



Republic of the Philippines
Department of Education
Schools Division of Benguet

DepEd-Benguet Division
 JUL 17 2024
RELEASED

June 2, 2024

DIVISION MEMORANDUM

No. 234, 52024

**2024 BENGUET DIVISION BRIGADA ESKWELA AND OPLAN BALIK ESKWELA
 KICK-OFF CEREMONIES**

TO: Chief Education Supervisors, CID, and SGOD
 Public Schools District Supervisors, Coordinating Principals
 Public Elementary and Secondary School Heads
 School Stakeholders and All Others Concerned

1. Pursuant to OUOPS No. 2024-13-01712 titled: Guidelines on the Release, Utilization, Monitoring, and Reporting of Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP for Fiscal Year 2024, the Schools Division of Benguet shall conduct Brigada Eskwela and Oplan Balik Eskwela Kick-off Ceremonies on July 22, 2024, to be hosted by Sablan District at Omas Ampaguey Integrated School with the theme: **“Bayanihan para sa MATATAG na paaralan”**.
2. The activity aims to strengthen collaboration and partnership engagements and will focus on information campaigns that complement the Department’s effort to ensure quality basic education.
3. The Brigada Eskwela is the National Schools Maintenance Week, which seeks to include and enlist the assistance of all parties involved in education in preparing public school facilities for the start of the academic year on July 29, 2024.
4. The Kick-off Program shall commence at 8:00 AM. Participants in this event are teams from the Division Office, personnel, and partners from Sablan District as enclosed in attachment 1, while committees, program matrices, and monitoring tools are in attachments 2, 3, 4, and 5. The assembly time for SDO participants is 6:30 AM and departure time is 7:00 AM. The workforce is advised to bring work equipment and wear comfortable working clothes.
5. Funds for this activity to cover lunch, and AM and PM snacks shall be downloaded to the identified school in the District, concluding liquidation. Expenses incurred by the participants relative to this activity shall be charged to local funds subject to the accounting rules and regulations.
5. Immediate compliance with and disseminating this memorandum to all concerned is directed.


SALLY L. BANAKEN-ULLALIM CESOV
 Schools Division Superintendent

sgod/smr/amd



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





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Attachment 1 (DM No. 234, 5 2024

**PARTICIPANTS FOR THE 2024 DEPED BENGUET BRIGADA ESKWELA AND
OPLAN BALIK ESKWELA KICK-OFF CEREMONIES**

PARTICIPANTS	NUMBER	REMARKS
SDS	1	Consultants
ASDS	1	

Advance Party		
Name	School	Tasks
Willy James Killip, T-III	Ambiong Elementary School	Painting/Mural
Harley Bastian, T-III	Bahong Elementary School	
Harold Bacuso, T-III	La Trinidad Central School	
Danny Depnag, T-II	Cordillera Regional Science High School	
Norbert de Lara, T-II	Puguis Elementary School	
Benieve Laquiao, T-II	Tawang Elementary School	
Richard Curiano, T-III	Tawang Elementary School	
Benson Labad-dan, HT-I	Pagal Elementary School	
Emerson Hadsan, SP-I	Ambukliao Elementary School	

Management & Workforce		
SGOD	OSDS	OSDS/CID
Lucio B. Alawas	Mahal Rifani	Filame Guilanda
Cesar M. Luma-ang	Florabel Buclay	Shiela Marie Ocampo
Arvin M. Doman	Florinda Pagoy	Nadia Ossic
Lorna M. Yaco	Florabel Balanon	Flyre Beliano
Nerissa Barbosa	Joyce Gavino	Charmaine Joy Nonog
Denver Sinot	Ruth Parista	Yolanda Agustin
Michiko Dagdagen	Melvin Alfredo	Rogel Estigoy
Lester John Olangey	Vergilio Soriano	Darcey Pol-oc
Kirsty Depnag	Rosanna Wales	
Abraham Ulep	Milton Gunaden	CID
Marcelino Samonte	Riza Salabat	Rizalyn Guznian
Shodee Bolayo	Leticia Pangket	Macarthy Malanes
Kristine Waguig	Jordan Fianza	Francis Peckley
Stephen Bulalin	Ruben Dorencio	Warden Baltazar
Jeanette Kiong	Roger Acosta	Samuel Ayangdan
Corazon Quipot	Francis Buclay	Merlyn Concita de Guzman
Joven Agtani	Melvin Alfredo	Erlinda Quinuan
Murphy Liswid	Eric Wanson	Wilfred Bagsao
Jenny Bacquian	Janelle Sibayan	Sonia Dupagan
Ide Liwanen	Marty Deion Estacio	Remy Dum-ao
Jefferson Killase	Claire May Fagsao	Rodriguez Belino
	Beverly Marzo	Rose Anapen
	Chiqui Anne Tello	Antionette Sacyang
	Wynn Darryl Laop	Roxanne Mayomis
	Maricel Codimdim	Genar Tony
	Nelian Magciano	All PSDSs/District Heads
	Sheler Ampaguey	



