be generated by the school in a specific category  Amount Generated:	10 points
Have raised 20% more than the required resources to be generated by a school in a particular category .  Amount Generated:	11 points
Have raised 40% more than the required resources to be generated by a school in a particular category.  Amount Generated:	12 points
Have raised 60% more than the required resources to be generated by a school in a particular category.  Amount Generated:	13 points
Have raised 80% more than the required resources to be generated by a school in a particular category.  Amount Generated:	14 points
Have raised 100% more than the required resources to be generated by a school in a particular category.  Amount Generated:	15 points

IV. Alignment to Brigada Eskwela Theme (5%)

The Evaluation shall be based on the 21 Point School Safety Preparedness Guide, 1 point per item / 21 x 5%.

Item	Points earned
1. Fire Safety Inspection Certificate	
2. No broken windows, doors, blackboards and roof	
3. Fire extinguishers and other fire suppression equipment	
4. Unobstructed corridors and pathways, no protruding objects	
5. Drainage Facilities	
6. Safety sinage for ongoing construction, unfinished, damaged and condemned school buildings.	
7. Secured cabinets and drawers and ICT equipment and ensure heavy objects are below head level.	
8. Posted safety measures in laboratories and workshops.	
9. Prepared an evacuation/exit plan and directional sinage on every floor and building.	
10. Had identified evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies.	
11. Pruned trees to avoid entanglement from electrical wirings .	
12. Posted a directory of emergency contact numbers of relevant government agencies and offices in various areas of the school.	
13. Established early warning mechanisms and informed all students and personnel.	
14. Equipped school with first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergencies.	
15. Identified alternative sources and/or maintain supply of drinking water in school.	
16. Provision of Identification Cards to students with relevant information.	
17. Created a database of student and their family contact details.	
18. Secured vital school records through scanning and stored in the cloud.	
19. Coordinated with barangay officials on provision of pedestrian lanes and pedestrian safety of students.	
20. Provision of Security/incident log	
21. Storage area for safekeeping of vital school records, textbooks, teaching manuals, computers and other school equipment.	
<b>Total</b>	

Points earned: \_\_\_\_\_

**V. Creativity and Innovation (10%)**

Evaluated on the presence of value added projects: eg. Medical and Dental Mission, provision of school supplies and uniforms, awareness/literacy campaigns, special services, among others.

Activity	Points Earned
1. Compliance to WINS Standards ( maximum of 5 points) 1 Star = 1 Points 2 Stars = 2 points 3 Stars = 5 points	
2. Anti -Rabies Awareness Campaign ( 1 point)	
3. Medical and Dental Mission ( 1 Point)	
4. Provision of School Supplies/uniforms (1 point)	
5. Other project identified (1 point)	
6. Other project identified (1 point)	
<b>Total points earned</b>	

**VI. Increment of Resources and Volunteers (10%)**

Determined based on the percentage of the increase of the current performance compared with previous Brigada Eskwela accomplishments.

**A. Volunteers participation**

Increment	Corresponding Points
Maintained the number of volunteers who participated in the previous Brigada Eskwela	0 point
10 to 20 percent increase of volunteers compared to the number of volunteers in the previous Brigada Eskwela.	1 points
21 to 40 percent increase of volunteers compared to the number of volunteers in the previous Brigada Eskwela.	2 points
41 to 60 percent increase of volunteers compared to the number of volunteers in the previous Brigada Eskwela.	3 points
61 to 80 percent increase of volunteers compared to the number of volunteers in the previous Brigada Eskwela.	4 points
81 to 100 percent increase of volunteers compared to the number of volunteers in the previous Brigada Eskwela.	5 points



B. Resources Generated

Increment	Corresponding Points
Maintained the exact amount of resources generated from the previous Brigada Eskwela	0 point
10 to 20 percent increase of resources generated compared to the resources generated from the previous Brigada Eskwela.	1 points
21 to 40 percent increase of resources generated compared to the resources generated from the previous Brigada Eskwela.	2 points
41 to 60 percent increase of resources generated compared to the resources generated from the previous Brigada Eskwela.	3 points
61 to 80 percent increase of resources generated compared to the resources generated from the previous Brigada Eskwela.	4 points
81 to 100 percent increase of resources generated compared to the resources generated from the previous Brigada Eskwela.	5 points

Sub-total (A+B)\_\_\_\_\_

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**Summary**

I.	Scope of Work (35 points )	_____
II.	Diverse Volunteer Participation (25 points)	_____
III.	Generated Resources (15 points)	_____
IV.	Alignment to Brigada Eskwela Theme (5 points)	_____
V.	Creativity and Innovation (10 points)	_____
VI.	Increment of Resources Generated (10 points)	_____
	Grand Total	_____

Evaluated by: \_\_\_\_\_

(Printed Name over signature)