

Republic of the Philippines  
**Department of Education**

26 MAR 2019

DepEd MEMORANDUM  
No. **036**, s. 2019

**2019 BRIGADA ESKWELA IMPLEMENTING GUIDELINES**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary School Heads  
All Others Concerned

1. The Department of Education (DepEd) will conduct the **2019 Brigada Eskwela** from May 20 to 25, 2019 with the theme *Matatag na Bayan para sa Maunlad na Paaralan*.
2. The *Brigada Eskwela* is the National Schools Maintenance Week that aims to bring together all education stakeholders to participate and contribute their time, effort, and resources to prepare public school facilities for the opening of the school year in June.
3. The host region will hold the national kick-off program on **May 16, 2019** in a public school to be announced later.
4. Likewise, regional offices (ROs) and schools division offices (SDOs) will hold their kick-off ceremonies to launch the *Brigada Eskwela* in their respective areas on **May 20, 2019**.
5. All regional directors (RDs) and schools division superintendents (SDSs) shall mobilize their partnerships with school-based focal persons to ensure the effective implementation of *Brigada Eskwela* in all public elementary and secondary schools, and the involvement of their communities.
6. School heads (SHs) shall take the lead in planning the activities geared to making schools ecologically conscious, resilient, clean, safe, and conducive to learning. Important reminders to SHs in the conduct of this activity are indicated in Enclosure No. 1.
7. Individuals or groups from the national government agencies (NGAs), local government units (LGUs), private sectors, international organizations, and volunteers interested to help the schools may coordinate with any of the following for guidance:
  - a. External Partnerships Service (EPS) of the DepEd Central Office,
  - b. Education Support Services Division (ESSD) in the ROs,
  - c. Social Mobilization (SocMob) and Networking Section under the Schools Governance and Operations Division (SGOD) in the SDOs, and/or
  - d. SHs of the beneficiary schools.
8. All DepEd employees are encouraged to join the *Brigada Eskwela* activities by volunteering their skills, sharing their time or providing in-kind support 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.

9. Further, nonteaching personnel shall earn a Compensatory Time Off (CTO) for the complete eight hours participation in the maintenance efforts on the last day of *Brigada Eskwela* week, which is a Saturday.

10. Teaching personnel are entitled to earn vacation service credits arising from their active involvement in the *Brigada Eskwela* activity. Teachers shall earn a one-day service credit for the accumulated eight hours participation in the maintenance effort. For further details on granting service credits to teachers, please refer to DepEd Order No. 53, s. 2003 entitled **Updated Guidelines on Grant of Vacation Service Credits to Teachers**

11. Central office key officials are enjoined to participate in activities related to the *Brigada Eskwela* implementation.

12. All bureau and regional directors, ESSD chiefs and Regional Partnerships focal persons are invited to attend the national kick-off program. Travel and incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

13. The schedule of activities for the 2019 *Brigada Eskwela* implementation is as follows:

<b>Activity</b>	<b>Schedule</b>
Pre-implementation Stage of <i>Brigada Eskwela</i> (Assessment of Physical Facilities and Maintenance Needs of the Schools, Resource Mobilization, Organization of <i>Brigada Eskwela</i> Committees and their Orientation on Specific Roles and Tasks, among other activities)	January 3–May 17, 2019
<i>Brigada Eskwela</i> National Kick-off Program and Caravan	May 16, 2019
<i>Brigada Eskwela</i> Regional and Schools Division Kick-off Program and Caravan	on or before May 20, 2019
<i>Brigada Eskwela</i> Implementation and Monitoring of Schools	May 20–25, 2019
Submission of Consolidated <i>Brigada Eskwela</i> Accomplishment Reports by the Division Coordinators to the Regions	June 28, 2019
Submission of Consolidated <i>Brigada Eskwela</i> Accomplishment Reports by the Regional Coordinators to the External Partnerships Service	July 31, 2019
Submission of Division Entries for the <i>Brigada Eskwela</i> Awards to the Regions	
Regional Selection and Deliberation of <i>Brigada Eskwela</i> Awards Candidates	August 1–September 27, 2019
Submission of Final List of School Candidates as <i>Brigada Eskwela</i> National Awardees to External Partnerships Service, including the submission of rating sheets reflecting the ranks and scores of the awardee-candidates	on or before October 18, 2019
Conduct of <i>Brigada Eskwela</i> Regional Awarding Ceremony	Within October–November 2019
Conduct of <i>Brigada Eskwela</i> National Awarding Ceremony	November 28, 2019

