



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

October 25, 2021

DIVISION MEMORANDUM
No. 392, s. 2021

**SUBMISSION OF DOCUMENTS FOR THE SEARCH FOR THE BEST
IMPLEMENTING SCHOOLS IN BRIGADA ESKWELA 2021 AND
SHORTLISTING OF ENTRY-SCHOOLS**

To: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. Relative to Department of Education (DepED) Memorandum No. 048, s. 2021 entitled, “Brigada Eskwela Implementing Guidelines”, the Schools Division Office of Nueva Vizcaya calls submission of documents for the Search for the Best Implementing Schools in Brigada Eskwela 2021. The submission will be on or before **October 29, 2021, Friday, until 4:00 o'clock in the afternoon at the SDO Nueva Vizcaya Records Section.**

2. The theme of the 2021 Brigada Eskwela is “Bayanihan sa Paaralan”. It aims to focus on the collaboration and strengthening partnership engagements that complement DepED efforts to implement the Basic Education Learning Continuity Plan (BE-LCP) and ensure the delivery of quality basic education notwithstanding the COVID-19 Pandemic. It further emphasizes the country’s collective efforts in promoting collaboration for safe living and addressing social issues and concerns in schools, at homes and in the community.

3. The implementation of Brigada Eskwela shall comply with the required health standards, which include following social distancing measures and practicing proper hygiene consistent with the Inter-Agency Task Force on Emerging Infectious Disease (IATF) health protocols, Department of Health (DOH) health standards, local and national quarantine rules, and all other relevant protocols as detailed in DepED and Deped Task Force COVID-19 issuances.

4. The traditional concept of Brigada Eskwela, which involves physical cleaning, painting, repainting, and doing minor repairs, will still not happen during the Brigada Eskwela implementation period this 2021. However, considering the schools are being used in the preparation of the learning packets, including the picking up of and returning of the same by parents, physical cleaning and disinfection may be allowed during the two (2) weeks before the opening of classes in public schools, depending on the prevailing local risk classification and community quarantine guidelines following the protocols and health guidelines.



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5. The Brigada Eskwela activities shall focus on preparations and highlight partnership initiatives that complement the BE-LCP among other efforts. This will ensure that quality basic education will continue despite the challenges posed by COVID-19 situation.

6. The following policies and guidelines shall be observed in the 2021 Modified Division Search for Best Implementing Schools in Brigada Eskwela in this new normal:

- a. Each district shall submit one (1) entry-school per category while one (1) secondary school per municipality per category (Small, Medium, Large, Mega);
- b. The rating period covers from July 2021 to October 30, 2021;
- c. The Public Schools District Supervisor or District –in-Charge shall submit the official entries on or before **October 29, 2021**. The documents shall be officially received at the Records Section.
- d. Pre-evaluation of documents of the school-entries shall be done at the Division Office prior to the on-site validation of the top 3 shortlisted schools for every category for elementary and secondary school levels.
- e. The best three (3) entries per category garnering the highest scores shall be subjected for on-site validation vying for the Champion, First and Second Runners-up respectively.
- f. The Schools Division Office shall certify the actual number of teachers of the entry school. Only teachers (permanent and contractual) with plantilla who are actually teaching in the entry school shall be counted. The School Head, Head Teacher/s and other non-teaching staff shall be excluded.
- g. The School Head shall prepare all relevant MOV documents. Concerned personnel must be readily available during the onsite validation.
- h. The management prescribes the simplified manner and style of documentary packaging for evaluation purposes with corresponding relevant file inclusions (i.e. pictorials, letters, etc.). Each component criterion entry file must not exceed a maximum of 40 pages (MOVs could be filed in separate folder/s), each separately book-bound (A4, Calibri, Font size is 12, single-spaced) as follows:
 1. School Profile with
 - i. Transmittal Letter addressed to the Schools Division Superintendent, through the Chairman of the Division Brigada Eskwela Search Committee, Dr. Romulo S. Ancheta, SGOD Chief duly signed by the School Head and noted by the PSDS/DIC.
 - ii. PSDS's/DIC's certification on the actual number of regular/permanent teachers who actually teaching.
 - iii. 2021 Brigada Eskwela Action Plan
 - iv. Summative Accomplishment Reports on:





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• **Brigada Eskwela Partnerships Engagement Activities (40%)**

- This pertains to the kind/impact of partnership engagement activities which may be measured in terms of the number of learners/teachers/non-teaching personnel who benefited from the activities.

