



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Velez St., Cagayan de Oro City



**DIVISION MEMORANDUM**

No. 148, s., 2016

TO : Education Program Supervisors  
Senior Education Program Specialists  
Education Program Specialists II  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

From : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

Date : April 21, 2016

Subject : **IMPLEMENTING BRIGADA ESKWELA 2016**

1. The Department of Education (DepEd) will conduct the **Brigada ESKwela 2016** also known as the National Schools Maintenance from May 30 to June 4 2016 with the theme Tayo Para sa Paaralang Ligtas, Maayos at Handa Mula Kindergarten Hanggang Senior High School. All Education stakeholders are encouraged to participate and contribute their time, effort and resources to this school maintenance effort in ensuring that all public school facilities are ready for the school opening in June.
2. On May 30 Regional Offices and schools division Offices shall hold a caravan to launch the first day of Brigada Eskwela. A kick-off ceremony will be held in a public school offering Senior High School Program, the final stop of the caravan.
3. All Regional Directors and Schools Division Superintendents shall mobilize their Adopt-a-School Program (ASP) Brigada Eskwela coordinators to ensure the six-day implementation of the maintenance effort in all public elementary and secondary schools and to ensure involvement of the community and local stakeholders to this Activity.
4. School principals or school heads (SHs) shall take the lead role in planning the activities geared toward making schools disaster-prepared, ecologically conscious, clean and conducive to learning. Important reminders to school principals or SHs in the conduct of Brigada Eskwela 2016 are indicated in Enclosure No. 1.
5. Groups or individuals from the national government agencies, local government units, private sector, international organizations, volunteers and other parties interested to troop to schools can coordinate with the beneficiary school or with the Office of Undersecretary for Partnerships and External Linkages , External Partnerships Services (ESP) –ASP Secretariat for guidance.

6. All DepEd employees are encouraged to join the Brigada Eskwela activities by offering their skills, sharing their time, or providing their support in-kind to public schools near their residence. Interested employees are given two days to do volunteer work **on official time**, provided that such work is approved by their heads of offices.
7. Education key officials in the Central Office (CO) will be monitoring the implementation of Brigada Eskwela in schools within the regions where the key officials shall be assigned.
8. Other Brigada Eskwela activities, scheduled for School Year 2016-2017 are as follows:

<b>Activity</b>	<b>Schedule</b>
Pre-Implementation Stage of Brigada Eskwela (Assessment of Physical Facilities and Maintenance needs of the Schools, Resource Mobilization, Organization of Brigada Eskwela Committees and their Orientation on Specific Roles and Tasks among others)	March 1-May 13, 2016
Brigada Eskwela Kick-off Program and Caravan	May 30, 2016
Implementation and Monitoring of Schools	May 30 to June 4, 2016
Submission of Consolidated Brigada Eskwela Accomplishment Reports by the Regional Coordinators to the EPS-ASP Secretariat	July 30, 2016
Selection and Deliberation of Brigada Eskwela Awardee Candidates	July 1 to August 8, 2016
Submission of Final List of School Candidates as Brigada Eskwela National Awardees to the ASP Secretariat –CO (including the submission of rating sheets reflecting the ranks and scores of the awardee candidates)	On or before August 15, 2016
Conduct of Brigada Eskwela Regional Awards Ceremony	Within September 1-30, 2016
Conduct of Brigada Eskwela National Awarding Ceremony	November 24, 2016

9. To implement effectively the selection process in the Search for Brigada Eskwela Best Implementing Schools, DepEd issues a set of criteria detailed in Enclosure No. 2.
10. For more information all concerned may contact the External Partnerships Service – Adopt-a-School Program (EPS-ASP) Secretariat, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 638-8637 or send a message through email at [deped.brigadaeskwela@gmail.com](mailto:deped.brigadaeskwela@gmail.com).
11. Immediate dissemination of this Memorandum is desired.

REMINDERS FOR PRINCIPALS OR SCHOOL HEADS  
IN THE IMPLEMENTATION OF BRIGADA ESKWELA

1. Teaching personnel are entitled to earn vacation service credits arising from their active involvement in the weeklong Brigada Eskwela activity. A complete six-day participation in the maintenance effort shall give teachers a three-day service credit entitlement .

For further details on granting service credits to teachers , kindly refer to DepEd Order No. 53 s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers, particularly item no.1.d sub-item k.

