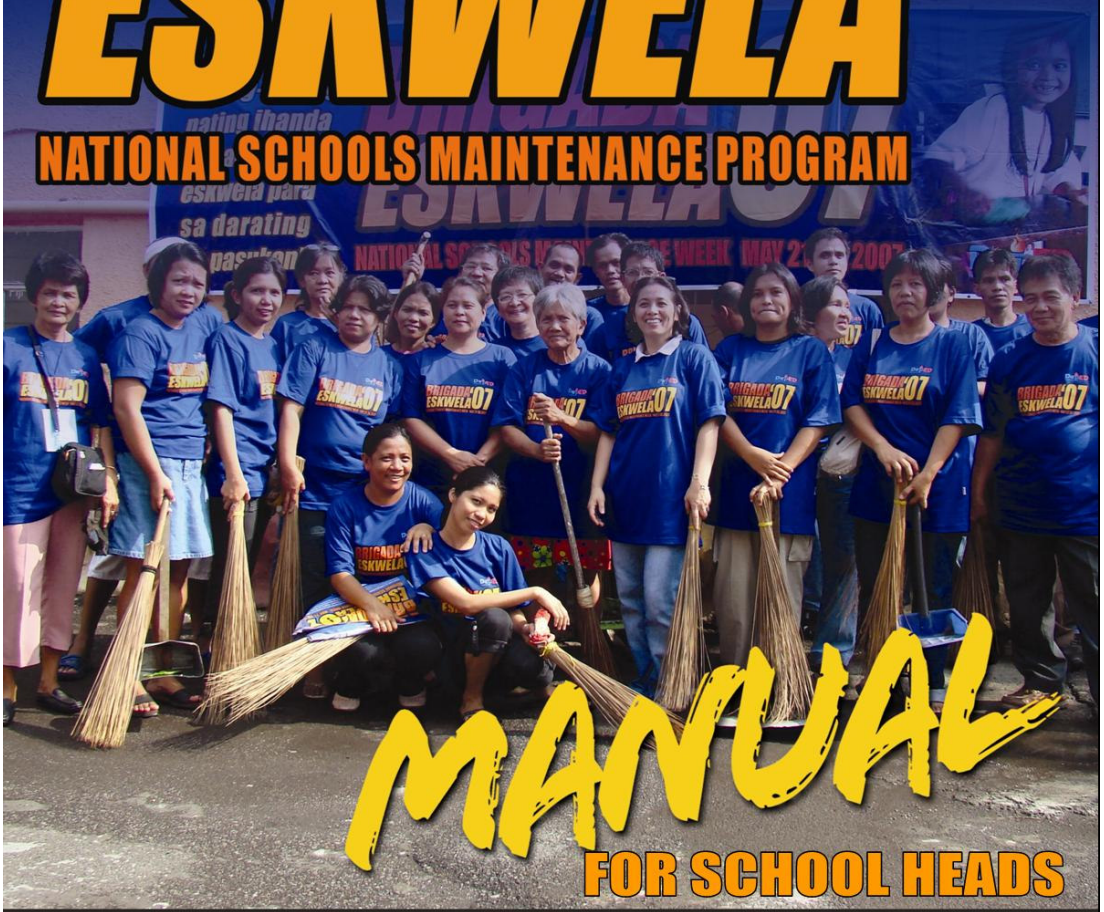
DepED
DEPARTMENT OF EDUCATION

Adopt A School
Invest in our future today.

