April 3, 2017

DIVISION MEMORANDUM
No. 43 s. 2017

TO: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary & Secondary School Principals / OICs

BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS GUIDELINES
(REGIONAL LEVEL)

1. Attached is Regional Memorandum No. 43 s. 2017, dated March 27, 2017, and its enclosure, the contents of which are self-explanatory, for information and guidance of all concerned.

2. Immediate and wide dissemination of this memorandum is desired.

MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent
REGIONAL MEMORANDUM
No. 43 s. 2017

BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS GUIDELINES
(REGIONAL LEVEL)

To: Schools Division Superintendents
   Public Elementary and Secondary Schools Heads
   All Others Concerned

1. Pursuant to DepEd Memorandum No. 43 s. 2017 dated March 9, 2017 and Regional Memorandum No. 32 s. 2017 dated March 13, 2017 entitled: "2017 Brigada Eskuwela Implementing Guidelines", the Brigada Eskwela Best Implementing Schools shall be evaluated on the following categories and criteria:

<table>
<thead>
<tr>
<th>ELEMENTARY</th>
<th>HIGH SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Teachers (Natl.)</td>
<td>Number of Teachers (NCR)</td>
</tr>
<tr>
<td>SMALL</td>
<td>9 and below</td>
</tr>
<tr>
<td>MEDIUM</td>
<td>10-29</td>
</tr>
<tr>
<td>LARGE</td>
<td>30-50</td>
</tr>
<tr>
<td>MEGA</td>
<td>51 above</td>
</tr>
</tbody>
</table>

1. Scope of Work – 35%
2. Diverse Volunteer Participation – 25%
   a. Parent volunteers = 15%
   b. Other volunteers = 10%
3. Generated Resources - 15%
4. Alignment to Brigada Eskuwela Theme – 5%
5. Creativity and Innovation – 10%
6. Increment of Resources and Volunteers – 10%

2. In line with this, the Regional Office has initiated to modify the existing Brigada Eskuwela Regional Evaluation Tool to conform to the new criteria issued by the Department of Education. The new Brigada Eskuwela Regional Evaluation Tool which was crafted by the Division Social Mobilization Coordinators shall be used during the assessment of BE Best Implementing Schools in the division level and validation in the regional level.
3. Likewise, the Schools Divisions shall prepare folders for the top eight (8) schools (4 elementary schools and 4 secondary schools) and 10 minutes PowerPoint presentation to be presented by the School Brigada Eskwela Coordinator during the table evaluation in NCR Regional Office. The School Heads, School BE Coordinators and Division ASP/BE Coordinators are required to attend the said evaluation. The Regional Office shall choose top six (6) schools for each category for regional validation. Schedule of division presentation shall be announced in a separate issuance.


5. Immediate and wide dissemination of this Memorandum is desired.

Encl.: as stated.

Reference: DM no. 43 s. 2017

To be indicated in the Perpetual index under the following subjects

- EMPLOYEES
- OFFICIALS
- PARTNERSHIP
- PROGRAMS
- SCHOOLS
- TEACHERS
# Evaluation Form

**Division:**

**School:**

(Please check appropriate box)

- [ ] Elementary
- [ ] High School
- [ ] Integrated School

**School Head:**

**School Coordinator:**

**Contact Number:**

**Contact Number:**

## 1. Scope of Repair and Maintenance Work Completed Based on School Improvement Plans (SIP) (35%)

### 1.1 Repair Works (10%)

**Scope of repair works**

1. Replacement (roofing, interior and exterior ceilings, door, window, door knob, gutters, downspout, etc.)
2. Comfort room repair (roofing, tiling, urinal, ceiling, water closet, lavatory, etc.)
3. Repair (classroom, laboratories, auxiliary rooms, etc.)
4. Repair of physical facilities (chairs, tables, cabinet, blackboard, fire hose, drainage, etc.)
5. Electrical (fixtures, wirings, switches, safety box, lighting, alarms, electrical devices, electric fan, etc.)
6. Water facilities (leaking pipes, lavatories, handwashing facilities, etc.)
7. Other repairs observed

### 1.2 Maintenance Works (10%)

1. Repainting (walls, ceiling, blackboard, toilets, roof)
2. Plumbing (repiping, Replacement of faucet, declogging of lavatories, etc.)
3. Masonry (concrete tapping of flooring, paths, walls, etc.)
4. Carpenter works (varnishing, painting of shelves, drawers, wood partition, etc.)
5. Cleaning works (classroom cleaning, etc.)
6. Metal works (painting of fire escape, handrails, windows and security grills, steel gate)
7. Siphoning (septic tanks/vaults)/Declogging of drainage canals and catch basin
8. Replacement of exposed electrical fixtures, wires/switches, safety box/lighting/convenience outlet
9. Installation of safety signage (fire alarm, fire exits)
10. Upkeep of laboratories, clinic and auxiliary rooms
12. Upgrading of facilities aside from government procured equipment (e.g. Aircon, CCTV, sound system, learning materials, etc.)