2. Brigada Eskwela espouses the spirit of volunteerism. Taking part in the school repair and other maintenance work is not mandatory nor requisite for parents to enable their children to be accommodated in the school.
3. No Brigada Eskwela fee shall be solicited from volunteers.
4. Brigada Eskwela volunteers and out-of-school youth from the community who are aged 15 to 30 years old, have not yet finished basic or higher education and are currently not in school or not employed, shall be enjoined to register with Abot-Alam. An Abot-Alam registration desk shall be designated inside the school for this purpose. Annex A contains the template of the registration form to be used in administering registration in schools while Annex B contains brief profile of Abot-Alam Program which can be reproduced and disseminated. The accomplished registration form shall be turned-over to the ALS/Abot-Alam Coordinator of the schools division, after the Brigada Eskwela week.
5. While the Armed Forces of the Philippines (AFP) members are welcomed to participate in Brigada Eskwela, carrying guns and fire arms must be prohibited inside the school premises. Likewise, AFP members as volunteers shall be advised to wear civilian or work clothes, as against wearing military uniform , during the school maintenance activity.

For further details on engagement of AFP members in school activities, please refer to DepEd Memorandum No. 221 s. 2013 entitled "On Guidelines on the Protection of Children During Armed Conflict."

6. Since they will perform the key role in operationalizing this year's Brigada Eskwela theme, principals or school heads are expected to revisit or restudy the following materials :
  - a) School Safety and Preparedness Guide ( Annex C of Enclosure No. 1)
  - b) Stakeholder Engagement Strategy ( Annex D of Enclosure No. 1 )
  - c) Kit's Menu ( Annex E of Enclosure No. 1)
  
7. Receiving assistance or support from companies and other players in the tobacco industry for Brigada Eskwela is not allowed, pursuant to DepEd Order No 6. S. 2012 entitled "Guidelines on the Adoption and Implementation of Public Health Policies on Tobacco Control and Protection Against Tobacco Industry Interference".



## SCHOOL SAFETY AND PREPAREDNESS GUIDE

In view of the *Brigada Eskwela 2015*, this School Safety and Preparedness Guide intends to raise consciousness and provide guidance to schools and education partners in ensuring safety and preparedness of our students and personnel during emergencies. Enumerated below is a minimum list of activities that could contribute to a safer school. Principals need to identify what are most appropriate and important for their schools. School heads may also identify other measures that may add-up to this list.

<p><b>I. SAFE LEARNING FACILITIES</b></p> <ol style="list-style-type: none"> <li>1. Facilitate the assessment of school electrical system to make necessary repairs and/or upgrades to prevent fire incident.</li> <li>2. Repair minor classroom damages such as broken windows, doors, blackboards, roofs, etc.</li> <li>3. Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water source, and other indigenous materials.</li> <li>4. Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed.</li> <li>5. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.</li> <li>6. Cordon off and post safety signage for on-going construction, unfinished, damaged and condemned buildings.</li> <li>7. Secure cabinets and drawers and ensure that heavy objects are below head level.</li> <li>8. Post safety measures in laboratories and workshops.</li> <li>9. Prepare an evacuation/exit plan and directional signage on every floor of the building.</li> <li>10. Identify evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies.</li> <li>11. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.</li> </ol>
<p><b>II. SCHOOL DISASTER MANAGEMENT</b></p> <ol style="list-style-type: none"> <li>1. Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school.</li> <li>2. Establish early warning mechanisms and inform all students and personnel on this.</li> <li>3. Equip school with first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and accessed.</li> <li>4. Identify alternative sources and/or maintain supply of drinking water within the school.</li> <li>5. Ensure that students, teachers, and personnel have identification cards with relevant information.</li> <li>6. Create database of student and their family contact details.</li> <li>7. Secure vital school records and store in safe locations.</li> <li>8. Coordinate with barangay officials on pedestrian safety of students.</li> <li>9. Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.</li> </ol>
<p><b>III. DISASTER RISK REDUCTION IN EDUCATION</b></p> <ol style="list-style-type: none"> <li>1. Identify a storage area for safekeeping of vital schools records, textbooks, teaching manuals, computers, and other school equipment.</li> </ol>
<p><b>Reference:</b>  International Finance Corporation (no date) Disaster and Emergency Preparedness: Guidance for Schools, IFC World Bank  Department of Education (2015) DRRM in Basic Education Framework PowerPoint presentation</p>

## STAKEHOLDER ENGAGEMENT STRATEGY

### Introduction

The occurrence of disasters affected school operations to the point of depriving our students access to quality education. While we have improved our classroom standards, strengthened our coordination with partners for disaster response and capacity building, and established the DRRM Office, there is a need to tighten support for school level implementation of disaster risk reduction.

