



Republic of the Philippines  
Department of Education  
CARAGA REGION  
SCHOOLS DIVISION OF SIARGAO



June 02, 2025

DIVISION MEMORANDUM

No. 05-163, s. 2025

**CONDUCT OF BRIGADA ESKWELA 2025**

To: Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Public Elementary and Public Secondary Principals, School Heads, and SICs  
School External Partnership Coordinators/Brigada Eskwela Coordinators  
Others Concerned

- Under DepEd Order No. 042, s. 2025, the Department of Education – SDO Siargao will conduct the **2025 Brigada Eskwela** from **June 9 to 14, 2025**, with the theme “**Brigada Eskwela: Sama-sama Para sa Bayang Bumabasa.**” This six-day activity promotes bayanihan and volunteerism to prepare schools for the June 16 class opening, focusing on literacy, school readiness, learner well-being, stakeholder engagement, and data validation.
- To kick off the Brigada Eskwela activities in the division, SDO Siargao will hold the **2025 Brigada Eskwela Division Kickoff Program** on **June 9, 2025**, at this year’s host school, **Union Elementary School**. All schools and functional divisions are requested to give support to the host school as outlined in *Enclosure No. 2: Brigada Eskwela Packages*. A registration fee of Php 2,423.79 will be charged for all IUs and Non-IUs schools to defray the expenses for the Advocacy Polo shirt and meals and snacks of the school heads and other participants. Other expenses incurred during the activity will be charged to Division MOOE, following the usual accounting and auditing rules and regulations.
- Schools shall conduct their School Kickoff after the Division Kickoff Program, either in the afternoon of June 9 or on June 10, 2025. Kindly refer to **DepEd Order No. 042, s. 2025**, for guidelines on implementing Brigada Eskwela 2025 in your respective schools. For the BE forms, logo, tarpaulin, and design, please access the Brigada Eskwela collaterals via this link: [bit.ly/BE2025iao](https://bit.ly/BE2025iao)
- Teaching personnel shall be entitled to earn vacation service credits for their active involvement in Brigada Eskwela activities, with one day of service credit granted for every eight hours of accumulated service as committee members and/or volunteers in school preparation and partnership engagement activities, not to exceed a total of five days. The computation of service credits shall be in accordance with DepEd Order No. 13, s. 2024, titled Revised Guidelines on the Grant of Vacation Service Credit for Teachers. Likewise, non-teaching personnel who render services during weekends or holidays as members of Brigada Eskwela working committees and/or as volunteers shall be granted Compensatory Time Off (CTO), in accordance with CSC and DBM Joint Circular No. 2, s. 2004.
- This memorandum includes the following enclosures:  
Enclosure No. 1: *Schedule of Activities for the 2025 Brigada Eskwela Program*  
Enclosure No. 2: *Brigada Eskwela Packages*



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DepEd Siargao



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Enclosure No. 3: 2025 Brigada Eskwela Division Kickoff Participants

6. For information and strict compliance.

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer in Charge  
Schools Division Superintendent

Encl/s: As stated

Reference/s: DepEd Order No. 042, s. 2025

To be indicated in Perpetual Index under the following subjects

**BRIGADA ESKWELA**

**ACTIVITIES**

**PARTNERSHIP**

SGOD/RCAsupre  
06/02/2025



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**Enclosure No. 1: Schedule of Activities for the 2025 Brigada Eskwela**

ACTIVITY	SCHEDULE
Completion and Submission of the following: <ul style="list-style-type: none"> <li>• Brigada Eskwela Form 1: Physical Facilities and Maintenance Needs</li> <li>• Brigada Eskwela Form 2: School Work Plan</li> <li>• Brigada Eskwela Form 3: Resource Mobilization</li> </ul>	Deadline: June 6, 2025  <i>Submit the scanned copy to the District PDO I for consolidation</i>
Division Brigada Eskwela Kick Off	June 9, 2025  <i>Host: Union Elementary School, with selected participants</i>
School Brigada Eskwela Kick Off	Afternoon of June 9 or June 10, 2025
<ul style="list-style-type: none"> <li>• Brigada Eskwela Implementation</li> <li>• Monitoring of Schools</li> <li>• National Inventory Day</li> <li>• Validation of Reports</li> </ul>	June 9 to 14, 2025  <i>Division Team Monitors</i>
Completion and Submission of the following: <ul style="list-style-type: none"> <li>• Brigada Eskwela Form 4: Daily Attendance of Volunteers</li> <li>• Brigada Eskwela Form 5: Record of Donations Received</li> <li>• Brigada Eskwela Form 6: Daily Accomplishment Report</li> <li>• Brigada Eskwela Form 7: School Accomplishment Report</li> </ul>	Deadline: June 17, 2025  <i>Submit the scanned copy to the District PDO I for consolidation</i>
Per school submission of DTRs for Service Credit and Compensatory Time Off (CTO)	Deadline: June 17, 2025  <i>Submit the DTRs to the District PDO I for consolidation</i>
Deadline for the submission of Brigada Eskwela resources generated in the DepEd Partnerships Database System (DPDS) <a href="http://partnershipsdatabase.deped.gov.ph">http://partnershipsdatabase.deped.gov.ph</a>	Deadline: July 6, 2025





