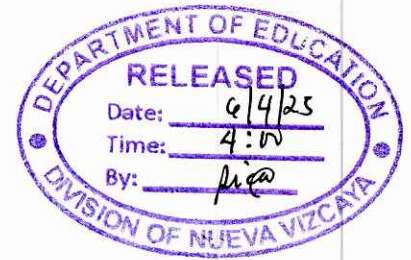




Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA



4 June 2025

DIVISION MEMORANDUM

No. 245 s. 2025

BRIGADA ESKWELA 2025 MONITORING & EVALUATION

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

1. The Brigada Eskwela Implementation for SY 2025-2026 is set on June 9-13, 2025 as a nationwide school maintenance week.
2. List of the Monitoring Team and Brigada Eskwela Monitoring Tool are attached herewith for your reference. Please refer to Annexes A (Monitoring Team) B (Brigada Eskwela Monitoring Tool)
3. In accordance with DepEd Order No. 13, s. 2024, which delineates the revised guidelines on the grant of Vacation Service Credits (VSC), teaching personnel who render a minimum of eight hours of participation shall be entitled to VSC. Meanwhile, administrative and non-teaching personnel are generally ineligible for VSC; however, they shall be granted a one-day service credit on June 12, 2025, in observance of the regular holiday.
4. Travelling and meals of division level monitoring team shall be charged against Division MOOE/ Local funds while for school-based ASP Coordinators' shall be charged against School MOOE/ Local Funds subject to the usual accounting and auditing rules and regulations.
5. 2025 Brigada Eskwela Reports will be submitted through the *google drive* <https://drive.google.com/drive/folders/11HsIHMASmBhB6INQrS9N2pOGDhREXMbN?usp=sharing> provided by the Division Office which is due on June 11, 2025. In line with this, provide 4 pages of report with 4 photos per page with captions. Use A4 size of coupon bond, Font: Bookman Old style, Font size: 11.
6. For information, guidance and strict compliance.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

DepEd Memorandum No. 042, s. 2025,

"2025 BRIGADA ESKWELA IMPLEMENTING GUIDELINES"



 **Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
 **Cellphone No:** • +63 962 681 4945 • +63 992 035 2123
 **Email Address:** nuevavizcaya@deped.gov.ph
 **Website:** <https://sdonuevavizcaya.com/>



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ANNEX A

BRIGADA ESKWELA MONITORING TEAM

Alfonso Castañeda District	Dupax del Norte 1 District
Macrino A. Raymundo	Romulo S. Ancheta
Donald S. Calma	Ronnie B. Bibas
Marc Henrick Nicanor	Josie L. Conde
Ambaguio District	Dupax del Norte 2 District
Orlando D. Vicente	Ma. Concepcion D. Absalon
Carmelita D. Pale	Alano C. Mendoza
Julius Michael R. Panganiban	Roscoe N. Gacusana
Aritao 1 District	Dupax del Sur District
Orlando D. Vicente	Hilda D. Aragon
Irene B. Bosque	Lina D. Pal-ec
Maria Theresa B. Iglesias	Hazel B. Arreo
Aritao 2 District	Kasibu East District
Dindo John H. Moreno	Roger S. Sebastian
Jerry B. Lazaro	Marlon V. Butay
Wilson D. Hindac	Ben Clarion R. Llantada
Bagabag 1 District	Kasibu West District
Wilhelmina C. Castro	Bermelita E. Guillermo
Cesario C. Mariano	Maria Olivia M. Brazil
Tricia Maria C. Pascua	Melany M. Asuncion
Bagabag 2 District	Kayapa West District
Hilda D. Aragon	Dindo John H. Moreno
Singasing G. Valdez	Allan D. Paclit
Florence F. Esparrago	Icarus S. Canam
Bambang 1 District	Quezon District
Ronnie B. Bibas	Nimfa Norie A. Aquino
Arnel A. Panganiban	Loreto T. Alaman
Noli Mar M. Navarro	Sigrid Aleli M. Taipan
Bambang 2 District	Santa Fe District
Nimfa Norie A. Aquino	Ma. Concepcion D. Absalon
Edward M. Santiago	Arnel M. Batalla
Jennifer D. Sano	Christian Lloyd Vicente
Bayombong 1 District	Solano 1 District
Roger S. Sebastian	Macrino A. Raymundo
Merlyn S. Abat	Imelda S. Moreno
Maria Licel T. Balico	Marilou Roderos
Bayombong 2 District	Solano 2 District
Ma. Concepcion D. Absalon	Dindo John H. Moreno
Marivic C. Bacud	Monalisa A. Cabato
Herbert Mangabat	Rommel de Gracia