BRIGADA ESKWELA

NATIONAL SCHOOLS MAINTENANCE PROGRAM



MANUAL

FOR SCHOOL HEADS

A YEAR-ROUND EFFORT OF THE DEPARTMENT OF EDUCATION THROUGH ITS ADOPT-A-SCHOOL PROGRAM

TABLE OF CONTENTS

	Page
Preface	1
Background	2
I. Pre-Implementation Stage	3
• Organization of Brigada Eskwela Committees	
- School Brigada Eskwela Steering Committee	
- Working Committees	
• Assessment of Physical Facilities and Maintenance Needs	
• Advocacy and Marketing	
• Resource Mobilization	
• Firming-up of Activities for the Actual Brigada Eskwela Week	
II. Implementation Stage	8
• Day One to Day Five	
• Day Six	
III. Post-Implementation Stage	13
• Preparation of the Final Accomplishment Report	
• Submission of the Final Accomplishment Report	
• Sustaining Brigada Eskwela	
VI. Appendices	16
A. DepED Order 24, s. 2008, Institutionalization of the Brigada Eskwela Program	
B. BE Form 01: Physical Facilities Needs Assessment Form	
C. BE Form 02: School Work Plan	
D. BE Form 03: Resource Mobilization Form	
E. BE Form 04: Daily Attendance of Volunteers	
F. BE Form 05: Record of Donations Received	
G. BE Form 06: Daily Accomplishment Report	
H. BE Form 07: School BE Accomplishment Report	
I. Guide for Computing Cost of Labor Services	
J. Sample Letter of Invitation and Statement of Interest Form	
K. Sample Opening Program	
L. Sample Culminating/Closing Program	
M. Sample Letter of Thanks to Benefactors	
N. RA 8525 and Revenue Regulation 10-2003	
O. Sample format for memorandum of agreement	
P. Template for deed of donation and acceptance	

PREFACE

Over the years, the Brigada Eskwela effort has evolved from a week-long cleaning-up and beautification exercise to a festive coming together of students, teachers, school officials, parents, community members, local government officials, non-government organizations, church groups and the private sector. It, too, has become one of DepEd's major initiatives in enjoining local communities to respond to the needs of public schools and be part of a nationwide effort towards improving Philippine basic education.

This was made possible by the hard work and determination of school heads in finding innovative ways to bring children to school, keep them there, and ensure that they will learn. Brigada Eskwela will not be what it is today, if it were not for the strong leadership in our public schools.

This **Manual** has been especially designed for **School Heads** like you who play an important role in the successful implementation of **Brigada Eskwela (BE)**. It aims to equip you with the necessary standards and procedures in implementing the program. It contains a daily line-up of activities. It highlights the value of engaging stakeholders from the community and the private sector to be active partners in improving your school. From planning to managing volunteers, this Manual also lends many insights on the various stages of the Brigada Eskwela Program.

This material was prepared by the Regional Adopt-a-School Program Coordinators together with the National Secretariat and Consultants of the Department of Education through a series of consultations and workshops. The meaningful experiences of school heads who were awarded best implementers of Brigada Eswela also gave inspiration to the development of this Manual.

As school heads, the entire school community looks upon your leadership to bring them together for a worthy cause, protect the gains of your hard work and sustain your collaborative efforts. With much faith in your ability to mobilize volunteers, resources and goodwill, combined with the proper use of this **Manual,** we wish you the best in your school's Brigada Eskwela.

BRIGADA ESKWELA

BACKGROUND

The education of the Filipino youth is everybody's concern. While government is tasked to provide free and quality education to every Filipino child and youth, the community where they grow is an important stakeholder in their education. The private sector, which will sooner or later employ these young Filipinos, is also an important stakeholder in their education. The successful collaboration of all these stakeholders is therefore pivotal in ensuring that Filipino children and youth go to school, remain in school and learn in school. It poses a great challenge to educational stakeholders.

It was with this spirit of volunteerism and public-private partnership for education that Republic Act 8525, or the "Adopt-A-School Act" was made in 1998. Through the Adopt-A-School Program (ASP), private sector companies and professionals are given the opportunity to contribute in improving the public education system of the country. To recognize their goodwill, they can avail of tax incentives of up to 150%. Over the years, the Adopt-A-School Program has attracted more than 200 partners, generating some P6 billion worth of projects and interventions.

In its effort to bring the spirit of the Adopt-A-School Program to the community level and maximize civil participation and utilize local resources to improve the public schools, the Department of Education launched the National Schools Maintenance Week in May 2003. Dubbed, **Brigada Eskwela,** the program brought together teachers, parents and community members every third week of May to work together in repairing and preparing public schools for school opening. In the spirit of bayanihan, private institutions/individuals and even the local government units contributed in generating resources for the effort. During the week-long event, volunteers take time out in doing minor repairs, painting, and cleaning of school campuses.

In 2007 alone, Brigada Eskwela hit a record high of 90% participation among school communities, generating more than P2.5 billion worth of support-in-kind and volunteer man-hours. It has proven to continue to gain more mileage among communities, corporations, small-medium enterprises, government and non-government organizations and private individuals. Indeed, Brigada Eskwela is becoming DepEd's model of genuine public and private partnership in action.

As the Department endeavors to solve the many challenges facing Philippine education, Brigada Eskwela will serve as one of its frontline initiatives reminding each and every Filipino that we are all stakeholders in education.

