



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-702

To : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
Division Personnel

Subject : **2025 BRIGADA ESKWELA IMPLEMENTATION IN DIGOS CITY**

Date : June 4, 2025

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Attached is a copy of DepEd Memorandum No. 42, series of 2025, regarding guidelines in the conduct of **Brigada Eskwela on June 9-13, 2025, in all public schools in Digos City.**

**Brigada Eskwela, or the National Schools Maintenance Week is a program of the Department of Education to ensure that public schools are safe and ready for the opening of classes.** The strategy is to engage education stakeholders, parents, partners, local government offices, private sector, and national government agencies to invest their time and resources in the conduct of repair and maintenance activities, clean-ups, and contribute resources which directly benefit learners such as school supplies and uniforms.

**This year's Brigada Eskwela theme is "Brigada Eskwela: Sama-sama para sa Bayang Bumabasa."** This theme emphasizes **literacy education as a key component in Brigada Eskwela**, in addition to the usual repair and maintenance activities. Emphasis is also given to ensuring the accuracy of educational data by conducting a **National Inventory Validation.**

**A Division Brigada Eskwela Kick-Off shall be conducted on June 9, 2025, 7:00 o'clock in the morning at Colorado Elementary School** to converge stakeholders and signal the start of the week-long Brigada Eskwela. **All public school heads shall join the kick-off activity. Unit and section heads of the Schools Division Office shall likewise join** and shall set up a skeleton force to ensure non-disruption of frontline services delivery.

Schools shall conduct their own kick-off activity as an advocacy mechanism to start Brigada Eskwela in their schools and gather partners and stakeholders for support. This may be done on June 9, 2025, after the Division Kick-Off.



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

School heads shall take the lead in ensuring that Brigada Eskwela shall be well-participated, effective, and accomplish the objective of making the schools safe and ready for the opening of classes.

Public Schools District Supervisors shall monitor the conduct of the Brigada using the monitoring tool (annex A) attached herein and shall submit the same to the Division Brigada Eskwela Coordinator.

Personnel from the School Governance and Operations Division (SGOD) shall also conduct monitoring of their respective areas of concern and utilize their own monitoring tool with the intent to provide technical assistance when necessary.

Donations from partners and stakeholders shall be duly documented and encoded through the DepEd Partnerships Database System (DPDS). A School Accomplishment Report shall be submitted not later than July 31, 2025 to the Division Brigada Eskwela Coordinator.

Division/Non-Teaching personnel are allowed to render two (2) days service during the week-long activity as a unit or individually, at the school of their choice, subject to the approval of their immediate supervisors.

**Teaching personnel shall earn service credits (8 hours = 1 day) for their attendance during Brigada Eskwela Activities**, while non-teaching personnel shall earn one compensatory overtime credit for service rendered during weekends.

**The National Inventory Day, a key component of Brigada Eskwela Week shall be managed by the Division Planning Officer.** Likewise, the **School Health and Nutrition Unit shall take charge** of monitoring the implementation of the **National Health Insurance Program** as stipulated in the attached guidelines.

Travel and incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For your information and guidance.

*Melanie P. Estacio* JUN 04 2025  
MELANIE P. ESTACIO, PhD, CESO VI  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

RELEASED  
DATE: JUN 04 2025 TIME: 4:15 PM  
BY: *[Signature]*

Enclosed: As stated.  
SGOD/SBO/pjs





Republic of the Philippines  
**Department of Education**

MAY 09 2025

DepEd MEMORANDUM

No. **042**, s. 2025

**2025 BRIGADA ESKWELA IMPLEMENTING GUIDELINES**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Consistent with DepEd Order No. 012, s. 2025 (Multi-Year Implementing Guidelines on the School Calendar and Activities), the Department of Education (DepEd) will conduct the 2025 *Brigada Eskwela* Program from **June 9 to 13, 2025**, as part of its annual initiative to ensure schools are safe, resilient, and well-equipped for the opening of classes on June 16, 2025.

2. *Brigada Eskwela* is a five-day activity that upholds the spirit of *bayanihan*, encouraging community collaboration to prepare schools for the upcoming school year. With literacy as a key priority of the Department, this year's theme, ***Brigada Eskwela: Sama-sama Para sa Bayang Bumabasa***, highlights a nationwide effort and volunteerism on literacy development. The program also serves various purposes like the usual preparing and improving the school facilities and environment, supporting the physical and mental well-being of learners, addressing the needs of engaging parents and stakeholders, and ensuring the accuracy of educational data through a nationwide inventory validation.

