



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

June 24, 2024

REGIONAL MEMORANDUM

No. 657 s. 2024

To : Schools Division Superintendents
 All Others Concerned

CONDUCT OF THE BRIGADA ESKWELA 2024 REGIONAL PRE KICK-OFF

- The Department of Education (DepEd) National Capital Region (NCR) will conduct the Brigada Eskwela (BE) 2024 Regional Pre Kick-Off on July 1, 2024 at Batasan Hills National High School. This is in compliance with DepEd Order No, 21, s. 2023 on the BE Implementing Guidelines where the pre kick-off falls on the Pre-Implementation Stage of the BE.
- The Pre Kick-Off aims to begin advocacy and resource mobilization efforts prior to the BE Week, with focus on the readiness of the comfort rooms, electrical, plumbing and sanitation.
- In preparation for the BE Week, please be guided by the BE Regional Pre Kick-Off Pre Kick-Off timeline :

Activity	Date	Task	Person/s Involved
Pre Kick-Off	July 1, 2024	-Short Program	-Regional Office Technical Working Group (TWG) -SDO Quezon City TWG -Batasan Hills NHS TWG
		-Clean-up at Batasan Hills National High School	-Regional Office Technical Working Group (TWG) -SDO Quezon City TWG -Batasan Hills NHS TWG -Partners and volunteers
Division Monitoring of Schools	July 2-11, 2024	-School Needs Assessment -Regional and Division Monitoring Team to provide	-Division Monitoring Team



Address: 6 Misamis St., Bago Bantay, Quezon City
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Technical Assistance of the Regional Monitoring Team		Technical Assistance on the identification of needs for school readiness through the completion of the checklist and tool	-Regional Monitoring Team
Submission of the completed ESSD Monitoring Tool (Pre-Kick-Off)	On or before July 15, 2024	-Division to instruct schools to complete the checklist and BE Pre-Implementation Stage Monitoring Tool -Division to upload the approved forms at https://tinyurl.com/BrigadaEskwela2024Tools -Division to consolidate the reports	-Division Monitoring Team -Division Partnership Focal Person

4. Participants to the said event are the Schools Division Superintendents, Regional Office Functional Division Chiefs and Supervisors, the Regional Technical Working Group and SDO Quezon City Officials and personnel.
5. Travel and other related expenses to be incurred in the conduct of the said activity may be charged to local funds, subject to the usual accounting and auditing rules and regulations.
6. Attached are the Pre Kick-Off Program, Pre-Kick-Off Committees and Regional Monitoring Team, ESSD Monitoring Tool, BE Monitoring Tool -Pre-Implementation Stage. Soft copies of these forms are available at this link : <https://tinyurl.com/BrigadaEskwela2024Tools>
7. For more information, please contact the Education Support Service Division, through Dr. Gina L. Cruz, SEPS, ESSD, at gina.cruz002@deped.gov.ph.
8. For immediate dissemination and appropriate action.

JOCELYN DR. ANDAYA
 Director IV

Enclosed : as stated

/essd/glc



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BRIGADA ESKWELA 2024 REGIONAL PRE KICK-OFF

Batasan Hills National High School
July 1, 2024

**TECHNICAL WORKING GROUP
TERMS OF REFERENCE**

COMMITTEE	TASK	NAME	OFFICE
Event Chair		Dir. Jocelyn DR Andaya	Regional Office
Event Co-Chair		SDS Carleen S. Sedilla	SDO Quezon City
Event Committee Chairs	-to oversee the implementation of the event	Dr. Gina L. Cruz Mr. Philip Austria	Regional Office SDO Quezon City
Program Committee	-program invitation lay-out, printing and distribution	Dr. Gina L. Cruz	Regional Office
	-manages the program flow	Dr. Gina L. Cruz Mr. Philip Austria Mr. Cerilo P. Castillo Jr.	Regional Office SDO Quezon City Batasan Hills NHS
	-emcee	Mr. Denis Suansing Ms. Jean Lacerna	Batasan Hills NHS
Stage and Venue Set-Up	-manage the decoration and set-up of chairs and the stage	Mr. Bonifacio Pedrera Mr. Gib Gabiana Mr. Jojo Acaña	Batasan Hills NHS
Traffic and Security	-facilitate the drop-off and parking concerns of the participants with service vehicles - maintain peace and order all throughout the event	Mr. Joel Porcadilla Mr. Mike Diaz Mr. Bong Sales Ms. Cecile Gurtiza	Batasan Hills NHS