Disaster preparedness of schools is an important factor to achieve resilience in our communities. DepEd, through 2015 *Brigada Eskwela* with the theme “*Tayo para sa kalinisan, kaligtasan at kahandaan ng ating mga paaralan*”, seeks to mainstream disaster preparedness principles in readying schools for the opening of classes. More than the usual menu of provision for schools such as putting up of fences, painting, roofing, among others, DepEd will provide a list of preparedness measures that partners could support in various capacities.

Our aim is to engage all education stakeholders, which would include the following:

- Local government units from provincial to barangay levels
- Private partners
- Academe
- Civil society organizations
- Private corporations
- Individual volunteers

Our partners could assist DepEd in the following areas:

- Support implementation of school preparedness and safety measures
- Provision of emergency kits and education supplies for teachers and students
- Information, Education, Communication of DRRM

The matrix below provides specific steps that target partners could take for their active engagement during the *Brigada Eskwela*.

### How to Engage the Stakeholders/ What Each Stakeholder Can Do

Stakeholders	Nature of Engagement
<b>EXTERNAL</b>	
Provincial government units	a. Coordinate with DepEd division offices b. Secure a copy of the school preparedness checklist c. Convene LSB to identify possible support on school preparedness d. Mobilize local support through the business sector, philanthropies, academe and local organization to assist schools' preparations for class opening
Municipal/City government units	a. Coordinate with DepEd division/district offices b. Secure a copy of the school preparedness checklist c. Convene LSB to identify possible support on school preparedness



	<p>d. Mobilize local support through the business sectors, philanthropies, academe and local organization to assist schools' preparations for class opening</p> <p>e. If available, include schools in the early warning system implemented in the locality</p>
Barangay government units	<p>a. Coordinate with nearby elementary and/or secondary school</p> <p>b. Participate in school preparatory meetings for Brigada Eskwela</p> <p>c. Mobilize local assistance to support school preparedness strategies</p> <p>d. Secure a copy of the school preparedness checklist</p> <p>e. Support the school preparedness strategies</p> <p>f. Assist schools in establishing an early warning system</p>
Private Partners	<p>a. Coordinate with DepEd division or district or school</p> <p>b. Secure a copy of the school preparedness checklist</p> <p>c. Provision of Emergency kits/bags for students, teachers and schools, teacher's kit, learner's kit,</p> <p>d. Provision of advocacy/information materials for schools</p> <p>e. Support the school preparedness strategies</p>
Local CSOs and volunteers	<p>a. Coordinate with target elementary and/or secondary schools</p> <p>b. Secure a copy of the school preparedness checklist</p> <p>c. Signify interest to assist school during preparation for class opening</p> <p>d. Participate in school preparatory meetings for Brigada Eskwela</p> <p>e. Identify and communicate support that will be provided to schools</p> <p>f. DRRM orientation for parents</p> <p>g. Assist in the conduct of risk profiling</p> <p>h. Support the school preparedness strategies</p>
Parents	<p>a. Participate in school preparatory meetings for Brigada Eskwela</p> <p>b. Support the school preparedness strategies</p>
<b>EXTERNAL</b>	
Central	<p>a. Issuance of School preparedness guide, which provides checklist on school preparedness measures</p> <p>b. Prepare guidelines on conducting risk profiling based in the following considerations:</p> <ul style="list-style-type: none"> <li>• Location of the school</li> <li>• Immediate environment of the school</li> <li>• Historical experience of disasters</li> </ul>
Region	<p>a. Conduct planning meeting with Dos to determine school needs</p> <p>b. Provide assistance to Dos in formulating strategies to support school preparedness</p> <p>c. Monitor and prepare report on the implementation of preparedness strategies</p>
Division	<p>a. Mobilize assistance from education partners and other government agencies for schools' implementation of</p>

	<p>preparedness measures</p> <ul style="list-style-type: none"> <li>b. Coordinate with local government agencies on local risk profiling</li> <li>c. Ensure availability of the summary of school level data for local partners' preference</li> <li>d. Prepare list of schools that would be needing most assistance from partners</li> <li>e. Ask local fire bureau, local PNP, local AFP to participate in "How to Make Your School Safer" campaign</li> <li>f. Ensure support is equitably distributed to all schools</li> </ul>
Schools	<ul style="list-style-type: none"> <li>a. Distribute emergency kits/bags to students and teachers, learner's kit and teacher's kit (See Annex E of Enclosure No. 1)</li> <li>b. Spearhead the implementation of school preparedness guide</li> </ul>