• **Resources Generated relative to the COVID-19 Situation (30%)**

- This pertains to resources generated to support the BE-LCP implementation and health and safety protocols. This shall be based on the prevailing market value of the items donated and reflect the equivalent man hours generated from the partnership activities.

• **Bayanihan effort to support the BE-LCP Implementation (30%)**

- This shall reflect the impact of brigade Eskwela in terms of community participation and level of awareness on education programs. This shall also include the response of the community in making conducive learning spaces at homes and the partnership initiative for literacy and numeracy.

- The SDO-approved 2021 Annual Implementation Plan (AIP), 2021 Brigada Eskwela Workplan, Resolutions, Program of Works, and Consolidated/Summary of Donations with the MOA and Deed of Donations and Acceptance used in the Brigada Eskwela shall be presented during the evaluation.
- Program of Works of on-going or completed projects shall be properly documented with pictures –before, during and after project implementation, official receipts/invoices/purchase orders, and related documents).
- Only projects accomplished or done from July 12, 2021 to October 30, 2021 shall be considered provided that:
 - There is proof that the project was donated or acquired in support to the Brigada Eskwela Program implementation.
 - Deed of Donations for P15,000.00 and above shall be properly notarized. **A consolidated notarization is allowed.**
 - Donations below P15,000.00 shall be supported by nonnotarized Deed of Donation (attested by a witness and/or similar Acknowledgment Receipt documents).
- Prioritization shall be observed in the Scope of Work (e.g. school facilities for BE-LCP, COVID-19/hygiene facilities, water and sanitation projects, etc.)
- The School Head of the entry school who was responsible in the implementation of 2021 Brigada Eskwela activities as a result of





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reshuffling shall be present during the evaluation and must be credited for the said Brigada Eskwela efforts.

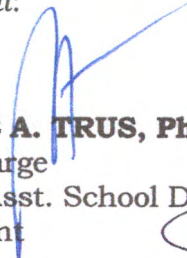
7. A separate memorandum shall be prepared after the determination of the shortlisted schools. The Criteria for Judging the Best Implementing Schools in Brigada Eskwela 2021 is found in Annex A while Annex B is the School Level and Category and Annex C is the List of Evaluators in Different Criteria.
8. Expenses relative to the conduct of the said activity are chargeable against Local fund and other fund sources subject to usual accounting and auditing rules and regulations.
9. Immediate and widest dissemination of this memorandum is highly enjoined.

For:

RACHEL R. LLANA, PhD, CESO VI
Officer-in-Charge
Office of the School Division Superintendent

*By the Authority of the Schools Division
Superintendent:*

MARY JULIE A. TRUS, PhD, CESE
Officer-in-Charge
Office of the Asst. School Division
Superintendent

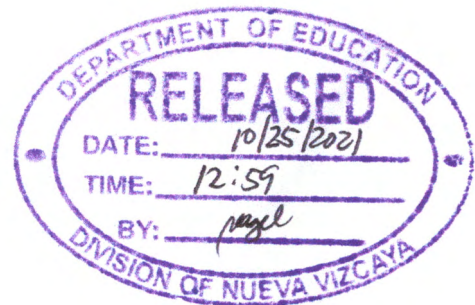

10/25/2021

Encl: as stated

References: DepED Memorandum No. 048. S. 2021
R.A. 8525

To be indicated in the Perpetual Index
under the following subjects:

CAMPAIGN PROJECTS
LEARNERS SCHOOLS
PROGRAM



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ANNEX A.



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**CRITERIA FOR THE SEARCH FOR THE BEST IMPLEMENTING SCHOOLS IN
 THE 2021 BRIGADA ESKWELA (IN THE NEW NORMAL)**
(pursuant to DEPED MEMORANDUM NO. 048, s. 2021)

