



Republic of the Philippines

Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY

DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OF ANGELES CITY

RELEASED

JUL 19 2024

18 Jul 2024

**DIVISION MEMORANDUM**

No 10 , s. 2024

**DIVISION LOCALIZED GUIDELINES ON THE CRITERIA FOR SELECTING AWARDEES FOR 2024 BEST MATATAG SCHOOLS IN PARTNERSHIP COLLABORATION AND ENGAGEMENT**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

- In line with the MATATAG framework, the Brigada Eskwela Program is one of the mechanisms of the Department to: Make the curriculum relevant to produce job-ready, active, and responsible citizens; Take steps to accelerate the delivery of basic education services and the provision of facilities; Take good care of learners by promoting learner well-being, inclusive learning, and a positive learning environment; and Give support for teachers to teach better through the active participation of all stakeholders in achieving quality and accessible education for all.
- Moreover, R.M. No. 474, s. 2024 "2024 Brigada Eskwela Activity," highlights the partnership collaboration and engagement of schools through the Adopt-A-School Program (ASP).
- With this, the Schools Division Office of Angeles City hereby sets the following division-localized guidelines on the criteria for selecting awardees for the 2024 Best MATATAG Schools to recognize their meritorious partnership, collaboration, and engagement in support of the MATATAG agenda.

Criteria	Percentage
<p><b>MA</b>ke the curriculum relevant to produce competent and job-ready, active, and responsible citizens.</p> <ul style="list-style-type: none"> <li>➤ <b>Reading Program</b> Reference and textbooks in different subjects, supplementary reading materials.</li> <li>➤ <b>Capacity Building Workshops</b> Capacity building workshops and training for students/learners.</li> <li>➤ <b>Technology Support</b> Computers, laptops, internet connectivity, electronic learning materials, TV set, projectors.</li> </ul>	25%
<p><b>TA</b>ke steps to accelerate delivery of basic education facilities and services.</p> <ul style="list-style-type: none"> <li>➤ <b>Learning Environment</b></li> </ul>	25%



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Infrastructure, classroom construction, rehabilitation or repair, furniture, toilet, and wash facilities, chairs, tables, blackboards, desks, etc.	
<b>TAke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment.</b> <ul style="list-style-type: none"> <li>➤ <b>Health and Nutrition</b> School feeding programs, health care programs, medical-dental missions, deworming interventions, provision of vitamins, nutritional supplements, etc.</li> <li>➤ <b>Special Needs Education (SNEd) Program</b> Special chairs, tape recorders, specialized keyboards, peripheral devices, tablets, talking calculator, textus speech tablets, portable speaker w/ microphone, and smart TVs. Trampolines, tunnel caves, ball pits, octagon tables w/ chairs, and remote-control toy cars.</li> <li>➤ <b>Indigenous People's Education (IPed) Program</b> Interactive reading and numeracy materials.</li> <li>➤ <b>Madrasah Education Program</b> School supplies and materials for Arabic Language and Islamic Values learners. Stipend for additional Muslim Teachers.</li> <li>➤ <b>Alternative Learning System (ALS) Program</b> School supplies, learning and writing materials. Secured cabinets for the community learning centers.</li> <li>➤ <b>School Sports</b> Sports supplies and equipments.</li> </ul>	25%
<b>Give support to teachers to teach better.</b> <ul style="list-style-type: none"> <li>➤ <b>Training and Development</b> Training program, capacity building workshops for teachers. Teaching materials and learning resources.</li> <li>➤ <b>Direct Assistance</b> Stipends, and other financial/material assistance.</li> </ul>	25%
<b>Total</b>	<b>100%</b>

3.1 Before the implementation of Brigada Eskwela, the School Facilities Coordinator shall identify the needs for the upcoming school year's opening of classes and assess school facilities that require repair or replacement.

3.2 Schools shall identify other requirements/activities necessary for school operations and teaching and learning.

3.3 The Brigada Eskwela activities shall focus on voluntary work and participation to ensure that schools are adequately prepared for the upcoming school year.

3.4 Together with the school head/principal, the working committees shall be composed of teachers and other non-teaching personnel.

3.5 Mobilize voluntary resources, including both materials, manpower, and volunteer services, for the conduct of Brigada Eskwela in adherence to RA 5546.