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Diadi District	Villaverde District
Ronnie B. Bibas Lemuel P. Santos Shiela S. Zapata	Bermelita E. Guillermo Rubilyn C. Gajo Romeo Emmanuel Yarcia II
Kayapa East	
Wilhelmina C. Castro Onofre D. Molina Arch. Cristopher Dominguez	
Consultants:	
Maricel S. Franco, PhD, CESE	CID Chief
Romulo S. Ancheta, PhD	SGOD Chief
Adonis C. Ceperez EdD, CESE	Assistant Schools Division Superintendent
Orlando E. Manuel PhD, CESO V	Schools Division Superintendent





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Annex B

MONITORING TOOL FOR THE 2025 BRIGADA ESKWELA

Name of School: _____ Name of District: _____
 Name of School Head: _____ Name of PSDS/DIC: _____

Part I: Inventory

A. Inventory of School Personnel (Filled and unfilled positions) School may refer to the Electronic School Form 7.

1.	Number of Teaching Positions assigned in school per latest School Personal Services Itemization and Plantilla of personnel (PSIPOP) of Division PSIPOP)		REMARKS
a.	Teaching Personnel		
b.	Teaching-related		
c.	Non-Teaching Personnel		
	Total		
2.	Number of Nationally Funded Plantilla actually working in schools (including Plantilla Personnel bowwood/detailed from other school(s)/DepED Offices).		
a.	Teaching Personnel		
b.	Teaching-related		
c.	Non-Teaching Personnel		
	Total		
3.	Number of Locally funded Personnel working in the school such as funded under the Special Education Fund and Local Government Fund.		
a.	Teaching Personnel		
b.	Teaching-related		
c.	Non-Teaching Personnel		
	Total		

B. Inventory of School Infrastructure

		REMARKS
1.	Number of instructional rooms (existing and on-going construction)	
2.	Number of non-instructional rooms (existing and on-going construction)	
a.	Faculty Room	
b.	Library or Learning Resource Center	
c.	ICT Room	
d.	Guidance Office	
e.	Clinic	
f.	On-going construction (Specify: _____)	
3.	Number of Functional Toilet Bowls	
	Total	

C. Inventory of Usable Furniture

		REMARKS
1.	Number of Kinder Modular Table	
2.	Number of Kinder Chair	
3.	Number of Armchair	



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4.	Number of School Deask		
5.	Number of other Classroom Table		
6.	Number of other Classroom Chair		
7.	Number of DepED New Design 2-seater Table and Chair		
	Total		

D. Inventory of Learning Resources

			REMARKS
1.	Inventory of textbooks aligned with the Revised K-12 Curriculum		
a.	Number of Grade 1 textbooks: Reading Makabansa Good Manners Right Conduct (GMRC) Language	_____ _____ _____ _____	
b.	Number of Grade 4 Textbooks: Araling Panlipunan (AP) GMRC Filipino Science Music and Arts English Mathematics Physical Education (PE) and Health Edukasyong Pantahanan at Pangkabuhayan.	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
c.	Number of Grade 7 textbooks: AP English Math Filipino Music and Arts, PE and Health Technology and Livelihood Education Values Education Science	_____ _____ _____ _____ _____ _____ _____ _____	
d.	Number of Senior High School (SHS) textbooks: Earth and Life Science SHS HOPE 1 & 2 SHS HOPE 3 & 4 SHS Personal Development SHS Physical Science Statistics and Probability Understanding Culture Society and Politics Media and Information Literacy General Mathematics Contemporary Arts	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
2.	Inventory of Learning Tools and Equipment (LTE)		