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	-consolidate results of the evaluation -prepare evaluation report		Regional Office
Logistics and Supplies	-manage the distribution of supplies to be used in the pre kick-off	Dr. Gina L. Cruz Ms. Melody Jolo	Regional Office
Medical/First Aid	-assist the Safety and Security Committee in ensuring that every delegate is holistically healthy, safe, and secured -setup medical area and assign in-charge -ensure everyone's health is okay before during, and after the event -provide appropriate first aid treatment, medical advice and prescriptions and attend to immediate medical needs	Dr. Dante D. Nacpil Mr. Narciso E. Costales Jr. Mr. Clifford P. Acorda	SDO Quezon City
Food	-make sure that all participants, including guests and the TWG are supplied with snacks and consumables -oversee the serving of the food	Ms. Melody Jolo Mr. Rudolf James P. Dato Ms. Amelia B. Lintag Ms. Lorna Sara Ms. Norma Reyes	Regional Office SDO Quezon City Batasan Hills NHS
Electrical, Plumbing and Sanitation	-to check the school readiness in terms of electrical connections, plumbing and sanitation	Engr. Epifanio A. Macaraeg Jr. Mr. Ruzcko Angelo F. Festejo Engr. Carlos S. Bluricia	Regional Office



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		Engr. Marc Christian Orozco Engr. Darryl M. Osen Engr. Erwin D. Pumay Ms. Babie Noreen P. Clemente Mr. Joemel C. Severino Clarencio Perucho Mr. Ismael Zara Mr. Bonifacio Pedrera Mr. Gib Gabiana Mr. Jojo Acaña	Batasan Hills NHS
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REGIONAL MONITORING TEAM
Brigada Eskwela 2024

	SDO	Team Leader and Assistant Leader	Members
A	Caloocan City, Malabon City, Navotas City and Valenzuela City	Dr. Roger Morallos Dr. Lilia Ricero	Engr. Epifanio A. Macaraeg Jr. Dr. Merlino M. Mateo Dr. Charito A. Villanueva Mr. Romar Roentgen I. Blanco Mr. Mohammad Khalid B. Gunting Engr. Darryl M. Osen Mr. Alfredo G. Desamparo Dr. Gina L. Cruz
B	Pasig City, Mandaluyong City, Marikina City and San Juan City	Atty. Joylyn P. Dulnuan Dr. Marina C. Espino	Engr. Marc Christian Orozco Ms. Jennifer Belleza Ms. Minerva Generoso Dr. Rhea B. Eden Dr. Louie C. Duterte Dr. Leonila C. Mustapha Dr. Maricar A. Bangit Dr. Christian T. Espanol
C	Pasay City, Makati City, Manila and Quezon City	Dr. Hajji R. Palmero Ms. Juliet J. Icamen	Atty. Annaliza G. Esperanza Engr. Carlos S. Bluricia Dr. Connie P. Gepanayao Dr. Lydia L. Martin Mr. John Christian Pelayo Ruzcko Angelo F. Festejo Dr. Maria Laarni Carla B. Paranis Mr. Al-Nemery M. Gangco Dr. Herbert D. Virtucio
D	Muntinlupa City, Taguig and Pateros, Paranaque City, Las Pinas City	Dr. Micah G. Pacheco Ms. Joan R. Pedroche	Engr. Erwin D. Pumay Dr. Jingle A. Lim Mr. Joey San Buenaventura Dr. Rodolfo J. Colocar Dr. Dennis Mendoza Mr. Perlito G. Manalad Mr. Vergel Jairus J. Emas Dr. Andrew Tan



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BRIGADA ESKWELA MONITORING TOOL

A. Pre-Implementation Stage

INDICATOR		OBSERVABLE		REMARKS	Recommendation /Mode of Verifications / Document Submitted
		Satisfactory	Unsatisfactory	If Unsatisfactory, (Please describe)	
1.	Conducted assessment on the physical facilities and maintenance needs of the school				
	● Classroom				
	● Furniture				
	● School Grounds				
	● Toilet				
	● Others: (Please specify)				
2.	Compliance on the absolute prohibition on solicitation				
	● Engagement letter to partners				
	● Brigada Eskwela partners proposal				
	● Others: (Please specify)				
3.	Activities for the Brigada Eskwela Working Committee				
	● Public Awareness Campaign				