I. PRE-IMPLEMENTATION STAGE

The Brigada Eskwela is an annual program of the Department of Education (DepED Order 24., s. 2008, Appendix A). The preparation for its successful implementation should start as early as January. YOU, as a school head, have to initiate the following:

1. Organization of Brigada Eskwela Committees and Orientation on Specific Roles and Tasks

While your role as a school head is key to the Brigada Eskwela Program, the assistance and active participation of your stakeholders ensures its success. Organizing the efforts of these stakeholders is the first step that you must take. You can do this by establishing the following various committees which will be responsible for the different concerns in implementing Brigada Eskwela. After forming the committees, it is important to orient the members about their roles and tasks.

A. Brigada Eskwela Steering Committee which shall spearhead the implementation of the Brigada Eskwela Program and shall oversee the various efforts to be undertaken for the program such as marketing and advocacy, resource mobilization, implementation, monitoring and evaluation. It is usually composed of the following:

Overall Chairman	: School Head / Principal
Co-Chair	: PTCA President or Representative
Members	: School Physical Facilities Coordinator
	Barangay Chairman/Representative
	School Governing Council
	Private Sector Representative
	Selected Teachers/Students
	Others

B. Brigada Eskwela Working Committees

You may designate the members of the **Brigada Eskwela Steering Committee** to chair the other working committees. Refer to Figure 1 for an understanding of the relationships of the **Brigada Eskwela** steering committee and the other working committees.

B.1 Advocacy and Marketing Committee

Objective: To promote public awareness and encourage involvement in Brigada Eskwela by:

a. utilizing the developed advocacy and marketing materials from the ASP National Secretariat to create the mode of campaign. You may reproduce or redevelop advocacy materials.
b. conducting extensive awareness campaign and other marketing activities which may include interviews/advertisement with local radio, television and newspapers, posting of campaign banners, showing Brigada Eskwela music video, distribution of other campaign materials and roadshows, such as Brigada caravan.

B.2 Resource Mobilization Committee

Objective: To generate resources, both materials and manpower or volunteer services, for the conduct of Brigada Eskwela thru:

- determine target resources and volunteers
- meeting potential partners, volunteers, community leaders/officials and members to engage support from the community and local business enterprises
- ensuring that the pledges/commitments of partners are delivered
- accepting donations from partners

B.3 Program Implementation Committee

Objective: To direct and monitor the implementation of different activities as specified in the school work plan:

- providing guidance and directions to work teams in the performance of assigned tasks
- ensuring program of work are accomplished as planned
- monitoring of actual accomplishments vis-à-vis identified needs and planned activities

B.4 Administrative and Finance Committee

Objective: To provide administrative support and manage funds that will be generated in support of Brigada Eskwela