14. To implement the selection process in the **Search for Brigada Eskwela Best Implementing Schools** effectively, DepEd issues a set of criteria, and details provided in Enclosure No. 2.

15. The SH and school coordinator of the *Brigada Eskwela Best Implementing Schools* shall receive a certificate of recognition, which they can present when they

apply for promotion based on the existing hiring and promotion guidelines. Certificate of Appreciation shall also be given to the Parents-Teachers Association (PTA), Local Government Unit (LGU) partner, major private sector partner, the school and to the Adopt-a-School coordinator.

16. All **Brigada Eskwela Hall of Fame Awardees** shall implement innovative and community-led efforts to improve student participation and performance.

17. The **Brigada Eskwela Plus Program** shall be conducted in public schools nationwide, in phases, consistent with the regular **Brigada Eskwela Program**. This program aims (a) to achieve higher and significant goals geared towards increasing learners' participation rate, reducing dropouts and helping improve learning for both learners and community, and (b) to create a network of community-based organizations to get total community commitment to attain a higher learning, through collaborative programs and projects.

18. The implementation of **Brigada Eskwela Plus Program** shall focus on the following key activities:

- a. School maintenance activities throughout the school year,
- b. School and community effort to improve participation and reduce dropout rate, or to enroll in the alternative delivery mode, and
- c. School and community effort to improve student and community learning.

19. From among the Hall of Fame Awardees, each region will select one **Brigada Eskwela Plus Most Sustained School Award**. The details of this selection process are also contained in Enclosure No. 2.

20. For more information, contact **External Partnerships Service**, Ground Floor, Teodora Alonzo Bldg., Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 638-8637, (02) 638-8639, or email at [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph).

21. Immediate dissemination of this Memorandum is desired.




  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

Reference:  
DepEd Order No. 53, s. 2003

To be indicated in the Perpetual Index  
under the following subjects:  
OFFICIALS  
PARTNERSHIPS  
PRIZES OR AWARDS  
PROGRAMS

Jo/JDMC, DM 2019 Brigada Eskwela Implementing Guide  
0071 - January 29/February 1/15, 2019

 <p>Republic of the Philippines DEPARTMENT OF EDUCATION CORDILLERA ADMINISTRATIVE REGION Wangal, La Trinidad, Benguet</p> 	
April 1, 2019	
To :	<b>Schools Division Superintendents</b> All Division
<b>For information, guidance and appropriate action.</b>	
 <b>MAY B. ECLAR, Ph.D., CESO V</b> Regional Director	
ESSDCTG/06	

(Enclosure to DepEd Memorandum No. 036, s. 2019)

**REMINDERS FOR SCHOOL HEADS IN THE IMPLEMENTATION OF  
2019 BRIGADA ESKWELA**

1. 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.
2. No Brigada Eskwela fee shall be solicited from volunteers.
3. All Uniformed Personnel are welcome to participate in Brigada Eskwela, however, carrying guns and firearms is prohibited inside the school premises.
4. In the performance of the key role in operationalizing this year's Brigada Eskwela in relation to the theme, school heads are expected to consider the following materials:
  - a) School safety and Preparedness Guide (Annex A of Enclosure No.1)
  - b) Stakeholder Engagement Strategy (Annex B of Enclosure No. 1)
  - c) Kit's Menu (Annex C of Enclosure No. 1)
  - d) WASH in Schools Activities
  - e) Learning Resource Centers
5. 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," receiving assistance or support from companies and other players in the tobacco industry for Brigada Eskwela is not allowed.
6. Pursuant to DepEd Order No. 48, s. 2018 entitled "Prohibition on Electioneering and Partisan Political Activity," the schools may not receive any forms of contribution/donations from official candidate for the local and national election.