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f.	On-going construction (Specify: _____)		
3.	Number of Functional Toilet Bowls		
	Total		

E. Inventory of Information and Communications Technology (ICT) Equipment

			REMARKS
1.	Number of SMART TV Package		
2.	Number of External Hard Drive		
3.	Number of E-Learning Carts		
4.	Number of Laptop for teachers (if school head is provided, include)		
5.	Number of Laptop for non-teaching personnel		
6.	Number of Desktop for administrative or learning use		
7.	Number of Tablet for learners		
8.	Number of Laptop for learners		
9.	Internet Connectivity		
	a. With internet connectivity		
	i. School-wide access		
	ii. Used for academic or instructional purposes		
	iii. Administrative use only		
	b. No internet access		

F. Availability of Access to Utilities

			REMARKS
1.	Water Supply (whichever case is applicable to the school)		
	a. With water supply		
	b. Without water supply		
2.	Electricity (whichever case is applicable to the school)		
	a. With electricity		
	b. Without electricity		

Part II. School Preparedness Checklist

School Preparedness Checklist : Tick what is applicable.

CATEGORY	PPREPAREDNESS STATUS			REMARKS
	Fully Prepared 100% compliance	Partially Prepared Meet some of the requirements	Not Prepared Does not meet all requirements	
I. Facilities and Infrastructure				
1. Classrooms are clean, well-ventilated and conducive for learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Electrical wiring, outlets, and lighting systems are inspected and functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Water supply, plumbing and sanitation facilities are clean and operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Furniture (desks, chairs, tables) is in good condition and sufficient for enrolled learners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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5. Emergency exits are clearly marked and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. School grounds are free from hazards (e.g. debris, broken glass, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
II. Learning Resources					
1. Sufficient textbooks, modules and other learning materials are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Teaching aids (projectors, visual materials) are functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. ICT equipment (computers, laptops, tablets) is tested and ready for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Libraries and reading corners are organized and equipped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
III. Health and Safety					
1. First aid kits are complete and easily accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Emergency contact information is updated and displayed prominently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. School disaster preparedness plan is reviewed and communicated to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Health protocols (e.g. handwashing stations, sanitation supplies) are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
IV. Health and Safety					
1. Teachers have received orientation or briefing on policies and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Security personnel are properly assigned and briefed on protocols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Guidance counselors and support staff are available as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
V. Enrolment and Documentation					
1. Updated student records, including contact details and medical information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Class schedules, sections, and teacher assignments are finalized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Parent-teacher communication channels are established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
VI. Partnerships and Community Engagement					
1. Partnership with local stakeholders (e.g. LGUs, NGOs, etc.) are coordinated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Volunteers for school maintenance and volunteer activities are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Advocacy campaigns for Brigada Eskwela are implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
VII. Emergency and Disaster Preparedness					
1. Fire extinguishers, emergency alarms and evacuation plans are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Emergency drills (earthquake, fire, etc.) are scheduled and communicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Designed evacuation areas are identified and prepared.					



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VIII. Support for Learners				
1. Counseling support services are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Inclusive education measures for learners with special needs are implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. School feeding programs are prepared if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date of monitoring: _____

Conforme: _____
School Head

Signature Above Printed Name of Monitor

SCHOOL HEADING

2025 BRIGADA ESKWELA MAINTENANCE WEEK

ATTENDANCE OF VOLUNTEERS

Day 1: **June 9, 2025, Monday**

Type of Volunteer: _____

No.	Name of Volunteer	Position/ Designation	Organization/ Agency/ Establishment	Address of the Volunteer	Morning			Afternoon			Nature of Work done	Hours Rendered	Amount in Peso (x 37.50)
					T-In	T-Out	Signature	T-In	T-Out	Signature			
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
	TOTAL												

N.B. Please indicate exact time of arrival and departure of volunteers in the morning and afternoon Brigada Eskwela activities. Fill out all columns.