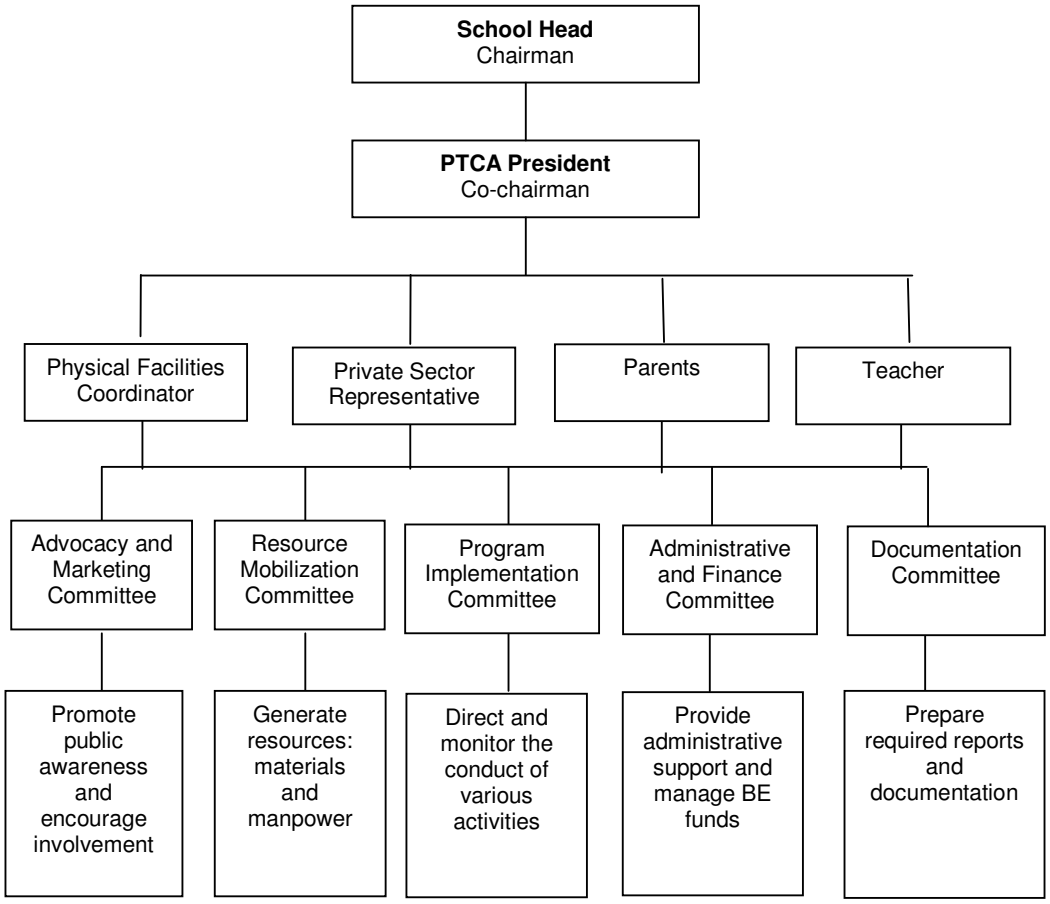
- ensuring that all financial assistance from both government and private sources are used in accordance with applicable rules and regulations
- providing logistical support to volunteers such as but not limited to, work materials, first aid kits, refreshments, etc.
- accounting the usage of all materials thru the conduct of daily inventory
- preparing documents required for tax incentives availment by partners such as, but not limited to:
  a. memorandum of agreement
  b. deed of donation and/or deed of acceptance

B.5 Documentation Committee

Objective: To prepare the necessary documentation and reports using the prescribed forms

- taking photos and/or video footages of activities, especially the improvements done on the schools (before, during, and after photos)
- keeping and maintaining records and pertinent papers & documents
  a. daily report on donations received
  b. daily attendance of volunteers
- summarizing and consolidating the different BE forms as basis for drafting the Brigada Eskwela school accomplishment report

Figure 1. The Brigada Eskwela Steering Committee and other Working Committees



You may create Working Committees other than those specified above, depending on the needs of your school and the extent of work to be done.

2. Assessment of Physical Facilities and Maintenance Needs of Your School

As early as January, conduct an assessment of school facilities needing repair. You should designate your School Physical Facilities Coordinator and any of the PTCA member to help you in doing this. Have them assist you in determining the repair and maintenance needs of your school. Accomplish ***BE Form 01: Physical Facilities Repair and Maintenance Needs Assessment Form*** (Appendix B) as you do ocular inspection of your school.

From the inventory of needs prepared, identify your school's activities in relation to Brigada Eskwela with the help of the other members of the School Brigada Eskwela Steering Committee. Use ***BE Form 02: School BE Work Plan*** *(Appendix C)***.** A copy of these completed BE Forms should be submitted to the Adopt-A-School Program division coordinator on or before February 14.

If you have been implementing the program in the previous years, you may review the evaluation results of the last Brigada Eskwela and focus on lessons learned, success stories and recommendations to be undertaken to guide you in preparing the work plan.

3. Advocacy and Social Marketing

To increase public awareness on and involvement in Brigada Eskwela, you may undertake the following information drive activities:

- Attend district/division initiated orientation on Brigada Eskwela
- Secure pertinent advocacy and marketing materials from the Central/region/division office for information drive activities
- Convene target members of the School Brigada Eskwela Committee for awareness of roles and functions relative to the conduct of Brigada Eskwela
- Organize, through the Advocacy and Marketing Committee, various advocacy and campaign meetings to discuss with potential partners the benefits of the BE program and encourage them to be part of the effort.
- Tap local media (radio, television, and newspapers) in disseminating information about the program.
- Get yourself invited to make presentations on the BE program in different assemblies/meetings of various organizations or groups such as the local school board meeting, LGU/barangay council meeting, and socio-civic organizations regular meeting (e.g., Rotary Club, Lions Club, etc).
- You can also encourage more partners to help in Brigada Eskwela by letting them know about the Adopt-A-School Law or Republic Act 8525 (Appendix N) which allows the private sector to avail of tax incentives of up to 150% for the assistance that they will give to public schools. You can ask your Adopt-A-School Program division coordinator to help you.

