



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VIII  
SCHOOLS DIVISION OFFICE OF CATBALOGAN CITY



May 26, 2018

**DIVISION MEMORANDUM**

No. 178, s. 2018

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Public School District Supervisors  
Elementary and Secondary School Heads  
All Others Concern

FROM: **CRISTITO A. ECO, CESO VI**  
Schools Division Superintendent

DATE: May 26, 2018

SUBJECT: **2018 DIVISION IMPLEMENTATION OF BRIGADA ESKWELA**

1. Pursuant to DepEd Memorandum No. 66, s. 2018, all public elementary and secondary schools are mandated to implement Brigada Eskwela 2018 also known as the National Schools Maintenance Week from May 28 to June 2, 2018 with the theme "**Pagkakaisa Para sa Handa, Ligtas at Matatag na Paaralan Tungo sa Magandang Kinabukasan.**"
2. In line with this, the Division Brigada Eskwela Kick-Off Ceremony will be held at Guinsorongan Elementary School, on May 28, 2018 at 6:30 AM. All concerned school heads are advised to join the caravan. Assembly time 6:00 AM at Guinsorongan Elementary School ground. Enclosures are herein attached:
  - a. Enclosure No. 1 - Brigada Eskwela 2018 Division Monitoring Team
  - b. Enclosure No. 2 - 2018 Brigada Eskwela Kick-Off Monitoring Tools
3. All school heads are expected to return to their own stations right after the program to conduct their respective School Launching of Brigada Eskwela 2018.
4. Immediate dissemination of this Memorandum is desired.



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Enclosure No. 1. List of Brigada Eskwela 2018 Division Monitoring Team

<b>Name of School</b>	<b>Assigned Division Official/Unit Heads</b>
<b>CATBALOGAN I DISTRICT</b>	
<b>Ma. Cecilia C. Llever</b>	
1. Catbalogan I CES	Luz I. Orbe
2. Catbalogan I SPED Center	
3. Salug ES	Paulina D. Gabon
4. Palanyogon PS	Jose Roberto Lamadrid
5. Bangon PS	
6. Albalate ES	Jovito R. Baybay
7. Cagutian PS	
8. Cagudalo PS	Jonathan Cobriros
9. Caramayon PS	Ryan A. Machate
10. Cagusipan PS	Gerardo B. Maga
11. Lobo ES	Ronaldo C. Maynite
12. Totoringon PS	
<b>CATBALOGAN II DISTRICT</b>	
<b>Imelda S. Uy</b>	
1. Catbalogan II CES	Evangeline L. Pimentel
2. Basiao ES	Fernando S. Ocenar
3. Majaba ES	Fernando S. Ocenar
4. Madalunot ES	Carlito B. Labine
5. Bunu-anan ES	Maristela T. Cabalquinto
6. Darahway Daku ES	Cheseth T. Cabalquinto
7. Darahway Guti ES	Cheseth T. Cabalquinto
8. Guinsorongan ES	Florita L. Lee
9. Ibol ES	Eda S. De Luna
10. Pangdan ES	Grace L. Bayabay
<b>CATBALOGAN III DISTRICT</b>	
<b>Michelle L. Mustacisa</b>	
1. Catbalogan III CES	Conchita D. Dacutanan
2. Bliss Community School	Rosita B. Lim
3. Lagundi ES	Florita L. Lee
4. Cawayan ES	Erick Jaboya
5. Loyagoy ES	Erick Jaboya
6. Libas PS	Marian Topacio
7. Manguihay PS	Arvin Roque
8. San Andres ES	Engr. Marino J. Baldago
9. Socorro ES	Catherine T. Gallegar
<b>CATBALOGAN IV DISTRICT</b>	
<b>Antonieta C. Jacob</b>	
1. Cabugawan ES	Arnaldo Albos

