



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of All Secondary and Elementary Schools
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **SCHOOL RECOGNITION OF COMMENDABLE BRIGADA ESKWELA IMPLEMENTATION**

DATE: 20 December 2023

1. This Office through the School Governance and Operations Division – Social Mobilization and Networking Section shall conduct the Stakeholders' Appreciation cum School Recognition of Commendable Brigada Eskwela (BE) Implementation 2023 on February 9, 2024, at Schools Division Office Conference Hall, SDO Compound, Malusak, Boac, Marinduque at nine o'clock till eleven o'clock in the morning.
2. For the Recognition of Commendable Brigada Eskwela Implementation component of the activity, schools are invited to submit their accomplishment reports on the implementation of BE 2023. They are expected to submit the accomplished Compliance Form and hard copy of supporting documents to the Social Mobilization and Networking Section on or before January 29, 2024. Announcement of compliant schools shall be through a separate Memorandum.
3. Attached are Mechanics and Guidelines and Compliance Form Template as Enclosures 1 and 2 respectively.
4. Wide and immediate dissemination of the contents of this Memorandum is desired.

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Malusak, Boac, Marinduque
Email: deped_marinduque@yahoo.com
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Tayo Marinduque

Mechanics and Guidelines
 School Recognition of Commendable Brigada Eskwela Implementation

Participating to the Recognition Activity shall be guided by the following Guidelines and Mechanics:

Guidelines

1. The Search is open to all Elementary and Secondary schools.
2. All indicators stipulated in the Mechanics must be satisfied to be considered.
3. Recognition will be based on compliance with the indicators and presentation of supporting documents.
4. All indicators marked “compliant” must have supporting documents as required.
5. Only original copies of the supporting documents will be considered; hence, all photocopied documents will be disqualified.
6. Brigada Eskwela pre- and implementation stages shall only include related activities conducted during the week-long Brigada Eskwela, that is from August 14-19, 2023.
7. The Compliance Form must be based strictly on the Mechanics.
8. Documents must be compiled with the Compliance Form as the first page thereof. All supporting documents must be clearly indexed.

Mechanics

Indicators	Description	Supporting Document/s Needed
Volunteer Support	This is the record of the attendance of volunteer support forged for the implementation of <i>Brigada Eskwela Paghahanda</i> . Here, the signature of the volunteers must be reflected.	Accomplished BE Form 4
Volunteer Diversity	This shows diversity of volunteers which reflects the different entities or groups who joined the <i>Brigada Eskwela Paghahanda</i> . The records must reflect the name of entity/group, its members, and services they rendered. The members must have signed on the BE Form 4.	<ul style="list-style-type: none"> • Report on Volunteer Groups who joined to participate in the maintenance activities • Accomplished BE Form 4
Resources Generated	This is the receipt of planned resource generation to support the improvement activities to be accomplished during the weeklong Brigada Eskwela.	<ul style="list-style-type: none"> • Record of all donations received supported by the name of donors reflected on the report • Accomplished BE Form 5
Completion of Planned Scope of Works reflected in BE Form 1 (accomplish as applicable)	This shall reflect the accomplishment of planned improvements as targeted. Accomplishment must match with the target.	<ul style="list-style-type: none"> • Accomplished BE Form 1 • Accomplished BE Form 6 • Before and after photographs

Advocacy Efforts	This indicates the advocacy efforts to inform the public of the activities and invite community to volunteer their services and resources.	Photographs showing hanging or posting of tarpaulin
Conduct of BE Kick-off	This pertains to the conduct of School -based BE Kick-off that marks the start of the week-long BE.	Narrative report Photographs
BE Working Committee	This pertains to presentation in form of a chart of the school's BE working committees	BE Working Committee chart signed by the School Head

Compliance Form
 School Recognition of Commendable Brigada Eskwela Implementation

Indicators	Compliance		Document Presented
	Compliant	Non-complaint	
Volunteer Support			
Volunteer Diversity			
Resources Generated			
Completion of Planned Scope of Works reflected in BE Form 1 (accomplish as applicable)			
Advocacy Efforts			
Conduct of BE Kick-off			
BE Working Committee			