4. Resource Mobilization

Through the Resource Mobilization Committee, determine the resources needed, partners to be tapped, and volunteers to participate in the Brigada Eskwela. Use ***BE Form 03: Resource Mobilization Form*** (Appendix D). To guide you in doing these, here are some specific tasks to consider:

a) With the accomplished BE Form 01(Physical Facilities Repair and Maintenance Needs Assessment Form) and the school's BE Work Plan as bases, firm-up the kind of services and materials to be sourced for the conduct of Brigada Eskwela.

b) Identify possible potential partners who can help. Here is a short list of possible partners:
   - Parents
   - Alumni Associations
   - Civic and social organizations such as the Rotary, Lion's, Zonta, Kiwanis, Guardians
   - LGUs
   - Religious groups
   - Business establishments
   - Private individuals
   - Skilled workers
   - OFW's/Balikbayans
   - Professional Groups/Associations (lawyers, doctors, accountants, engineers, etc.)

c) To stimulate interest and get commitment to contribute to Brigada Eskwela, send letters of invitations to participate in the Brigada Eskwela (see Appendix J for Sample Letter of Invitation and Statement of Interest Form) to identified potential partners and other stakeholders. Request them to attend advocacy and campaign meetings that you have organized.

5. Firming-up of Activities for the Actual Brigada Eskwela Week

After all the marketing, advocacy and resource mobilization efforts prior to the Brigada Eskwela Week, the last pre-implementation activity is to prepare for the actual event. Meet with the working committees to assess the readiness of your school for the actual BE week and finalize activities to be undertaken. Here are some of the things that should be done:

a) Match expected volunteers, materials, and resources against the identified needs of the school and address gaps, if any.
b) Prepare the opening and closing programs and other related activities during the week
c) Organize working teams according to nature of services to be done: masonry, carpentry, plumbing, electrical/electronics, gardening, painting, etc., and appoint team leaders
d) Make sure that donations are in-kind and that all cash donations are converted into materials before acknowledging receipt of such assistance. It is the policy of DepEd and the Adopt-A-School program to refrain from accepting cash donations. In.

With these things in place, you can now look forward to a productive and successful implementation of Brigada Eskwela in your school.

II. IMPLEMENTATION STAGE

The actual implementation stage is during the Brigada Eskwela Week also referred to as the " National School Maintenance Week". This is usually conducted on the third week of May before the opening of classes. This is the time when all marketing, advocacy and resource mobilization efforts during the pre-implementation stage will bear fruit. This is also the time when plans are executed by the school with the support of volunteer stakeholders and partners. In some cases, schools may opt to start a week earlier to be able to finish longer-term projects.

Since the school takes center-stage during Brigada Eskwela Week, you, as a school head become the master of the show. These are the following activities that you will undertake during the week:

DAY ONE TO DAY FIVE

1. Simple Opening Program/ Kick – Off Ceremony

To formally open the Brigada Eskwela Week, you may conduct a simple opening program to set the mood and stimulate the enthusiasm among the volunteers. While this program need not be extravagant, it would be useful to make it inspiring. This will also provide you the opportunity to acknowledge the volunteers and stakeholders who are supporting the program. A sample program is attached for your reference in Appendix K.

The presence of prominent stakeholders in the community, i.e., LGU and barangay officials, DepED district/division officials, PTCA and School Governing Council members during the opening program can help boost the morale of the volunteers, so make sure you invite these people during the first day of Brigada Eskwela. Have them give encouragement and recognition to everyone.

During the opening program, a presentation on the mechanics of Brigada Eskwela program and overview of planned activities would be interesting to highlight. This could include, but not limited to:

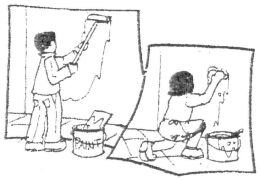
- school work plan on Brigada Eskwela
- major projects/activities to be done
- donations and commitments received during pre-implementation phase
- support or assistance needed to accomplish targets

2. Organization and Briefing of Working Teams

After the opening program, proceed to the organization of working teams. You can ask your volunteers/partners to find out and choose where they can be of help as shown in Figure 2. As soon as they are grouped, appoint team leaders and conduct a briefing on the program of activities according to the school work plan. Working teams maybe organized according to nature of tasks to be done: Masonry, Carpentry, Painting, Plumbing, Electrical, Landscaping/Gardening, Ordinary Labor (cleaning, etc.)