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Attachment 2 (DM No. 234, s2024

**WORKING COMMITTEES FOR THE 2024 DEPED BENGUET BRIGADA
 ESKWELA AND OPLAN BALIK ESKWELA KICK-OFF CEREMONIES**

COMMITTEE	PERSONS RESPONSIBLE	TERMS OF REFERENCE
Management/Operating Committee	<p>Chairperson: SDS SALLY L. BANAKEN-ULLALIM CESO V</p> <p>Co-Chair: ASDS SAMUEL T. EGSAEN Jr EdD, CESO VI</p> <p>Members: Chiefs: CID, SGOD LILIAN T. ULEP NILO P. OYAM</p>	Oversee the Operational System
Registration/Attendance Committee	<p>Chairperson: Riza Salabat</p> <p>Members: PHOEBE MAR L. DAGANOS ZENY B. PACIO</p>	Prepares Registration Sheets; Secure the number of participants attending the event; Prepare and distribute CA
Program and Invitation Committee	<p>Chairperson: Arvin M. Doman</p> <p>Members: PHOEBE MAR L. DAGANOS</p>	Review all relevant material before the BE Program; prepare program Activities; Design of tarpaulin, serving invites
Budget, Finance & Procurement	<p>Chairperson: Florabel E. Buclay</p> <p>Members: ZENY B. PACIO</p>	Prepare and process procurement documents/WFP before BE
WinS Facility Construction	<p>Chairperson: Michiko Anne Dagdagen Hon. Grail Totanes</p> <p>Members: PRECY W. LARINES LORENZO PETER EFS/PTA</p>	Prepares design and facilitates construction
Project Handog para kay Juana	<p>Chairperson: Denver Sin-ot</p> <p>Members: PRECY W. LARINES PTA/PNP/BFP</p>	Facilitate the construction and advocacy project to address adolescent health trepidations, especially the female learners
Gulayan sa Paaralan	<p>Chairperson: Shodee D. Bolayo Hon. Ceasar Salming</p> <p>Members: Jenny Bacquian Murphy Liswid Hon. GEORGE ANDRES URSULA A. CANUTO</p>	Facilitate maintenance of school gardens; showcase small-scale food production models



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Tree planting	<p>Chairperson: JUDY C. PABLO Hon. George Andres</p> <p>Members: Omas Ampaguey IS, LGU & SDO</p>	Development, maintenance, water management, tree care, and green waste recycling
Landscaping	<p>Chairperson: Mahal Rifani Hon. Manuel Cosisi</p> <p>Members: GLORY C. LEE JOCELYN F. TULMOD BRGY. COUNCILMAN MANUEL COSISI SGOD and OSDS Personnel</p>	Responsible for landscaping and beautification of the School grounds in preparation for the in-person classes
Perimeter Fencing	<p>Chairperson: Arvin M. Doman</p> <p>Members: Vergilio Soriano c/o LGU and PTA</p>	Responsible for fencing, fixing demarcation along the perimeters of the school
Carpentry	<p>Chairperson: NOVIE C. DANA O</p> <p>Members: Rey Mokyat PTA/BLGU PSDSs</p>	To consider various types of repairs, replacement, and installation of damaged boards, ensure surfaces are in proper shape before staining or painting
Painting	<p>Chairperson: STAG</p> <p>Members: SK Chairman Dondon Gracio & BALLUAY SANGGUNIANG KABATAAN Finance Unit</p>	Painting of walls, roofs, and ceilings using the DepEd prescribed colors; Mural painting
Water Sealed Toilet	<p>Chairperson: Ceasar M. Luma-ang</p> <p>Members: MILTRUDES PANATEN BRGY. COUNCILMAN PAUL AMPAGUEY Ruben Dorencio Roger Acosta PNP, BFP, PTA</p>	Construction of toilet facilities that are water-sealed and flush-type with septic tank
Gate and Arc Installation	<p>Chairperson: Mrs. Prescila Larines</p> <p>Members: Hon. Devis Qui-o Junifer Leano</p>	Repair, Welding, Painting, and Installation of Gate and Arch
Reading and Learning Parks Landscaping	<p>Chairperson: Antionette Sacyang Hon. Pablito Larines</p> <p>Members:</p>	Responsible for landscaping and beautification of the Reading and Learning parks in preparation for the in-