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B. Implementation Stage (Please check yes or no)

	Indicator	Visible		Best Practices If Unsatisfactory, (Please describe)	Recommendations
		Yes	No		
4.	Maintenance of Clean School :				
	● Zero litters				
	● Clutter-free (everything is well-ordered, arranged, and organized)				
	● Spill-free (absence of spill water or liquids on floors, tablets, walls, etc.)				
	● Soil, dust-free floorings and wall (absence of soil particles and mud)				
	● Zero garbage placed outside (hallways, school perimeter, school buildings, gym)				
	● Zero illegal postings (walls, posts, trees, etc.)				
	● Waste segregation compliance (no mixed waste)				
	● Absence of vandalism				
	● Presence of activity in preventing pollution, minimizing water and caring for the environment				





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II. Volunteer Engagement

	Indicators	Best Practices	Specifics (Number/Amount)	Recommendation
5.	Number of Brigada Eskwela volunteers from the following groups working on the school (please enumerate)			
6.	Donations received for Brigada Eskwela/Resources Generated (Please specify)			
7.	Relationships in the community: (Describe)			



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III. Overall Assessment

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

DepEd Regional Office
Assessed by :

Full Name : _____

Office : _____

Full Name : _____

Office : _____

Schools Division Office Representative

Full Name : _____

Office : _____

Full Name : _____

Office : _____



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● Establishment of Partnerships for Resource Mobilization			
● Handling of Administrative and Financial Matters			
● Documentation			

DepEd Regional Office
Assessed by :

Full Name : _____

Office : _____

Full Name : _____

Office : _____

Schools Division Office Representative

Full Name : _____

Office : _____

Full Name : _____

Office : _____



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	Office	Quantity
Facilities	o Principal's Office	
	o Faculty Room	
	o Medical Clinic	
	o Dental Clinic	
	o Menstrual Hygiene Management Area	
	o Guidance Office	
	o DRRM	
	o ICT	
	o AVR	
	o Conference Room	
	o Breastfeeding Room	
	o SBM	
	o Gym (covered/open)	
	o Science Laboratory	
	o Power House (Electrical Room)	
	o Library/Learning Hub	
	o Stock Room	
	o MRF	
	o School Canteen	
	o School Feeding Center	
	o Food Storage Area - dry and wet	
	o Garden	
	o Others	
	Please note all the conversions made.	
	o Classrooms to Principal's Office :	
o Classrooms to Visitors Lounge :		
o Classrooms to Canteens :		
o Classrooms to Laboratories :		
o Classrooms to Libraries :		
o Classrooms to Clinics and Guidance Services :		
o Classrooms to Social Halls/Conference Rooms :		
o Classrooms to Organization Headquarters, DRRM Office :		
o Others : (please add sheet, if necessary)		
:		
:		

No. of Classrooms used for support to operations purposes (ancillary)

Provision for internet/data connections Internet Service Provider Internet Speed (ISP & Plan) Digital Tools (Desktops, Laptops, Phones, Phone-tabs, Illustrators, web-broadcasting tools)	<input type="checkbox"/> None : _____ <input type="checkbox"/> Prepaid : _____ <input type="checkbox"/> Post paid : _____ <input type="checkbox"/> OUA issued SIM <input type="checkbox"/> School procured <input type="checkbox"/> Division procured <input type="checkbox"/> LGU procured <input type="checkbox"/> NGO-CSO procured <input type="checkbox"/> Slow <input type="checkbox"/> Moderate <input type="checkbox"/> Fast <input type="checkbox"/> OUA issued digital tools : _____ <input type="checkbox"/> School procured : _____ <input type="checkbox"/> Division procured : _____ <input type="checkbox"/> LGU procured : _____ <input type="checkbox"/> NGO-CSO procured : _____ <input type="checkbox"/> Others : (pls. add sheet if necessary)
Number of Barangay/s where school is located	