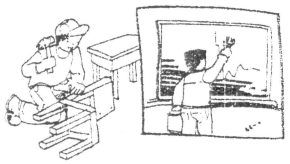
Repairing/Repainting of Roofs & Gutters



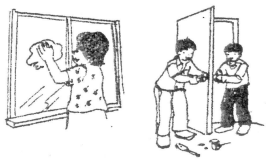
Repainting/Cleaning of Walls



Repainting/Cleaning of Ceilings



Repairs of Chairs, Desks, Tables & Repainting of Blackboards



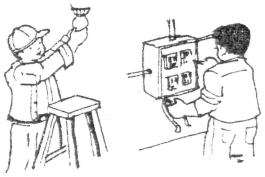
Cleaning/Repair of Windows & Doors



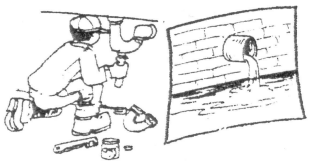
Cleaning/Repair of Comfort Rooms



Repainting/Cleaning of School Canteen/Clinic



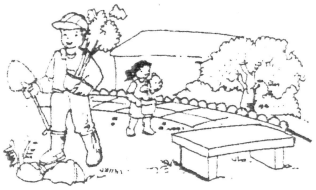
Repair/Replacement of Electrical Connections & Lighting Facilities



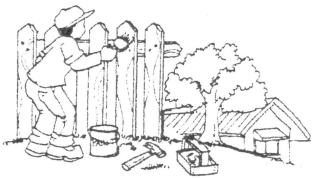
Repair & Improvement of Water Facilities & Drainage System



Masonry Work



Improvement of the School Grounds/Landscaping



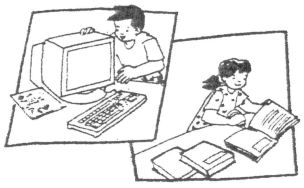
School Fencing
- Painting
- Repair
- Extension



Rehabilitation of the school Garden
- Weeding
- Replanting



Putting up/Replacement of Signages



Other Activities
- Repair of computers/books/ ICT facilities
- Others

Figure 2. What We Can Do For Our Schools.

3. Actual Implementation of Work Plan

The actual implementation of the workplan starts on the first day and continues until the sixth day of the Brigada Eskwela Week. Throughout this period, you should see to it that:

- all working committees perform their specific roles and responsibilities
- all volunteers/work teams deliver their committed services to ensure that all targeted repair and maintenance are done
- all activities for the day are accomplished and properly documented in print or through multi-media.

Start each day with the list of tasks to be done and communicate these to the different work teams. Ensure the availability of necessary work materials for them to do their expected tasks.

An inventory of all materials should be conducted regularly. Therefore, you should see to it that all unused materials are surrendered by the volunteers at the end of each day.

At the end of each day, acknowledge publicly all work done for the day by partners to give them the feeling that their efforts were appreciated. Encourage them to come back and help the next day.

TIPS to inspire volunteers:

- *New volunteers may come to the school each day to help. Make sure that these volunteers feel welcome and are guided on how they can contribute most productively.*
- *Always be visible to supervise the work done by the volunteers till the day ends. Remember that your presence during the weeklong activity will inspire the partners/volunteers/stakeholders and will sustain their interest and enthusiasm to participate, serve and donate their skills and resources for this worthy endeavor.*
- *The complete attendance and participation of teachers shall likewise convey a strong message to the volunteers of how serious you and the whole DepEd family in this undertaking.*
- *If resources permit, provide food and drinks for volunteers with the help of parents, other stakeholders, or the barangay council.*

4. Recording of Daily Accomplishments

Documentation is an integral part of Brigada Eskwela to be done by the Documentation Committee. This will provide information in monitoring the school's progress in accomplishing the BE work plan. These data will also be the basis for the drafting and finalization of school's accomplishment reports to be submitted to the district and division offices at the end of the Brigada Eskwela.

What should be particularly documented/recorded for each day are:

- all volunteers, including the nature and duration of their services/participation (BE Form 04)
- all resources received (BE Form 05)
- all works/tasks done (BE Form 06)

For this purpose, make sure that the required BE Forms are accomplished. Photo or video documentations should also be done.

