



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024- 262

To : Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

Subject : 2024 BRIGADA ESKWELA TIMELINE OF ACTIVITIES

Date : April 30, 2024

In anticipation of the opening of classes for school year 2024-2025 in July this year and the conduct of Brigada Eskwela 2024 as a campaign to rally partners and stakeholders for volunteer work and resource generation, the Schools Division of Digos City hereby exhorts all public schools under its jurisdiction to conduct preparatory activities that will ensure the following:

1. Conduct of repair and maintenance needs assessment of classrooms and school facilities;
2. Preparation of program of works to accomplish repair and maintenance activities;
3. Conduct of advocacy and partnership activities to mobilize support from partners, stakeholders, and community organizations;
4. Engagement with partners to provide support to learners' needs to ensure their readiness for the opening of classes (uniforms, school supplies, and other needs);
5. Provision of value-adding services to make the conduct of Brigada Eskwela attractive and festive such as medical/dental missions, parenting sessions, legal aid, "libreng gupit", livelihood seminars, and others.

Attached herein is a timeline which shall serve as a guide to schools in the preparation of their action plans. All schools shall be required to submit their Brigada School Action Plans by May 17, 2024 in hard copies to the records section of the Division Office attention: Peter-Jason C. Senarillos, Senior Education Program Specialist.

For information and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
OIC - Schools Division Superintendent

Enclosed: As stated.  
SGOD/SBO/pjs

DepEd Schools Division of Digos City  
**RECORDS SECTION**



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396

**RELEASED**  
24-120287  
DATE: 02 MAY 2024 TIME: 3:43  
BY: *[Signature]*

**BRIGADA ESKWELA 2024 TIMELINE**

ACTIVITY	EXPECTED OUTCOME	PERSONS RESPONSIBLE/PERSONS INVOLVED	TARGET DATE
<p><b>1. Completion and Submission of Brigada Eskwela Form 1 (Physical Facilities and Maintenance Needs Assessment Form), Form 2 (School Work Plan), and Form 3 (Resource Mobilization Plan)</b></p>	<p>- BE Forms 1, 2, and 3 completed and submitted to the Schools Division Office.</p>	<p>-School Head, School BE/ASP Coordinator, School BE Committees</p> <p>Monitoring: -PSDS In-Charge, Division BE/ ASP Coordinator</p>	<p>May 17, 2024</p> <p>Submit hard and soft copy to:  Peter-Jason C. Senarillos Division BE Coordinator</p> <p>Email: <a href="mailto:peter.senarillos@deped.gov.ph">peter.senarillos@deped.gov.ph</a></p>
<p><b>2. School Stakeholders' and Partners Meeting</b></p>	<p>- School Stakeholders and Partners are involved in Brigada Eskwela 2024 planning and resource mobilization.</p>	<p>-School Head, School BE/ASP Coordinator, School BE Committees, Stakeholders (PTA, SGC, Barangay LGU) and Partners (NGOs, NGAs, Private Sector)</p> <p>Monitoring: -PSDS In-Charge, Division BE/ ASP Coordinator</p>	<p>May 20 – 31, 2024</p>
<p><b>3. Brigada Eskwela Campaign and Advocacy</b></p>	<p>- Wide information and education campaign of Brigada Eskwela 2024 thru broadcast (TV/Radio), print (local newspapers), and social media (Facebook, Instagram, Twitter).</p>	<p>-School Head, School BE/ASP Coordinator, School BE Campaign and Advocacy Committee and School BE Documentation Committee.</p> <p>Monitoring: -PSDS In-Charge, Division BE/ ASP Coordinator</p>	<p>July 1 – 12, 2024</p>

	<ul style="list-style-type: none"> <li>- Brigada Eskwela recorrida, tarp hanging, jingle-playing and public announcements.</li> </ul>			
<b>4. Brigada Eskwela 2024 Kick-Off Ceremony</b>	<ul style="list-style-type: none"> <li>- Festive and broadly participated School Brigada Eskwela Kick-Off Ceremony.</li> <li>- Volunteers oriented and participate in the 1<sup>st</sup> day of Brigada Eskwela</li> </ul>	<ul style="list-style-type: none"> <li>-School Head, School BE/ASP Coordinator, School BE Committees, students, teachers, parents, diverse volunteers, partners, donors, media personnel</li> <li>-PSDS In-Charge, Division BE/ ASP Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>July 15, 2024</li> <li>(Division Kick – Off is July 12, 2024)</li> </ul>	
<b>5. Brigada Eskwela Week</b>	<ul style="list-style-type: none"> <li>- Daily participation of diverse volunteers, inflow of relevant donations, and successful implementation of School Work Plan</li> <li>- Daily documentation and submission of records of: <ul style="list-style-type: none"> <li>a. Volunteers:</li> <li>b. Resources Generated:</li> <li>c. Labor Cost (in Pesos):</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>-School Head, School BE/ASP Coordinator, School BE Committees, volunteers, partners, donors, media personnel</li> <li>-PSDS In-Charge, Division BE/ ASP Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>July 15-20, 2024</li> </ul>	