## ANNEX E

## Kits' Menu

School Provision	Minimum contents
a. Emergency Kits/bags for Students	<ul style="list-style-type: none"> <li>✓ Whistle</li> <li>✓ Tips/handy reference</li> </ul>
b. Learner's Kit	<ul style="list-style-type: none"> <li>✓ Notebook (50 leaves)</li> <li>✓ Pad Paper</li> <li>✓ Pencil</li> <li>✓ Ballpen</li> <li>✓ Crayon</li> <li>✓ Ruler</li> <li>✓ Small Scissors</li> <li>✓ Pencil Sharpener</li> <li>✓ Paste</li> <li>✓ Bag</li> </ul>
c. Emergency Kit for School	<ul style="list-style-type: none"> <li>✓ First Aid Kit</li> <li>✓ Contact numbers for emergencies</li> <li>✓ Stretcher</li> <li>✓ Flashlights/batteries</li> <li>✓ Radio/batteries</li> <li>✓ Bell/warning device</li> <li>✓ Whistle</li> <li>✓ Transistor Radio</li> <li>✓ Electrical Tape</li> <li>✓ Rope</li> </ul>
d. First Aid Kit	<ul style="list-style-type: none"> <li>✓ Burn Ointment</li> <li>✓ Betadine</li> <li>✓ Band-Aid</li> <li>✓ Bandage</li> <li>✓ Gauze</li> <li>✓ Plaster Tape</li> <li>✓ Alcohol</li> <li>✓ Agua oxynada</li> <li>✓ Bottled water</li> <li>✓ Gloves</li> <li>✓ Cotton</li> </ul>
e. Teacher's Kit	<ul style="list-style-type: none"> <li>✓ Manila paper</li> <li>✓ Bond paper long (cactus)</li> <li>✓ Pair of Scissors</li> <li>✓ Cartolina</li> <li>✓ Pilot pen (black and red)</li> <li>✓ Pentel pen (black and blue)</li> <li>✓ Bag</li> <li>✓ Ruler (12 inches)</li> <li>✓ Pencil Sharpener</li> <li>✓ Lesson plan notebook</li> <li>✓ Class record</li> </ul>

f. Teacher's Emergency Kit	<ul style="list-style-type: none"> <li>✓ Whistle</li> <li>✓ Flashlight/batteries</li> <li>✓ Boots</li> <li>✓ Raincoats/umbrella</li> <li>✓ Radio/batteries</li> <li>✓ Emergency hotline list</li> <li>✓ Evacuation guide</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Toiletries</li> <li>✓ Bottled water</li> </ul>
g. Health and Hygiene Kits	<ul style="list-style-type: none"> <li>✓ Soap, Toothpaste, Toothbrush</li> <li>✓ Sanitary pads for female high school students</li> <li>✓ Drinking water (1 liter)</li> </ul>

**CRITERIA IN THE SELECTION OF BRIGADA ESKWELA  
BEST IMPLEMENTING SCHOOLS SY 2015-2016**

1. SCOPE OF WORK 40 %

Repair and maintenance work completed based on School Improvement Plan

2. DIVERSE VOLUNTEER PARTICIPATION 30 %

**Private Sector involvement (10%)**

*( Non-government organizations, civic society organizations foundations, corporations, international organizations, private schools/universities, mission and aid groups, etc.)*

**Community involvement (10 %)**

*(Parents and other family members, officers and members of PTCA , alumni, nearby home owners or community members, religious groups, etc.)*

**Government Agency involvement ( National Government & LGUs) ( 10 %)**

- a. *Officials ,members and employees from the President's Cabinet , Senate and Congress , City/Municipal/Provincial government and from barangay*
- b. *National Disaster Risk Reduction and Management Council member agencies ( Bureau of Fire , DILG, etc.)*

3. GENERATED RESOURCES ( converted into peso –worth) 20 %

Small School (Php)	Large School (Php)	Exceptional School (Php)	Equivalent Rating
75,000-199,000	200,000-499,000	500,000-above	20%
50,000-74,000	100,000-199,000	200,000-499,000	18%
25,000-49,000	75,000-99,000	100,000-199,000	15%
10,000-24,000	25,000-74,000	75,000-99,000	10%

4. ALIGNMENT OF THE MAINTENANCE EFFORT TO CURRENT THEME OF BRIGADA ESKWELA 10 %

*"Tayo Para sa Kalinisan, Kaligtasan at Kahandaan ng Ating mga Paaralan"*

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TOTAL

100%