5. Debriefing of Working Committees

At the end of each day of the Brigada Eskwela Week, you should conduct a debriefing session among the members of the different working committees to find out:

- What went well during the day?
- What were the problems/issues encountered?
- What specific tasks and responsibilities were done/not done?
- What needs to be done the next day?

DAY SIX

6. Final Inspection

At the last day of the Brigada Eskwela Week, request the different working committees to conduct a final inspection of the different work and activities undertaken during the week and to consolidate/finalize the different reports.

In the event that there are certain tasks in the work plan that is not completed, you can still seek the help of the volunteers even after the Brigada Eskwela Week.

7. Culminating/Closing Program

You and your stakeholders should celebrate to conclude the Brigada Eskwela Week. You can do this by holding a short and simple culminating/closing program. In the spirit of transparency, a summary of resources generated, work accomplished, lessons learned, and next steps should be presented to all partners/stakeholders who will attend the program. This will be a rewarding moment for all who helped in the effort. See Appendix L for sample format of Culminating/Closing Program.

Again, ensure the presence of prominent stakeholders in the community, i.e., LGU and barangay officials, DepED district/division officials, PTCA and School Governing Council members.

You may find the following activities relevant:

a) Presentation of Accomplishments
   - *report on resources generated and its utilization*
   - *total number of volunteers and number of hours/days rendered*
   - *report of accomplishments viz-a-viz workplan*
   - *evaluation of completed activities*
   - *recommendations for future Brigada Eskwela*
   - *future plans and tasks/projects to be done*

b) Awarding of Certificate of Recognition to Partners/Donors
   Allow selected partners/volunteers to share experiences/testimonies.

c) Symbolic Turn-Over and Acceptance of Outputs and Donations from Stakeholders/Partners/Donors (e.g. ornamental plant for those who did gardening, hammer for carpentry, paint brush for painting, etc.)

d) Forging of Pledges of Commitment
   - Pledge of Commitment by Partners
     Ask partners to pledge continuing support for future projects through Brigada Eskwela and this maybe written as a Pledge of Commitment to be recited at the last part of the closing ceremony.
   - Pledge of Commitment by the School
     As a way of expressing appreciation to partners for their help is to tell to them that you and entire school community: teachers, pupils/students, and parents, will exert all efforts to take care and keep in good condition all the works done during the Brigada Eskwela Week.

While the closing program marks the conclusion of the week-long Brigada Eskwela, it also signifies that *your school is now ready for the opening of classes.*

III. POST-IMPLEMENTATION STAGE

Your school's success in the implementation of Brigada Eskwela should not be left unnoticed. The week that passed speaks of collaborative efforts, meaningful relationships, and notable accomplishments. It also sends a strong message of how much the community puts value in education. Hence, it is only proper that these be documented and reported.

Post Brigada Eskwela is the period after the last day of the conduct of the week-long Brigada Eskwela activities. It is during this period that you put together all the data reflected in the different forms completed and submitted to you by the different working committees, particularly by the Documentation Committee, to form part of your school's accomplishment report.

1. Preparation of the Final Accomplishment Report

Convene the members of the BE Steering Committee and all Working Committees immediately after the Brigada Eskwela week. Let the Documentation Committee members, with the help of the other committee members, summarize/consolidate all the completed reports/forms and submit these to you.

Using ***BE Form 07: School Accomplishment Report***, prepare your school's Brigada Eskwela Accomplishment Report. Provide complete details on the following:

a. School Basic Data
b. Scope of Repair and Maintenance Work Completed
c. Donations/Resources Received
d. Volunteer Services: Quantity and Estimated Value
e. Significant Events/Experiences
f. Recommendations

In putting value to the services of volunteers, refer to the Guide to Computing Cost of Services Rendered (Appendix H).

Make sure to attach/include photo documentation of the conduct of the Brigada Eskwela in your school to this form. For purposes of reporting, only activities that were completed during the Brigada Eskwela week should be included in the BE Form 07.

Other projects and activities completed with the help of stakeholders and private partners outside the Brigada Eskwela week should be reported to the division and central offices in separate reports.

2. Submission of the Final Accomplishment Report

You should submit the completed BE Form 07 to your District Supervisor on or before June 15. For your information, the final report will go through the following channels as shown in Figure 3.