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	JUDY C. PABLO ANABEL ANDRES PSDSs & DCPs	person classes
Mini Library	Chairperson: Sonia D. Dupagan Members: Roxanne Mayomis LILIBETH A. WALANG	Work with the school to initiate library beautification with easy access to the book collections and resources
Clean and Green, Concreting and Plant boxes	Chairperson: Stephen Bulalin Pres. Anabelle Andres URSULA A. CANUTO Members: EPS Jefferson Killase Finance Unit Personnel Unit	Responsible for constructing flower/plant boxes and creating signage Development, maintenance, water management, and green waste recycling
Garbage Pit and MRF	Chairperson: Roger Acosta Hon. Norberto Leaño PHOEBE MAR L. DAGANOS Members: PTA PNP	Appropriation of secured garbage areas, development, maintenance, water management, and green waste recycling
Canal and Ground Clearing	Chairperson: Abraham Ulep ANABEL ANDRES Members: BFP	Responsible for cleaning, flushing, and elevating the canals
Layout of the Ground for Athletics	Chairperson: NILO P. OYAM Members: PSDS/DCP EPS ROMYLYNE P. COLAS	Arrange the physical environment through landscaping, greener and environmentally friendly grounds for athletics and other school activities.
Transportation	Chairperson: Rodriguez Belino Jordan Fianza Members: OSDS General Services	Responsible for transportation arrangements ensuring smooth movement of people and goods
Food	Chairperson: Corazon Quipot Members: MARY ANN D. SAGAYO NOVIE C. DANAQ	Meal preparation services, meal plan considering dietary restrictions
Security/Traffic	Chairperson: BARANGAY OFFICIALS OF BALLUAY Members: Rogel Estigoy	Combination of measures to preserve traffic capacity and instill security, safety, and reliability of the overall activity



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Health Promotion and Emergency Medical Services	Chairperson: Kirsty A. Depnag Lloyd Tabdi Members: BARANGAY HEALTH WORKERS SDO and Field Nurses	Management and sorting of personnel according to assessment and rapidly identify injured and ensure timely appropriate treatment
Computer Programming and repairs	Chairperson: Eric Wanson Members: ROMYLYNE P. COLAS DOST	Build digital literacy through the incorporation of information and communication technology (ICT) into schools.
Classroom Management	Chairperson: NILO OYAM Members: Omas Ampaguey IS	Create and maintain a learning environment that is conducive to successful learning. These actions include decisions about structure, organization, and course activities that support learners by managing their expectations and behaviors.
Public Relations/Media	Chairperson: Lorna M. Yaco Members: Nerissa Barbosa Omas Ampaguey IS SIC	Intermediary between DepEd and its Public target to create awareness for the organization with an ability to create impact for the audience



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Attachment 3 (DM No. 234, 2024)

BRIGADA ESKWELA and OPLAN BALIK ESKWELA KICK OFF CEREMONIES

DAY 1	ACTIVITIES	SPEAKER
7:00 – 8:00 AM	Registration/Arrival	SMN/Host
8:00 – 8:45	Opening Program	
	Nationalistic Song	Omas Ampaguey Integrated School
	Prayer	
	Acknowledgment of Participants and Statement of Purpose	LUCIO B. ALAWAS CES-SGOD
	Welcome Remarks	NILO P. OYAM School Principal
		Barangay Chair – Balluay, Sablan
		LILIAN T. ULEP PSDI
		Hon. ALFREDO DACUMOS Jr. Municipal Mayor – Sablan, Benguet
	MOA Ceremonial Signing	SMN
	DepEd and Partner	For SPORTS
	Introduction of the Undertaking	ARVIN M. DOMAN SEPS-SMN
	Signing Proper	Event Secretariat
	Message from the Parties	Partners
		SALLY L. BANAKEN-ULLALIM CESO V SDS ERICSON L. FELIPE Vice Governor Hon. MELCHOR D. DICLAS, MD Benguet Governor Hon. ERIC GO YAP Benguet Congressman
Talk	ESTELA P. LEON-CARIÑO EDD, CESO III Regional Director IV Region CAR	
Photo Session	Event Secretariat	
Health Break		
Work Assignments	NILO P. OYAM School Principal	
Declaration of Brigada Eskwela Opening @	SALLY L. BANAKEN-ULLALIM CESO V SDS	
8:45 – 12:00	Work	
12:00 – 1:00	Lunch	Brigada Team
1:00 – 4:45	Work	
4:45 - 5:00	Post Activity Evaluation and Closing Program	SMN RIZALYN A. GUZNIAN CES-CID SAMUEL T. EGSAEN Jr. EDD, CESO VI ASDS



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Attachment 4 (DM No. 234, 5 2024)

OPLAN BALIK ESKWELA
PUBLIC ASSISTANCE COMMAND CENTER (OBE-PACC)