## SCHOOL SAFETY AND PREPAREDNESS GUIDE

In view of the implementation of the 2019 Brigada Eskwela, this School Safety and Preparedness Guide is issued to provide guidance to schools and education partners in ensuring safety and preparedness of our learners and personnel before, during and after emergencies. Enumerated below is a list of recommended activities that may contribute to a safer school. School Principals need to identify which of list are most appropriate and important for their schools. The SH may also identify other measures that may add-up to this list.

### **I. SAFE LEARNING FACILITIES**

1. Facilitate the assessment of school building structure and electrical wiring and make necessary repairs and/or upgrades to prevent unnecessary incidents.
2. Repair minor classroom damages such as broken windows, doors, blackboard, roofs and other furniture, etc.
3. Install appropriate and available fire suppression, including fire extinguishers, water source and relevant indigenous materials.
4. Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed.
5. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.
6. Cordon off and post safety signage for on-going construction, unfinished, damaged and condemned buildings.
7. Secure cabinets and drawers and ensure that heavy objects are below head level.
8. Post safety measures in laboratories and workshops.
9. Prepare an evacuation/exit plan and directional signage on every floor of the building.
10. Identify evacuation areas and classrooms that may be used as temporary shelters during disasters and emergencies.
11. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.

### **II. SCHOOL DISASTER MANAGEMENT**

1. Post a directory of emergency contact numbers of relevant government agencies and officers, in various areas of the school.
2. Establish and maintain early warning mechanisms in the school.
3. Equip school with first aid kits, flashlights, megaphones, and other supplies necessary in cases of emergency. Ensure that these items are highly accessible and can be easily located.
4. Identify alternative sources and/or maintain supply of drinking water within the school.
5. Ensure that learners, teachers, and personnel have identification cards with relevant information.
6. Create database of learners with the contact details of their immediate family members/relatives/guardians.
7. Secure and safely store vital school records.
8. Coordinate with barangay officials on pedestrian safety of students.
9. Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.

### **III. RISK REDUCTION AND RESILLIENCE EDUCATION**

1. Identify a storage area for safekeeping of vital schools records, textbooks, teaching manuals, computers, and other school equipment.

#### References:

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)

## STAKEHOLDER ENGAGEMENT STRATEGY

### I. 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 Disaster Risk Reduction Management (DRRM) Service, there is a need to heighten 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 2019 Brigada Eskwela, seeks to mainstream disaster preparedness principles in readying schools for the opening of classes. More than the usual menu of provisions for schools such as putting up of fences, painting, roofing, among others, DepEd shall provide a list of preparedness measures that partners could support in various capacities.

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

- Local Government Units (LGUs) from provincial to barangay levels
- Private Partners
- Academe
- Civil Society Organizations
- Private Corporations
- Individual Volunteers