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2. Catbalogan IV CS	Adelfa I. Mendoza
3. Buri ES	Aida D. Panis
4. Iguid ES	Aida D. Panis
5. JPC Sr. Memorial ES	Aries Comeque
6. Old Mahayag ES	Abe joy S. Cabero
7. New Mahayag ES	Jessie Rose Cabañero
8. Pupua ES	Eveliza Quiñones
9. San Roque ES	Albino S. Lucaban
10. San Vicente ES	Michael G. Cabañero
11. Silanga ES	Ma. Linda S. Legarse, Ph. D.
<b>CATBALOGAN V DISTRICT</b>	<b>Teodita J. Calades</b>
1. Rama ES	Edgar V. Calvadores
2. Buluan ES	Edgar U. Dolorzo
3. Canhawan ES	Edgar U. Dolorzo
4. Mombon	Jose L. Plasabas, Jr.
5. Catb.V CES	Adelfa S. Mendoza
6. Cinco ES	Edgar v. Calvadores
7. Bagongon ES	Jose L. Plasabas, Jr.
8. Cagutsan ES	Edgar U. Dolorzo
<b>SECONDARY SCHOOLS</b>	
1. Antonio G. Tuazon HS	ASDS-Francis Angelo S. Gelera
2. Catbalogan NCHS	Maribel C. Ruedas, Ph. D.
3. Eastern Visayas RSHS	Veronica G. Buenaventura
4. Guinsorongan NHS	Arlene H. Dela Torre
5. Pangdan NHS	Michael P. Radomes
6. Samar National School	Carmin R. Lim
7. Silanga NHS	Florena D. Dolorzo
8. CCAIS	Cristito A. Eco, CESO VI
9. Private Schools	Cecilia A. Arga

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b. Enclosure No. 2 - **2018 Brigada Eskwela Kick-Off Monitoring Tools**

Name of School: \_\_\_\_\_ School ID: \_\_\_\_\_  
Name of School Head: \_\_\_\_\_ Level of School: Elem. \_\_\_ JHS \_\_\_ SHS \_\_\_  
District: \_\_\_\_\_

Instruction: **Put a check mark (/) next to the items if observed using the indicator below.**

**0-Nothing      1-Good      2-Very Good      3-Excellent**

INDICATORS	0	1	2	3	Remarks
<b>I. SAFETY LEARNING FACILITIES</b>					
1. Facilitate the assessment of school electrical system to make necessary repairs and/or upgrades to prevent fire incident.					
2. Repair minor classroom damages such as broken windows, doors, blackboard, roofs, etc.					
3. Install appropriate and available fire suppression equipment or resources such as fire extinguisher, water source and other indigenous materials.					
4. Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects that 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 building.					
7. Secure cabinets and drawers and ensure 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 can be used as temporary shelters during disasters and emergencies.					
11. Prune trees to avoid entanglements from electrical wirings and avoid potential harm to life and property.					
<b>II. SCHOOL DISASTER MANAGEMENT</b>					
1. Post a directory of emergencies contact numbers of relevant government agencies and offices, in various areas of the school.					
2. Establish early warning mechanism and inform all students and personnel on this.					
3. Equip schools with First Aid kits, flashlights, megaphones and other necessary supplies that may be needed in time of emergencies. Ensure that all of these items can be easily located and accessed.					
4. Identify alternative sources and/or maintain supply of drinking water within the school.					
5. Ensure that students, teachers and personnel have identification cards with relevant information.					
6. Create database of students and their family contact details.					
7. Secure school vital records and store in safe locations.					
8. Coordinate with barangay officials on pedestrians safety of students.					





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9. Documents accidents experienced by students and personnel within the school to improve prevention and mitigate measures.				
<b>III. DISASTER RISK REDUCTION IN EDUCATION</b>				
1. Identify a storage area for safekeeping of vital school records, textbooks, teaching manuals, computers and other school equipments.				
<b>IV. SCHOOL HEALTH AND NUTRITION</b>				
1. Implemented the Wash in School Program				
2. Functional clinic room.				
3. Provision of Medicine				
<b>V. BRIGADA ESKWELA FORMS</b>				
Form 1-Physical Facility Needs Assessment Form				
Form 2- School Work Plan				
Form 3-Resource Mobilization Form				
Form 4-Daily Attendance of Volunteers				
Form 5-Records of Donations Received				
Form 6-Daily Attendance Reports				
Form 7-School B.E. Accomplishment Reports				

Descriptive Rating: \_\_\_\_\_

**Key to Rating Scale:**

0 - 0.06	Needs improvement (NI)	<b>Many improvements needed-</b> have rarely achieved established goals; requires significant and immediate improvement
.7 - 1.2	Fair (F)	<b>Several improvements needed</b> have completed 1-5 items of the established goals
1.3 - 1.8	Satisfactory (S)	<b>Some improvements needed</b> have 5-10 items of the established goals
1.9 - 2.4	Very satisfactory (VS)	<b>Few improvements needed-</b> have completed 10-15 items of the established goals
2.5 - 3.0	Outstanding (O)	<b>Meets the standard requirements</b> have completed 15-20 items of the established goals.

**Exit conference (15 minutes)**

- Presentation of the results of the Monitoring and Evaluation
- Provides Informed Recommendation (Plan of Action)
- Agreements

\_\_\_\_\_  
Monitoring Officials

\_\_\_\_\_  
School Heads

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