13. Waste management and segregation

14. Others

1.3 Beautification 10%
1. Landscaping
2. Gardening
3. Learners engagement structures (Learner's kiosk)
4. Total aesthetic appearance
5. Others

1.4 New Improvements (Note: new improvement made by the School) 5%

TOTAL

2. DIVERSE VOLUNTEER PARTICIPATION 25%

Computation of Actual Versus Target
-Schools will be making plans to promote enhanced percentage increment in participation and generated resources based on the Action Plan. The Action Plan should be the basis for Physical and Financial Targets. -BE Form 1 is the basis for the Work Plan. It must be pre-validated by the Division Monitoring Team. It is the declaration of Scope of Work.

2.1 Parents 15%

Formula: Turnout/Targets* Multiplied by 15%
Turnout = actual volunteer
Target = set as stated in the work plan

Example:
DP = 800/1,000
DP = 0.8 x 15%
DP = .12 x 100
DP = 12

2.2 Other Volunteers 10% (Target representative per group is 5 volunteers per entity to get 2 points below 5 shall be given 1 point then multiplied by 100%)

-NGAs and other government organization and public corporations (2 pts.)
-LGUs (Barangay/Municipalities/Province) (2 pts.)
-Community Involvement including NGOs and Professional Associations (2 pts.)
-Private Sector Involvement including Corporate Foundations and Private Schools (2 pts.)
-Pupil/Student Organization (SSG/SPG) and Alumni Associations (2 pts.)

3. GENERATED RESOURCES (Note: In-kind donations converted into peso - worth, not to include the labor cost) 15%

<table>
<thead>
<tr>
<th>ELEMENTARY</th>
<th>SMALL SCHOOL</th>
<th>MEDIUM SCHOOL</th>
<th>LARGE SCHOOL</th>
<th>MEGA SCHOOL</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90,000 - above</td>
<td>282,001 - 300,000+</td>
<td>482,001 - 500,000+</td>
<td>1,650,001 - 1,700,000</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>84,000 - 89,999</td>
<td>269,001 - 282,000</td>
<td>469,001 - 482,000</td>
<td>1,600,001 - 1,650,000</td>
<td>14%</td>
</tr>
<tr>
<td></td>
<td>78,000 - 83,999</td>
<td>256,001 - 269,000</td>
<td>456,001 - 469,000</td>
<td>1,550,001 - 1,600,000</td>
<td>13%</td>
</tr>
<tr>
<td></td>
<td>72,000 - 77,999</td>
<td>243,001 - 256,000</td>
<td>443,001 - 456,000</td>
<td>1,500,001 - 1,550,000</td>
<td>12%</td>
</tr>
<tr>
<td></td>
<td>66,000 - 71,999</td>
<td>230,001 - 243,000</td>
<td>430,000 - 443,000</td>
<td>1,450,001 - 1,500,000</td>
<td>11%</td>
</tr>
<tr>
<td></td>
<td>60,000 - 65,999</td>
<td>217,001 - 230,000</td>
<td>417,001 - 430,000</td>
<td>1,400,001 - 1,450,000</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>54,000 - 59,999</td>
<td>204,001 - 217,000</td>
<td>404,001 - 417,000</td>
<td>1,350,000 - 1,400,000</td>
<td>9%</td>
</tr>
</tbody>
</table>
4. ALIGNMENT OF THE MAINTENANCE EFFORT TO CURRENT THEME OF BRIGADA ESKWELA (5%)

"Isang DepEd, Isang Pamayanan, Isang Bayanihan Para sa Handa at Ligtas na Paaralan."

School Safety and Preparedness Guide

4.1 Safe Learning Facilities

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Not Evident</th>
<th>Evident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Facilitate the assessment of school electrical system to make necessary repairs and/or upgrades to prevent fire incident.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Repair minor classroom damages such as broken windows, doors, blackboards, roofs, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water source, and other indigenous materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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,
7. Secure cabinets and drawers and ensure that heavy objects are below
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 classroom that can 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.