PART 2		EVIDENT	If Not Evident, please specify Target Completion Date	REMARKS
1. SCHOOL SAFETY				
Presence of :				
1. Fire extinguishers				
2. Fire alarm				
3. Water sprinkler				
4. PWD ramp - CR, school entrance, building entrance				
5. Hand rail				
6. Hallway grills with fire exit-access				
7. Accessibility of electrical panel boards and rooms				
8. No hallway obstructions				
9. Emergency lights				
10. Utensils storage				
11. With identified evacuation space				
12. Evacuation plans				
13. Emergency Hotline Directory				
14. Safety and health measures are in place				
15. Provisions for disaster proofing activities				
16. Contingency plan per hazard				
17. Separate entrance and exit gates				
18. Building fire exit				
19. Standard class size per room				
-Kinder and Grade 1 - 25/per class				
-Grade II-VI				
-Grade 7-12				

PRINCIPLES	EVIDENT	If Not Evident, please specify Target Completion Date	REMARKS - MOVs
II. School Buildings and Facilities			
1. Functional water closet of comfort rooms			
2. Absence of leakage in water lines			
3. Adequate water supply			
4. 50:1 toilet and faucet ratio			
5. Adequate supply of electricity			
6. Well-lighted school			
7. Well-ventilated school			
8. Screened Feeding and Cooking Area, and Canteen			
9. Availability of fire exits			
10. Development of Service Delivery Plan			
11. Available school operations and management plans that are co-developed, studied and ready for implementation.			
12. Provisions for maintenance of school buildings and facilities			
13. Provisions for functional school clinics (IEC, sanitation and hygiene materials, and support equipment)			
14. Provisions for appropriate school waste management (materials and e-waste disposal)			
15. Basic utilities such as electricity, water and internet services are continuous and un interrupted			
16. Hand washing stations with soap, water and/or Alcohol – based hand rub (hand sanitizers) is available in classrooms and offices			
III. School Operations			
1. Provision of parent conferences (With appropriate administrative controls re: Management Plan for school and community assemblies including restrictions and regulations)			
2. Active participation of learners to different student organization SLG, Sports Club, BERT, and others with the supervision of school authorities			
IV. Health			
1. Orientation of School personnel and service providers on safety and health			
2. Provisions of ready vitamins and medicines for everyone, and supplemental feeding for marginalized learners			
3. Provision for mental health and psycho-social support interventions			
4. Personnel and Learners' Profile			
-Use of Health tracing / record of immunization, deworming, dental records, comorbidity, and other studies related to health risks of learners and DepEd personnel			
5. Identified mechanisms for the prevention and minimizing local communicable diseases spread (like sore eyes, infectious coughs, and the likes)			
6. Availability of health providers, DRRM officers and public safety officers			
7. On-call transport support			
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IV. Partnerships

1. Updated DPDS				
2. Complete partnership agreements/documents				
3. Priority Needs Assessment				
4. Accomplishment Report File				
5. Database of partners with profile				

V. PPAs

- Literacy programs
- Programs for learner development
- Programs for parent development
- Programs for learner readiness and protection

MOVs:

- ___ Donations Log (including DOD/DOA, MOA/MOU)
- ___ Accomplishment Reports
- ___ Project Completion Reports
- ___ Others

Prepared by :

School Monitoring Team

Evaluated by :

Division Monitoring Team

Verified by :

Regional Monitoring Team



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CONSOLIDATED SUMMARY	
Schools Division Office :	
Schools Division Superintendent :	
Number of Elementary schools (Kindergarten to Grade 6) :	
Number of Integrated schools (Kindergarten to JHS)	
Number of Integrated schools (Kindergarten to SHS)	
Number of High schools (JHS)	
Number of High schools (JHS to SHS)	
Number of Stand Alone Senior High schools	
Number of small schools (0-40 number of teachers per school) :	
Number of medium schools (41-80 number of teachers per school) :	
Number of large schools (81-120 number of teachers per school) :	
Number of mega schools (121 above number of teachers per school) :	
Number of schools with 1 shift class session	
Number of schools with 2 shifts class session	



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Number of schools with 3 shifts class session	
Number of schools with 25 and below enrollees per section for Kindergarten	
Number of schools with 25 and below enrollees per section for Kindergarten	
Number of schools with 40 and below enrollees per section for Elementary and High School	
Number of Schools needing DRRM support	
Number of Schools without :	
-libraries	
-ICT Room	
-Clinic	
-canteen	
-Faculty Room	
-Guidance Office	
-gym or court	
Number of schools needing classroom	
Number of female comfort rooms	
Total number of bowls in the female comfort rooms	



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