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**Enclosure No. 2: Brigada Eskwela Packages**

## 2025 BRIGADA ESKWELA PACKAGES

### Learner's Kit

- Notebook, Pad paper
- Pencil, Ball pen
- Crayon
- Ruler
- Small scissors
- Pencil sharpener
- Bag
- Glue/paste

### Teacher's Kit

- Manila paper, Cartolina
- Bondpaper
- Scissors, Ruler
- Pen (black and red)
- Markers (black and blue)
- Pencil sharpener
- Lesson plan notebook
- Chalk

### Emergency Kit

- For Learners**
- Whistle, Flashlight/battery
  - Leaflet of information of the kit
- For Teachers**
- Whistle, Flashlight/battery
  - Boots, Raincoats, Umbrellas
  - Radio/batteries
  - Toiletries
  - Bottled water
  - Emergency hotline list/Evacuation guide

### Medical Devices

- Infrared and digital thermometer
- Pulse oximeter
- Thermal scanner
- Stethoscope
- Blood pressure monitor machine
- Stretcher

### Safety and Disaster Preparedness

- Fire extinguishers and smoke detectors
- First-aid kits (bandages, antiseptics, gloves)
- Emergency exit signs and glow-in-the-dark stickers
- Flashlights, batteries, and whistles

### Volunteer Service

- Skilled volunteers (carpenters, electricians, plumbers, painters)
- Professionals
- Parents, teachers, students, and community members

### Snacks and Food for Volunteers

- Bottled water, juice, and energy drinks
- Bread, biscuits, and packed snacks
- Rice meals and packed lunches
- Coffee, tea, and light refreshments

### Health and Hygiene Kits

- Face mask
- Soap
- Toothpaste and toothbrush
- Sanitary pads for female high school learners

### Gardening and Landscaping

- Plants, seedlings, and fertilizer
- Shovels, rakes, and watering cans
- Planter boxes and garden beds
- Compost bins for waste management

### Water and Sanitation Maintenance

- Toilet and sink repair tools (plungers, wrenches)
- Pipes, faucets, and plumbing sealants
- Drinking water dispensers and filters
- Handwashing stations with soap dispensers

### Classroom Essentials

- Blackboards, and bulletin boards
- Student desks, chairs, and teacher's table

### Technology and Digital Learning

- Computers, printers, and projectors
- Wi-Fi routers and network cables
- USB flash drives and external hard drives
- Educational software and e-learning resources

### General Cleaning and Sanitation

- Brooms, dustpans, mops, and buckets
- Trash bags, gloves, and face masks
- Disinfectant, detergent, alcohol, and soap
- Sponges, rags, and scrub brushes

### Repair and Maintenance Package

- Hammers, screwdrivers, pliers, and wrenches
- Nails, screws, nuts, and bolts
- Wood glue, varnish, and sandpaper
- Door locks, hinges, and padlocks

### Painting and Beautification

- Paint (white, colored, and blackboard paint)
- Paintbrushes, rollers, and trays
- Wall putty and sandpaper
- Stencils for school signage

### Electrical and Lighting

- Light bulbs, LED tube lights
- Extension cords and electrical outlets
- Electrical tape and wire connectors
- Circuit breakers and fuses

### Emergency Kit for School

- First aid kit
- Contact numbers for emergencies
- Flashlight/batteries
- Radio/batteries
- Bell/warning device
- Whistle
- Transistor radio
- Electrical tape, Rope

### First Aid Kit

- Burn ointment, Povidone-iodine (e.g. Betadine), Alcohol, Hydrogen Peroxide
- Adhesive bandage (band-aid), Bandage, Gauze, Plaster tape, Cotton
- Bottled water
- Gloves