- The District Supervisor consolidates/summarizes the accomplishment reports submitted by the different schools, then submits it to the Division Office on June 30.
- The Assistant Schools Division Superintendent designated or the Brigada Eskwela Coordinator of the division consolidates or summarizes the accomplishment reports submitted by the District Supervisors (elementary) and secondary school heads then submit it to the Regional Office thru the regional Brigada Eskwela coordinator on July 31.
- The regional consolidated accomplishment reports should be submitted to the ASP Secretariat (Central Office) on or before August 31.

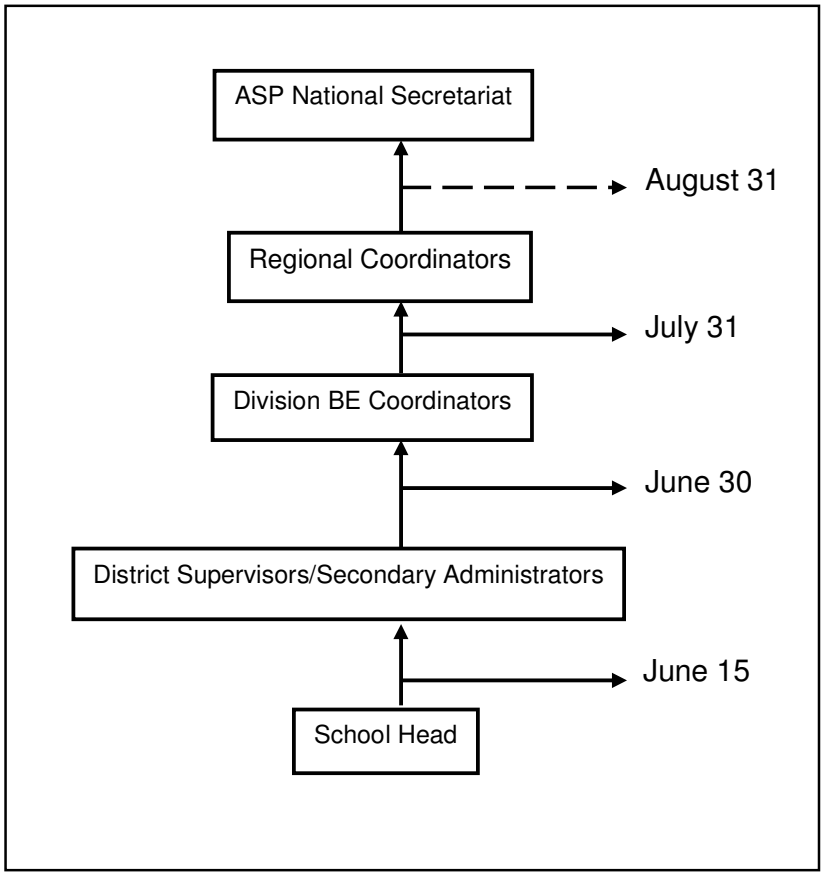


Figure 3. Flowchart on the Submission of Brigada Eskwela Accomplishment Report

3. Sustaining Brigada Eskwela

Remember that school improvement does not end on the last day of the Brigada Eskwela week. It is a year-round undertaking to guarantee the school children of an environment conducive to learning. As a means of sustaining the Brigada Eskwela efforts, you should communicate to and engage all teachers, pupils, and parents to fulfill their corresponding roles and do their share in the upkeep of the school, particularly those that were contributed by partners and volunteers during the Brigada Eskwela Week.

Moreover, you can send letters of thanks to partners and volunteers for their contributions in prepping-up your school in time for the opening of classes. A sample of letter of thanks to benefactors can be found in Appendix M.

The partnerships forged and alliance formed should likewise be sustained. There might be certain uncompleted tasks in the BE work plan or other school needs that may come up during the school year with which you will need the help of stakeholders. The spirit of cooperation and genuine commitment and concern among stakeholder for public schools sparked by the BE program can help address such needs.

As a school head, you can make the Brigada Eskwela program not just a tool for improving your school's facilities but also as a catalyst for achieving the higher learning outcome that you want for your school.

APPENDICES

NASH Reviewer

About this copy

Brigada Eskwela Manual for School Heads. Issued by Department of Education, DM 192, s. 2009.

Every page before this one is unchanged. NASH Reviewer added this page when it shared the file.

Shared by NASH Reviewer, an independent reviewer for the National Assessment for School Heads (NASH). Not affiliated with the Department of Education.

- Latest copy and related guides: https://nash.com.ph/blog/resources/brigada-eskwela-manual
- NASH Reviewer: https://nash.com.ph
- Questions: support@nash.com.ph