Component	Percentage	Indicator	MOVs
<p>1. Brigada Eskwela Partnerships Engagement Activities</p> <p>This pertains to the kind/impact of partnership engagement activities</p> <ul style="list-style-type: none"> Projects may include water and sanitation in schools, health lectures on the prevention and control of Corona Virus Disease 2019 (COVID-19), IECs, Training and Consultancy for Teachers, etc.) Innovative Projects Aesthetic value/ factor of the school 	40%	<p>-number of learners/teachers/nonteaching personnel benefited by the activity.</p> <p>-number of partnership engagements/activities or innovative projects</p> <p>- number of accomplishment reports on the partnership engagements/activities or innovative projects</p>	<p>Summary List of Teaching and Non-Teaching recipients and Learners</p> <p>Copy of the School Needs Assessment (SNA) for 2021</p> <p>Joint Resolutions, Letter to Partners, Project Proposals, Program of Works</p> <p>SIP - AIP 2020</p> <p>Memorandum of Agreement (MOA)</p> <p>Deed of Donation and Acceptance (DOD/A)</p> <p>Pictorials with captions</p>
<p>2. Resources Generated relative to the COVID-19 Situation</p>	30%	<p>-Amount of the donations received in Philippine Peso shall be based on the prevailing market value of the items donated.</p> <p>-This is to include the man hours generated from partners (especially for the physical disfection/cleaning activity and activities relative to BE-LCP implementation)</p>	<p>Deed of Donation and Acceptance</p> <p>Summary List of Donations</p> <p>Prescribed Template for the Attendance of Partners with computation of man hours and equivalent amount in peso (consolidated properly)</p> <p>Pictorials with captions</p>



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<p>3. Bayanihan effort to support the BE-LCP implementation This shall reflect the equivalent of the volunteer man hours generated from the partnership activities. Bayanihan effort to support the BE-LCP implementation This shall reflect the equivalent of the volunteer man hours generated from the partnership activities.</p> <ul style="list-style-type: none"> - To include the Brigada Pagbasa Project Implementation 	<p>30%</p>	<ul style="list-style-type: none"> - Number of Diverse Partners who supported the school in regard to the implementation of the Basic Education – Learning Continuity Plan (BE-LCP) - To include the Brigada Pagbasa Project Partners and Accomplishments 	<p>Summary List of Diverse Partners namely:</p> <ol style="list-style-type: none"> 1. Parents 2. Other Volunteers <ol style="list-style-type: none"> a. LGUs (Brgy., Mun. & Provl) b. Line agencies (DENR, DPWH, DAR, DA, GSIS, GOCCs, etc.) c. Private companies, foundation, establishments, banks, cooperatives, schools, individuals etc.) d. Non-Government Org. (Masonic Lodges, Rotary Clubs, APO, Amaranth, Radio groups, etc.) e. Civil Society Group (Religious groups, org., civic-oriented Groups) <p><u>N.B. Please use the Prescribed Template of Attendance of Partners with the consolidated man hours and amount in peso)</u></p>
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ANNEX B.

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The elementary and secondary schools are categorized based from the number of full-time/regular teachers as shown below:

LEVEL AND CATEGORY

Category	Elementary Level	Secondary Level
	Number of full-time Teachers	Number of full-time Teachers
<i>Small School</i>	9 and below	9 and below
<i>Medium School</i>	10 – 29	10 – 25
<i>Large School</i>	30 – 50	26 – 50
<i>Mega School</i>	51 and above	51 and above



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ANNEX C.

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The composition of the evaluators is shown in the table below:

LIST OF DIVISION EVALUATORS FOR THE SEARCH FOR BEST IMPLEMENTING SCHOOLS IN BRIGADA ESKWELA 2021

Component	Elementary Level	Secondary Level
1. Brigada Eskwela Partnerships Engagement Activities	Roscoe N. Gacusana (SGOD-SMAN) Hazel B. Arreo (SGOD-SHN)	Melany M. Asuncion (SGOD-EPS) Tricia Maria C. Pascua (SGOD-SHN) Shiela S. Zapata (SGOD-SHN)
2. Resources Generated relative to the COVID-19 Situation	Noli Mar M. Navarro (SGOD-SMME) Julius Michael R. Panganiban (SGOD-SHN) Van A. Garingan (ADAS-Acctg)	Rudy A. Agustin (SGOD-SHN) Ritzelle Marie C. Nicolas (AO II)
3. Bayanihan effort to support the BE-LCP implementation	Roger S. Sebastian (CID-EPS) Maria Theresa B. Iglesia (SGOD-PDO 2)	Maria Licel T. Balico (SGOD-EPS II) Dindo John H. Moreno (CID-EPS) Julius C. Calangan (SMME-EPS II)

Overall Chair.....**Romulo S. Ancheta, PhD**
Chief, SGOD

Consultants.....**Mary Julie A. Trus, PhD, CESE**
OIC, Asst. Schools Division Superintendent

Rachel R. Llana, PhD, CESO VI
OIC, Schools Division Superintendent



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