4.2 School Disaster Management

<table>
<thead>
<tr>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school.</td>
</tr>
<tr>
<td>2. Establish early warning mechanisms and inform all students and personnel on this.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>4. Identify alternative sources and/or maintain supply of drinking water within</td>
</tr>
<tr>
<td>5. Ensure that students, teachers, and personnel have identification cards.</td>
</tr>
<tr>
<td>6. Create a database of student and their family contact details.</td>
</tr>
</tbody>
</table>

4.3 Disaster Risk Reduction Education

<table>
<thead>
<tr>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify a storage area for safekeeping of vital school records, textbooks,</td>
</tr>
</tbody>
</table>

Total: (No. of Evident Items/21) x 5 = Points

5. CREATIVITY AND INNOVATION 10%

<table>
<thead>
<tr>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Provision of School Supplies/Uniforms, etc.</td>
</tr>
<tr>
<td>5.2 Medical/Dental/Optical Mission</td>
</tr>
<tr>
<td>-Free Medical Check-up/Consultation</td>
</tr>
<tr>
<td>-Free basic medicines/vitamins</td>
</tr>
<tr>
<td>-Free eye check-up and distribution of eye glasses</td>
</tr>
<tr>
<td>-Free dental check-up, cleaning and tooth extraction</td>
</tr>
<tr>
<td>-Wellness Program</td>
</tr>
<tr>
<td>5.3 Special Services</td>
</tr>
<tr>
<td>-Livelihood Trainings</td>
</tr>
<tr>
<td>-Gupitan ng Bayan</td>
</tr>
</tbody>
</table>
Seminar on Topic of Special Concern of the school

- First Aide Training
- Disaster Preparedness
- Awareness Program on: HIV, Early Pregnancy, Drug Addiction, etc.

5.5 Others - Please specify

6. INCREMENT OF RESOURCES AND VOLUNTEERS 10%

<table>
<thead>
<tr>
<th>Increase in</th>
<th>1-20%</th>
<th>21-40%</th>
<th>41-60%</th>
<th>61-80%</th>
<th>81% - 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Generated</td>
<td>1pt</td>
<td>2pt</td>
<td>3pt</td>
<td>4pt</td>
<td>5pt</td>
</tr>
<tr>
<td>Number of</td>
<td>1pt</td>
<td>2pt</td>
<td>3pt</td>
<td>4pt</td>
<td>5pt</td>
</tr>
</tbody>
</table>

Formula:
\[
\frac{\text{Increase in Income Generated Resources}}{\text{Previous Income Generated Resources}} \times 100 =
\]

Example:

Present Income Generated Resources is 470,000
Total Increase Income Generated Resources is 70,000
Previous Income Generated Resources is 400,000

Using the Formula:

\[
\frac{70,000}{400,000} \times 100 = 17.5
\]

Volunteers
Total Number of Volunteer is 2,500
Previous Number of Volunteer 1,800

Using the Formula:

\[
2,500 - 1,800 = 700
\]
\[
\frac{700}{1,800} \times 100 = 38.8
\]
Increase Number of Resources plus Increase Number of Volunteers = equals the percentage, then refer to matrix of equivalent.

17.5 + 38.8 = 56.3 3pts

Rated by
Designation:
Date:
Department of Education
National Capital Region
(Schools Division)
(Name of School)

**ACTION PLAN**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>OUTPUT</th>
<th>PHYSICAL TARGET</th>
<th>HUMAN RESOURCES</th>
<th>FINANCIAL TARGET</th>
<th>TARGET COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Activities</td>
<td>Logistics Plan</td>
<td>1</td>
<td>106 - SBEC</td>
<td>PHP 5,450</td>
<td>March 30, 2017</td>
</tr>
<tr>
<td></td>
<td>Work Plan</td>
<td>1</td>
<td>106- SBEC</td>
<td></td>
<td>April 1, 2017</td>
</tr>
<tr>
<td></td>
<td>- Needs Assessment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>Conduct of BE</td>
<td>106 schools</td>
<td>Parents - X</td>
<td>PHP 39,000</td>
<td>May 15-20, 2017</td>
</tr>
<tr>
<td></td>
<td>- Division Kick Off</td>
<td></td>
<td>Others - X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Volunteers/Resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitoring and TA</td>
<td>106 schools</td>
<td>44 EPS/PSDS</td>
<td>PHP 21,800</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6 SGODP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by:

School BE Coordinator

Approved:

School Principal