3.6 Determine target resources and identify potential volunteers and partners.





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- 3.7 Identify strategic activities in engaging stakeholders for Disaster Risk Reduction and Management.
  - 3.8 Accept donations from partners before and during the Brigada Eskwela week.
  - 3.9 Craft a Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) determining the roles and responsibilities of the parties involved – the school and its partners.
  - 3.10 Direct and monitor the implementation of different activities as specified in the school work plan aligned with the School Improvement Plan (SIP) and Annual Implementation Plan (AIP).
  - 3.11 Prepare necessary documentation and reports of the Brigada Eskwela Program including photo/video documentation, preparation of daily reports on donations received and services rendered, and recording the daily attendance of volunteers.
  - 3.12 The evaluators will base the selection on the resources generated submitted in DPDS from July 2024 to August 2024.
  - 3.13 The selected nominees will be evaluated on September 16-20, 2024.
  - 3.14 All Public Schools District Supervisors are requested to monitor their assigned schools using the enclosed 2024 Brigada Eskwela Monitoring Checklist provided by the Central Office.
  - 3.15 Daily consolidated BE generated resources from July 22-27, 2024, will be encoded through this link: <https://tinyurl.com/BE-2024-Consolidated>, and the 2024 BE Implementation accomplishment report will be uploaded through this link: <https://tinyurl.com/BE-2024-Accomplishment>.
4. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

**ENGR. EDGARD C. DOMINGO, PhD, CESO V**  
Schools Division Superintendent *wh*

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subject:

BRIGADA ESKWELA POLICY

RSG/SMN/July 18, 2024 *N*



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# Department of Education

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## SCHOOLS DIVISION OFFICE OF ANGELES CITY

### 2024 BRIGADA ESKWELA MONITORING CHECKLIST

REGION:	DIVISION:
NAME OF SCHOOL:	SCHOOL ID:
NAME OF SCHOOL HEAD:	No. of Enrolment:
	No of Teachers:

#### Part I. Implementation

(Instructions: Please mark the appropriate column. Be objective as possible.)

#### A. Pre-Implementation Stage

INDICATOR	OBSERVABLE (Check One)		REMARKS  If Unsatisfactory, (Please describe)	Recommendation/ Mode of Verifications/ Document Submitted
	Satisfactory	Unsatisfactory		
1. Conducted assessment on the physical facilities and maintenance needs of the school				
• Classroom				
• Furniture				
• School grounds				
• Toilet				
• Others: (Please specify)				
2. Compliance with the absolute prohibition on solicitation				
• Engagement letter to partners				
• Brigada Eskwela partners proposal				
• Others: Please specify				



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	INDICATOR	OBSERVABLE (Check One)		REMARKS  If Unsatisfactory, describe the problem	Recommendation/ Mode of Verifications/ Assessment tool
		Satisfactory	Unsatisfactory		
3.	Activities for the Brigada Eskwela Working Committee				
	<ul style="list-style-type: none"> <li>Public Awareness campaign</li> </ul>				
	<ul style="list-style-type: none"> <li>Establishment of Partnerships for Resource Mobilization</li> </ul>				
	<ul style="list-style-type: none"> <li>Handling of Administrative and Financial Matters</li> </ul>				
	<ul style="list-style-type: none"> <li>Documentation</li> </ul>				

**B. Implementation Stage** (Please check yes or no)

	Indicator	Visible		Best Practices	Recommendations
		Yes	No		
4.	Maintenance of Clean School:				
	<ul style="list-style-type: none"> <li>Zero litters</li> </ul>				
	<ul style="list-style-type: none"> <li>Clutter-free (everything is well-ordered, arranged, and organized)</li> </ul>				
	<ul style="list-style-type: none"> <li>Spill-free (absence of spill water or liquids on floors, tablets, walls, etc.)</li> </ul>				
	<ul style="list-style-type: none"> <li>Soil/Dust-free floorings and walls (absence of soil particles and mud)</li> </ul>				
	<ul style="list-style-type: none"> <li>Zero garbage placed outside (hallways, school perimeter, school buildings, gym)</li> </ul>				
	<ul style="list-style-type: none"> <li>Zero illegal postings (walls, posts, trees, etc.)</li> </ul>				
	<ul style="list-style-type: none"> <li>Waste segregation compliance (no mixed waste)</li> </ul>				
	<ul style="list-style-type: none"> <li>Absence of vandalism</li> </ul>				
	<ul style="list-style-type: none"> <li>Presence of activity in preventing pollution, minimizing waste and caring for the environment</li> </ul>				





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*Part II. Volunteer Engagement*

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

*Part III. Overall Assessment*

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

Schools Division Office Representative  
Assessed by:

Full Name: \_\_\_\_\_  
Position: \_\_\_\_\_

Office/Unit: \_\_\_\_\_  
Signature: \_\_\_\_\_



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