



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

December 20, 2021

**DIVISION MEMORANDUM**

No. 280 . 2021

**PROVISION OF TECHNICAL ASSISTANCE AND DOWNLOADING OF GUIDELINES  
FOR THE SEARCH FOR BRIGADA ESKWELA BEST SCHOOL IMPLEMENTER**

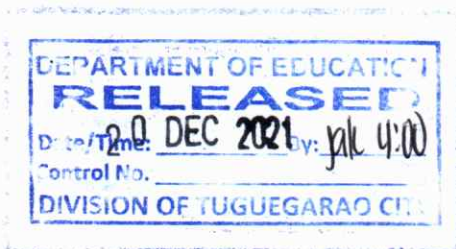
To: Assistant Schools Division Superintendent  
Chiefs of Divisions  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
All Others Concerned

1. This office congratulates our school heads, teachers and partners for having maintained the schools as safe learning spaces even during the pandemic. Such is a demonstration of commitment to provide quality education to the learners. Indeed, the application of high degree of knowledge on Brigada Eskwela implementation in your schools is so much felt.

As we are again about to conduct the 2022 Search for Brigada Eskwela Best School Implementer, this office, through the Social Mobilization and Networking Unit, shall conduct a virtual technical assistance among School Head and Brigada Eskwela Coordinators re preparation of documents in consideration of the guidelines and criteria on December 23, 2021, 8:30 AM to 12:00 NN. Link: [meet.google.com/cem-dcop-wxn](https://meet.google.com/cem-dcop-wxn)

2. Moreover, schools are expected to submit report on generated resources from June 1 to September 30, 2021 through google sheet link <https://bit.ly/SDOTugBrigadaData> not later than January 7, 2022.
3. Attached are the guidelines and criteria for advance reference.
4. Immediate and widest dissemination of this memorandum is desired.

**REYNANTE Z. CALIGUIRAN**  
Assistant Schools Division Superintendent  
Officer-In-charge  
Office of the Schools Division Superintendent



/SGOD/gmd/emb/

SGD-12-36



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 SCHOOLS DIVISION OF TUGUEGARAO CITY

**(Annex A.1) 2021 SEARCH FOR BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS (BE-BIS)**

\_\_\_\_\_ Level: \_\_\_\_\_ Category: No. of Teachers \_\_\_\_\_  
 Name of School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School Head: \_\_\_\_\_  
 Designation/Position: \_\_\_\_\_

CRITERIA	Computation	Score																				
<p><b>1. BRIGADA ESKWELA PARTNERSHIPS ENGAGEMENT ACTIVITIES (40%)</b></p> <p>MOV: Program of Works, Acknowledgment Receipt, Official Receipt, Deed of Donation and Acceptance, List of beneficiaries or recipients, Proposal, Resolution, SIP-AIP, Accomplishment Reports, MOA (if applicable), etc (One of the priority projects is WinS)</p> <p><b>FORMULA:</b></p> <p><math display="block">\frac{\text{No. of major and/or Minor Projects implemented as reflected in the BE Plan} \times 40\%}{\text{Total No. of Required Projects per Category}}</math></p> <p>Rubrics:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>CATEGORY</th> <th>Major Project (P50,000.00 &amp; above)</th> <th>Minor Project (below P50,000.00)</th> <th>Total No. of Projects</th> </tr> </thead> <tbody> <tr> <td>Small</td> <td>1</td> <td>4</td> <td>5</td> </tr> <tr> <td>Medium</td> <td>1</td> <td>7</td> <td>8</td> </tr> <tr> <td>Large</td> <td>2</td> <td>8</td> <td>10</td> </tr> <tr> <td>Mega</td> <td>2</td> <td>10</td> <td>12</td> </tr> </tbody> </table>	CATEGORY	Major Project (P50,000.00 & above)	Minor Project (below P50,000.00)	Total No. of Projects	Small	1	4	5	Medium	1	7	8	Large	2	8	10	Mega	2	10	12		
CATEGORY	Major Project (P50,000.00 & above)	Minor Project (below P50,000.00)	Total No. of Projects																			
Small	1	4	5																			
Medium	1	7	8																			
Large	2	8	10																			
Mega	2	10	12																			

Evaluator/s: \_\_\_\_\_

Verified by: \_\_\_\_\_

**Division BE Focal Person and Assistant**

Noted by: \_\_\_\_\_  
 SGOD Chief



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**(Annex A.2) 2021 SEARCH FOR BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS (BE-BIS)**

\_\_\_\_\_ **Level:** \_\_\_\_\_ **Category: No. of Teachers** \_\_\_\_\_  
**Name of School:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_  
**Designation/Position:** \_\_\_\_\_

Summary of BE Engagement Activities: (40%) (A.1 + A.2 / 2)			
Major Projects/Activities	Amount	Beneficiaries	Impact
1.			
2.			
Minor Projects/Activities			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**Evaluator/s:** \_\_\_\_\_

**Verified by:** \_\_\_\_\_

**Division BE Focal Person and Assistant**

**Noted by:** \_\_\_\_\_

**SGOD Chief**



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**(Annex B.1) 2021 SEARCH FOR BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS (BE-BIS)**