Schools Division of Benguet Hotlines

Office	Contact No.	Office	Contact No.
Office of the SDS Sally L. Banaken-Ullalim CESO V	09157593770	School Governance and Operations Division Cesar B. Luma-ang	09283188179
Office of the ASDS Samuel T. Egsaen Jr. EdD, CESO VI	09451334170	Curriculum Implementation Division Rizalyn A. Guznian	09207301281
Public Assistance Command Center Mahal M. Rifani	09995226476	Oplan Balik Eskwela (OBE) Focal Person (SMME) Corazon C. Quipot	09612485041
Legal Unit Atty. Nover B. Singgangan	09198276111	Division Information Officer Lorna M. Yaco	09120438044

District Coordinators		
District	Public Schools District Supervisor/District In-charge	Contact Number
Atok	Florelia A. Pascian	09486978876
Bakun	Virginia B. Salio-an	09467469748
Bokod	Emilyn E. Medina	09563789132
Buguias	Cristeta E. Igueldo	09108534545
Itogon I	Jonathan G. Sadey	09088506055
Itogon II	Juliet K. Baldo	09092531196
Kabayan	Marylin A. Tolbe	09563789132
Kapangan	Roberto A. Pablo Jr.	09462521672
Kibungan	Daniel B. Pascaden	09773370618
La Trinidad	Delarosa V. Delmas	09219843989
Mankayan	Marcelino S. Baldo	09184003376
Sablan	Lilian T. Ulep	09306635165
Tuba	Melchor C. Tican	09198182543
Tublay	Aladin M. Dobinto	09103182181

Benguet Provincial Federated PTA	Rex D. Copio	09094494382
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SDO Hotline: (074) 4426570 @DepEd Tayo Benguet



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Attachment 5 (DM No. 234, 52024)

2024 BRIGADA ESKWELA MONITORING CHECKLIST

REGION:	DIVISION:
NAME OF SCHOOL:	SCHOOL ID:
NAME OF SCHOOL HEAD:	No. of Enrolment:
	No of Teachers:

Part I Implementation

(Instructions: Please mark the appropriate column. Be as objective as possible.)

A. Pre-Implementation Stage

INDICATOR	OBSERVABLE <i>(Check One)</i>		REMARKS	Recommendation/ Mode of Verifications/ Document Submitted
	Satisfactory	Unsatisfactory	If Unsatisfactory, <i>(Please describe)</i>	
1. Conducted assessment of the physical facilities and maintenance needs of the school				
• Classroom				
• Furniture				
• School grounds				
• Toilet				
• Others: <i>(Please specify)</i>				
2. Compliance with the absolute prohibition on solicitation				
• Engagement letter to partners				
• Brigada Eskwela partners proposal				
• Others: <i>Please specify</i>				
3. Activities for the Brigada Eskwela Working Committee				
• Public Awareness campaign				
• Establishment of Partnerships for Resource Mobilization				
• Handling of Administrative and Financial Matters				
• Documentation				



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B. Implementation Stage *(Please check yes or no)*

	Indicator	Visible		Best Practices	Recommendations
		Yes	No		
4.	Maintenance of Clean School:				
	• Zero litters				
	• Clutter-free (everything is well-ordered, arranged, and organized)				
	• Spill-free (without spilling water or liquids on floors, tablets, walls, etc.)				
	• Soil/Dust-free floorings and walls (absence of soil particles and mud)				
	• Zero garbage placed outside (hallways, school perimeter, school buildings, gym)				
	• Zero illegal postings (walls, posts, trees, etc.)				
	• Waste segregation compliance (no mixed waste)				
	• Absence of vandalism				
	• Presence of activity in preventing pollution, minimizing waste, and caring for the environment				

Part II. Volunteer Engagement

	INDICATORS	Best Practices	Specifics (Number/Amount)	Recommendation
5.	The number of Brigada Eskwela volunteers from the following groups working on the school. <i>(Please enumerate)</i>			
6.	Donations received for Brigada Eskwela/ Resources Generated <i>(Please specify)</i>			
7.	Relationships in the community: <i>(Describe)</i>			



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Part III. Overall Assessment

8.	How would you rate the overall implementation of Brigada Eskwela in the school?				
	5 <i>Outstanding</i>	4 <i>Very Satisfactory</i>	3 <i>Satisfactory</i>	2 <i>Fair</i>	1 <i>Poor</i>
9.	How would you rate the spirit of volunteerism in the school?				
	5 <i>Outstanding</i>	4 <i>Very Satisfactory</i>	3 <i>Satisfactory</i>	2 <i>Fair</i>	1 <i>Poor</i>
10.	Commendations/Suggestions/Recommendations:				

Schools Division Office
 Assessed by:

Full Name: _____

Office: _____

Full Name: _____

Office: _____