3. This year's *Brigada Eskwela* shall focus on the following:
- Ensuring that all schools are well-prepared for the new school year by providing a clean, safe, and conducive learning environment for both learners and teachers;
  - Encouraging active participation of stakeholders in supporting learners' reading skills development and ensuring that reading resources are available at the schools.
  - Organizing clean-up activities and performing minor to medium repairs and maintenance work in classrooms and school grounds;
  - Promoting volunteerism and community involvement in enhancing school facilities and resources;
  - Creating a master list of learners along with a schedule for health assessments (e.g., nutritional assessment and vision and hearing screening) and assisting the Philippine Health Insurance

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Corporation in the enrollment of learners to the National Health Insurance Program;

- f. Engaging stakeholders in mobilizing data-driven partnerships with the community to help address the needs of schools; and
- g. Validating essential resource data against existing records of DepEd and engaging the community in establishing inventory data.

4. To officially commence the *Brigada Eskwela* period, a Nationwide *Brigada Eskwela* Kick Off will take place on **Monday, June 9, 2025**. DepEd Central Office will jointly hold its Kick Off Program with Region V, while other regions shall organize their respective kick off activities. The event will be streamed live on the official DepEd Philippines Facebook page to simultaneously launch and promote *Brigada Eskwela*.

5. The Guidelines on the Implementation of *Brigada Eskwela* and National Inventory Day (NID) for School Year 2025–2026 are provided as Enclosures No. 1 and 2, respectively. DepEd Policy and Planning Service under the Strategic Management Strand shall take the lead in the execution of the NID. The guidelines for the Learners' Health Assessment, to be undertaken by the School Health Division under the Operations Strand, shall be issued through a separate policy.

The schedule of activities for the 2025 *Brigada Eskwela* program shall be as follows:

Activity	Schedule
Nationwide <i>Brigada Eskwela</i> Kick Off	June 9, 2025
<i>Brigada Eskwela</i> Implementation, Monitoring of Schools, and Inventory Validation and Official Reporting of selected education data	June 9–13, 2025
Deadline for the submission of <i>Brigada Eskwela</i> resources generated in the DepEd Partnerships Database System	Schools: July 6, 2025 (to be verified and validated by SDOs/ROs)
Submission of <i>Brigada Eskwela</i> Transmittal or Accomplishment Report	By SDOs to ROs: July 15, 2025  By ROs to CO: July 30, 2025
Regional Office (RO) and Schools Division Office (SDO) <i>Brigada Eskwela</i> Appreciation and Recognition Ceremony	To be determined by respective ROs and SDOs

6. All regions and schools divisions are directed to provide intensive and extensive support to school heads during the *Brigada Eskwela* period.

7. For information and clarification, please contact the following:

*Brigada Eskwela*:

**External Partnerships Service**

external.partnerships@deped.gov.ph  
externalpartnerships@deped.gov.ph  
(02) 8638-8637 and 8638-8639

National Inventory Day:

**Policy and Planning Service**

ps.od@deped.gov.ph

(02) 8638-2251, 8637-6204, and  
8635-3958

Learners' Health Assessment:

**School Health Division**

blss.shd@deped.gov.ph

(02) 8632-9935

8. Immediate dissemination of this Memorandum is desired.



**SONNY ANGARA**

Secretary

Encls.:

As stated

References:

DepEd Order (No. 012, s. 2025)

DepEd Memorandum No. 033, s. 2024

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

BUREAUS AND OFFICES  
CAMPAIGN  
COMMITTEES  
LEARNERS  
MONITORING AND EVALUATION

OFFICIALS  
PARTNERSHIPS  
PROGRAMS  
SCHOOLS  
TEACHERS





## GUIDELINES ON THE IMPLEMENTATION OF *BRIGADA ESKWELA* FOR SY 2025-2026

### PROCEDURES

#### A. PRE-IMPLEMENTATION STAGE

To prepare for the implementation of the *Brigada Eskwela*, schools shall be guided by the following:

##### 1. **Assessment of Physical Facilities, Maintenance Needs and Learning Areas of the School**

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. The school needs data shall be reflected in the School Preparedness Checklist (Attached **Annex A**). The assistance of the Education Physical Facilities Division, School Watching Team (SWT), and Parent-Teacher Association (PTA) officers and members may be sought, if necessary.

Assess the status and sufficiency of book shelves, libraries, reading corners, and literacy support spaces (e.g., reading nooks, storytelling areas) as part of the facilities assessment. Consider a reading readiness needs assessment to identify learners who may require early interventions.