\_\_\_\_\_ Level: \_\_\_\_\_ Category: No. of Teachers \_\_\_\_\_  
 Name of School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School Head: \_\_\_\_\_  
 Designation/Position: \_\_\_\_\_

CRITERIA					Computation	Score
<b>2. RESOURCES GENERATED RELATIVE TO THE COVID-19 SITUATION (30%)</b>  MOVs: Summary List of Donations with the equivalent amount in Philippine Peso if the donations are in term of materials or consultancy (in the case of trainings/scholarships/seminars/workshops, Memorandum of Agreement (MOA), Deed of Donation (DOD), Deed of Acceptance (DOA), Acknowledgment Receipts, Official Receipts, Pictures with caption of the turnover of donations, other relevant documents						
Small School	Medium School	Large School	Mega School	% Weight		
600,001 & above	750,001 & above	900,001 & above	1,300,001 & above	30%		
300,001 - 600,000	450,001 - 750,000	550,001 - 900,000	700,001 - 1,300,000	28%		
100,001 - 300,000	150,001 - 450,000	200,001 - 500,000	250,001 - 700,000	25%		
100,000 & below	150,000 & below	200,000 & below	250,000 & below	20%		

Evaluator/s: \_\_\_\_\_

Verified by: \_\_\_\_\_

**Division BE Focal Person and Assistant**

Noted by: \_\_\_\_\_  
 SGOD Chief



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\_\_\_\_\_ Level: \_\_\_\_\_ Category: No. of Teachers \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Designation/Position: \_\_\_\_\_

**Total Resources Generated Relative to the New Brigada Eskwela Framework: (30%)**

Summary List of Donations	Amount /Equivalent	Date Received	MOVs
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Evaluator/s: \_\_\_\_\_

Verified by: \_\_\_\_\_

**Division BE Focal Person and Assistant**

Noted by: \_\_\_\_\_

**SGOD Chief**



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**(Annex C.1) 2021 SEARCH FOR BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS (BE-BIS)**

\_\_\_\_\_ Level: \_\_\_\_\_ Category: No. of Teachers \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Designation/Position: \_\_\_\_\_

3. **BAYANIHAN EFFORT TO SUPPORT THE BASIC EDUCATION – LEARNING CONTINUITY PLAN (BE-LCP) IMPLEMENTATION (30%)**  
 MOVs: Summary List of Diverse Partners with the Nature of Assistance done for the school, and man hours rendered, Attendance Sheets / to include Brigada Pagbasa Project

1. **Parent Volunteers (15%)**  
**FORMULA:**  

$$\frac{\text{Total No. of Parent Volunteers}}{\text{Total No. of SY 2020-21 Enrolment}} \times 100\%$$

2. **Other Volunteers (15%)**

Kind of Volunteer	5 Volunteers & above	Below 5 Volunteers
NGAs, Other Gov't. Organizations and Public Corporations (GSIS, DA, DENR, PNP, etc.)	2	1
LGUs (Barangay, Municipal, Province)	2	1
Community including NGOs and Professional Associations (Masonic lodge, KofC, CWL, Rotary Clubs, APO, Amaranth, etc.)	2	1
Private Sector including Corporate Foundations and Private Schools/Civil Society Organization, Private School, banks, cooperatives, establishments, foundation, etc.	2	1
Pupil/Student Organization (SSG/SPG) and Alumni Associations	2	1
<b>TOTAL</b>		

Evaluator/s: \_\_\_\_\_

Verified by: \_\_\_\_\_

**Division BE Focal Person and Assistant**

Noted by: \_\_\_\_\_

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**(Annex C.2.1) 2021 SEARCH FOR BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS (BE-BIS)**

**Bayanihan Effort in Support for the BE-LCP Implementation Including Brigada Pagbasa Initiative/s  
 (30%)**

\_\_\_\_\_ Level: \_\_\_\_\_ Category: No. of Teachers \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Designation/Position: \_\_\_\_\_

School Inventory of Reading Programs with Partnership Component (SY 2018-2020)			
Project Name/Activity	In Partnership with/Amount	Date of Implementation	Impact

Evaluator/s: \_\_\_\_\_

Verified by: \_\_\_\_\_

**Division BE Focal Person and Assistant**

Noted by: \_\_\_\_\_

**SGOD Chief**



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(30%)**

\_\_\_\_\_ Level: \_\_\_\_\_ Category: No. of Teachers \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Designation/Position: \_\_\_\_\_

Current/Proposed Brigada Pagbasa Initiative Work Plan & Budgetary Matrix for SY 2022-2023	
1. Goals/Objectives?	
2. Learners who will attend Brigada Pagbasa?	
3. Parents and Volunteers who will participate in the BP Reading Remediation Program?	
4. Potential Partner-Donors?	
5. How will it help address the literacy/reading gaps of learners?	
6. Timelines?	

Prepared by: \_\_\_\_\_

School BE Coordinator

Submitted by: \_\_\_\_\_

School Head

Verified by: \_\_\_\_\_

Division Brigada Eskwela Focal Person



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