Prepared: _____

Chair, Committee on Attendance

Noted: _____

School Head

SCHOOL HEADING

2025 BRIGADA ESKWELA MAINTENANCE WEEK

ATTENDANCE OF VOLUNTEERS

Day 2: **June 10, 2025, Tuesday**

Type of Volunteer: _____

No.	Name of Volunteer	Position/ Designation	Organization/ Agency/ Establishment	Address of the Volunteer	Morning			Afternoon			Nature of Work done	Hours Rendered	Amount in Peso (x 37.50)
					T-In	T-Out	Signature	T-In	T-Out	Signature			
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
	TOTAL												

N.B. Please indicate exact time of arrival and departure of volunteers in the morning and afternoon Brigada Eskwela activities. Fill out all columns.

Prepared:

Chair, Committee on Attendance

Noted:

School Head

SCHOOL HEADING

2025 BRIGADA ESKWELA MAINTENANCE WEEK

ATTENDANCE OF VOLUNTEERS

Day 3: **June 11, 2025, Wednesday**

Type of Volunteer: _____

No.	Name of Volunteer	Position/ Designation	Organization/ Agency/ Establishment	Address of the Volunteer	Morning			Afternoon			Nature of Work done	Hours Rendered	Amount in Peso (x 37.50)
					T-In	T-Out	Signature	T-In	T-Out	Signature			
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
	TOTAL												

N.B. Please indicate exact time of arrival and departure of volunteers in the morning and afternoon Brigada Eskwela activities. Fill out all columns.

Prepared: _____

Chair, Committee on Attendance

Noted: _____

School Head

SCHOOL HEADING

2025 BRIGADA ESKWELA MAINTENANCE WEEK

ATTENDANCE OF VOLUNTEERS

Day 4: **June 12, 2025, Thursday**

Type of Volunteer: _____

No.	Name of Volunteer	Position/ Designation	Organization/ Agency/ Establishment	Address of the Volunteer	Morning			Afternoon			Nature of Work done	Hours Rendered	Amount in Peso (x 37.50)
					T-In	T-Out	Signature	T-In	T-Out	Signature			
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
	TOTAL												

N.B. Please indicate exact time of arrival and departure of volunteers in the morning and afternoon Brigada Eskwela activities. Fill out all columns.

Prepared: _____

Chair, Committee on Attendance

Noted: _____

School Head

SCHOOL HEADING

2025 BRIGADA ESKWELA MAINTENANCE WEEK

ATTENDANCE OF VOLUNTEERS

Day 5: **June 13, 2025, Friday**

Type of Volunteer: _____

No.	Name of Volunteer	Position/ Designation	Organization/ Agency/ Establishment	Address of the Volunteer	Morning			Afternoon			Nature of Work done	Hours Rendered	Amount in Peso (x 37.50)
					T-In	T-Out	Signature	T-In	T-Out	Signature			
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
	TOTAL												

N.B. Please indicate exact time of arrival and departure of volunteers in the morning and afternoon Brigada Eskwela activities. Fill out all columns.

Prepared: _____

Chair, Committee on Attendance

Noted: _____

School Head

Type of Volunteers:

1. Parents (PTA Officers and members, official guardians)
2. Alumni (Officers and Members)
3. Local Government Units (LGUs) officials and employees – Barangay, Municipal and Provincial levels
4. National Government Agencies (NGAs) officials and employees
5. Non Government Organizations (NGOs) Officers and members
6. Civil Society Groups (CSOs) Officials and members
7. Private agencies, cooperatives, banks and individuals)