Our partners may 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

### II. How to Engage the STAKEHOLDERS/What Each Stakeholder Can Do

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

Stakeholders	Nature of Engagement
Provincial Government Units	a. Coordinate with DepEd Division Offices b. Secure a copy of the school preparedness checklist c. Convene Local School Board (LSB) to identify possible support in 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	<ul style="list-style-type: none"> <li>a. Coordinate with DepEd Division/District Offices</li> <li>b. Secure a copy of the school preparedness checklist</li> <li>c. Convene LSB to identify possible support on school preparedness</li> <li>d. Mobilize local support through the business sectors, philanthropies, academe and local organization to assist schools' preparations for class opening</li> <li>e. Include schools in the early warning system implemented in the locality</li> </ul>
Barangay Government Units	<ul style="list-style-type: none"> <li>a. Coordinate with nearby elementary and/or secondary school</li> <li>b. Participate in school preparatory meetings for Brigada Eskwela</li> <li>c. Mobilize local assistance to support school preparedness strategies</li> <li>d. Secure a copy of the school preparedness checklist</li> <li>e. Support the school preparedness strategies</li> <li>f. Assist schools in establishing an early warning system</li> </ul>
Private Partners	<ul style="list-style-type: none"> <li>a. Coordinate with DepEd Division or District or School</li> <li>b. Secure a copy of the school preparedness checklist</li> <li>c. Provide emergency kits/bags for students teachers and schools, teacher's kit, learner's kit</li> <li>d. Provide advocacy/information materials for schools</li> <li>e. Support the school preparedness strategies</li> </ul>
Local CSOs and Volunteers	<ul style="list-style-type: none"> <li>a. Coordinate with target elementary and/or secondary schools</li> <li>b. Secure a copy of the school preparedness checklist</li> <li>c. Signify interest to assist school during preparation for class opening</li> <li>d. Participate in school preparatory meetings for Brigada Eskwela</li> <li>e. Identify and communicate support that will be provided to schools</li> <li>f. Orient parents on DRRM services</li> <li>g. Assist in the conduct of risk profiling</li> <li>h. Support the school preparedness strategies</li> </ul>
Parents	<ul style="list-style-type: none"> <li>a. Participate in school preparatory meetings for Brigada Eskwela</li> <li>b. Support the school preparedness strategies</li> </ul>
<b>EXTERNAL</b>	
Central	<ul style="list-style-type: none"> <li>a. Issue a school preparedness guide, which provides checklist on school preparedness</li> </ul>



	<p>measures</p> <p>b. Prepare guidelines on conducting risk profiling based on 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 disasters experiences</li> </ul>
Region	<p>a. Conduct planning meeting with SDOs to determine school needs</p> <p>b. Provide assistance to SDOs in formulating strategies to support preparedness</p> <p>c. Monitor and prepare report regarding the implementation of preparedness strategies</p>
Division	<p>a. Mobilize assistance from education partners and other government agencies for schools' implementation of preparedness measures</p> <p>b. Coordinate with local government agencies on local risk profiling</p> <p>c. Ensure availability of the summary of school level data for local partners' reference</p> <p>d. Prepare list of schools that would be needing most assistance from partners</p> <p>e. Ask local fire bureau, local PNP, local AFP to participate in "How to Make Your School Safer" campaign</p> <p>f. Ensure support is equitably distributed to all schools</p>
Schools	<p>a. Distribute emergency kits/bags to students and teachers, learner's kit and teacher's kit (See Annex C of Enclosure No. 1)</p> <p>b. Spearhead the implementation of school preparedness guide</p>

### Menu OF School Kits

The table below breaks down the minimum contents of each school

School Provision	Minimum contents
a. Emergency Kits/bags for learners	<ul style="list-style-type: none"> <li>✓ Whistle</li> <li>✓ Leaflets of information of the kits</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>✓ Ball pen</li> <li>✓ Crayon</li> <li>✓ Ruler</li> <li>✓ Small scissors</li> <li>✓ Pencil sharpener<sup>4</sup></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>✓ Povidone-iodine (e.g. Betadine)</li> <li>✓ Adhesive Bandage (e.g. Band Aid)</li> <li>✓ Bandage</li> <li>✓ Gauze</li> <li>✓ Plaster Tape</li> <li>✓ Alcohol</li> <li>✓ Hydrogen Peroxide / Agua Oxigenada</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>✓ Pen (black and red)</li> <li>✓ Permanent Makers (black and blue)</li> <li>✓ Bag</li> <li>✓ Ruler (12 inches)</li> <li>✓ Pencil sharpener</li> </ul>

	<ul style="list-style-type: none"> <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>✓ Flashlights/batteries</li> <li>✓ Boots</li> <li>✓ Raincoats/umbrella</li> <li>✓ Radio/batteries</li> <li>✓ Emergency hotline list</li> <li>✓ Evacuation guide</li> <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 learners</li> <li>✓ Drinking water (1 liter)</li> </ul>