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

##### 2. **Compliance with the Absolute Prohibition on Solicitation**

School heads, teachers, and other school personnel are **strictly prohibited** from soliciting or collecting any form of contribution including, but not limited to, *Brigada Eskwela* fees from parents or legal guardians, volunteers, partners, and stakeholders. The *Brigada Eskwela* activities shall focus on voluntary work and participation to ensure that schools are adequately prepared for the upcoming school year.

The identified school requirements shall be used by the Central, Regional, and Schools Division Offices to advocate for the support needed by the schools. The proposed *Brigada Eskwela* packages for the clean-up drive and minor repair works can also be presented to stakeholders for reference and guidance.

##### 3. **Compliance with Existing Prohibitions on Certain Partnerships**

All DepEd Offices and schools are reminded to strictly observe the prohibition on partnering with, accepting donations or sponsorships from industries that present conflicts of interest, such as, but not limited to, the tobacco, breast milk substitutes, and alcoholic beverage industries, in support of DepEd's commitment to promote healthy learning environments in schools.

- DepEd Order No. 48, s. 2016 - *Policy and Guidelines on Comprehensive Tobacco Control*
- DepEd Order No. 13, s. 2017 - *Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices*

## ANNEX A

### Digos City Division

#### SCHOOL PREPAREDNESS CHECKLIST

2025 Brigada Eskwela

Name of School: \_\_\_\_\_

School ID: \_\_\_\_\_

School Head: \_\_\_\_\_

Name of Monitor: \_\_\_\_\_

CATEGORY	Fully Prepared (Fully Prepared - 100% compliance)	Partially Prepared (Partially Prepared - does not meet any one of the requirements/features/characteristics)	Not Prepared (Not Prepared - does not meet all requirements)	Remarks
<b>I. Facilities and Infrastructure</b> <ul style="list-style-type: none"><li>Classrooms are clean, well-ventilated, and conducive to learning</li><li>Electrical wiring, outlets, and lighting systems are inspected and functional</li><li>Water supply, plumbing, and sanitation facilities are clean and operational</li><li>Furniture (desks, chairs, tables) is in good condition and sufficient for enrolled learners</li><li>Emergency exits are clearly marked and accessible</li><li>School grounds are free from hazards (e.g., debris, broken glass, etc.)</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>II. Learning Resources</b> <ul style="list-style-type: none"><li>Sufficient textbooks, modules, and other learning materials are available</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> <li>• Teaching aids (projectors, visual materials, etc.) are functional and accessible</li> <li>• ICT equipment (computers, tablets) is tested and ready for use</li> <li>• Libraries and reading corners are organized and equipped</li> </ul>				
<b>III. Health and Safety</b> <ul style="list-style-type: none"> <li>• First aid kits are complete and easily accessible</li> <li>• Emergency contact information is updated and displayed prominently</li> <li>• School disaster preparedness plan is reviewed and communicated to staff</li> <li>• Health protocols (e.g., handwashing stations, sanitation supplies) are in place</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IV. Staff and Personnel</b> <ul style="list-style-type: none"> <li>• Teachers have received orientation or briefing on school policies and programs</li> <li>• Security personnel are properly assigned and briefed on protocols</li> <li>• Guidance counselors and support staff are available as needed</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>V. Enrollment and Documentation</b> <ul style="list-style-type: none"> <li>• Updated student records, including contact details and medical information</li> <li>• Class schedules, sections, and teacher assignments are finalized</li> <li>• Parent-teacher communication channels are established</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>VI. Partnerships and Community Engagement</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



<ul style="list-style-type: none"> <li>• Partnerships with local stakeholders (e.g., LGUs, NGOs) are coordinated</li> <li>• Volunteers for school maintenance and volunteer activities are identified</li> <li>• Advocacy campaigns for Brigada Eskwela are implemented</li> </ul>				
<b>VII. Emergency and Disaster Preparedness</b> <ul style="list-style-type: none"> <li>• Fire extinguishers, emergency alarms, and evacuation plans are in place</li> <li>• Emergency drills (earthquake, fire, etc.) are scheduled and communicated</li> <li>• Designated evacuation areas are identified and prepared</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>VIII. Support for Learners</b> <ul style="list-style-type: none"> <li>• Counseling support services are available</li> <li>• Inclusive education measures for learners with special needs are implemented</li> <li>• School feeding programs are prepared if applicable</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	