



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

CTRL No. 2026-05-237

May 13, 2026

**DIVISION MEMORANDUM**

No. 237, s. 2026

**CONDUCT OF BRIGADA ESKWELA FOR SY 2026-2027**

**TO: Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors/Specialists  
OIC-Public Schools District Supervisors  
School Heads, Elementary and Secondary  
All others concerned**

1. Relative to DepEd Memo No. 027, s. 2026, re: 2026 Brigada Eskwela Implementing Guidelines, the Brigada Eskwela or National Schools Maintenance Week shall be conducted on **June 1-5, 2026** with the theme: **Bayanihan sa Paaralan: Nagkakaisa para sa Kaayusan at Kaalaman**, highlighting the power of collective action to strengthen both learning and school environments. This year, the initiative emphasizes enhancing school infrastructure alongside literacy development, encouraging communities nationwide to contribute to safer, more functional, and more inspiring learning spaces.

2. The Brigada Eskwela is a five-day activity that upholds the spirit of *bayanihan*, encouraging community collaboration to prepare schools for the upcoming school year. This year's BE direct its collective efforts towards the following focus areas:

- a. Preparing schools for the new school year with clean, safe, and learner-friendly environments;
- b. Supporting reading development by providing materials and engaging stakeholders in literacy activities;
- c. Improving school infrastructure by repairing classrooms, fixing facilities, maintaining grounds, and upgrading learning spaces;
- d. Enhancing structural safety and climate resilience of school facilities;
- e. Organizing clean-up drives to remove clutter, clear pathways, and enhance the appearance of school surroundings;
- f. Encouraging volunteerism and community involvement and improve school facilities and programs;
- g. Building data-driven partnerships with the community to address school needs; and



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h. Verifying school resources and creating accurate inventory data with community support.

3. The implementation of 2026 Brigada Eskwela shall follow the mechanics provided under the hereto attached DepEd Memo No. 027, s. 2026 on the 2026 Brigada Eskwela Implementing Guidelines.

4. The 2026 Brigada Eskwela program schedule of activities are as follows:

| Activity  | Schedule/Venue  |
|---|---|
| National Brigada Eskwela Kick-Off   | May 29, 2026/Cabadbaran City, CARAGA  |
| Regional Brigada Eskwela Kick-Off   | June 3, 2026/Labo Elementary School, SDO Camarines Norte                                    |
| Division Brigada Eskwela Kick-Off   | June 1, 2026/San Antonio Elementary School, South District                                  |
| Brigada Eskwela Implementation, Monitoring of Schools, inventory validation and official reporting of selected education data | June 1-5, 2026  |
| Deadline for the submission of Brigada Eskwela resources generated in the DepEd Partnership Database System (DPDS)            | Schools: July 6, 2026   |
| Submission of Brigada Eskwela Transmittal or Accomplishment Report  | <b>Schools to DO: July 10, 2026</b><br>DO to ROV: July 15, 2026<br>ROV to CO: July 30, 2026 |
| RO and DO Brigada Eskwela Appreciation and Recognition  | To be announced   |

5. Expenses relative to the conduct of the Brigada Eskwela activities such as but not limited to advocacy materials/shirts shall be charged to Local Funds/School MOOE subject to the usual accounting and auditing rules and regulations.

6. Brigada Eskwela materials such as tarpaulin layout and shirt design can be accessed in the link <https://canva.link/go817vav15nido9>

7. Services rendered during the Brigada Eskwela Week, weekend and/or holidays in preparation and implementation of the Brigada Eskwela shall be granted with equivalent service credits/Compensatory Overtime Credits (COC), whichever is applicable, subject to the existing rules and regulations.



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8. The details of the 2026 Division Brigada Eskwela Kick-Off shall be released in a separate issuance. Meeting of the OIC-PSDSs, Secondary Lead School Head and School Head of the host school is scheduled on Monday, May 18, 2026 at 9:00am at the SGOD Office.
9. The Division BE Monitoring Team with assigned school and monitoring tool will be created to ensure smooth planning and execution of Brigada Eskwela activities. This shall be issued in a separate memorandum.
10. For information, guidance and compliance.

*MRL*

**MARIA-MAGNOLIA F. BRIOSO, CESO VI**  
Schools Division Superintendent

Enclosure: as stated  
To be indicated in the Perpetual Index  
under the following subjects:  
Brigada Eskwela Program  
Adopt-A-School Program



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Republic of the Philippines  
Department of Education

MAY 05 2026

DepEd MEMORANDUM  
No. **027**, s. 2026

**2026 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  
Attached Agencies  
All Others Concerned

1. In accordance with DepEd Order No. 009, s. 2026, titled Guidelines on the Implementation of the Three-Term School Calendar in Basic Education, the Department of Education (DepEd) shall conduct the **2026 Brigada Eskwela Program** from **June 1 to 5, 2026**, in preparation for the opening of classes for the school year 2026-2027. Brigada Eskwela is an annual initiative of DepEd aimed at ensuring that schools are ready for the start of the school year.

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 remaining the key priority of DepEd, including the improvement of school facilities, this year's Brigada Eskwela embraces the theme, *Bayanihan sa Paaralan: Nagkakaisa para sa Kaayusan at Kaalaman*, highlighting the power of collective action to strengthen both learning and school environments. This year, the initiative emphasizes enhancing school infrastructure alongside literacy development, encouraging communities nationwide to contribute to safer, more functional, and more inspiring learning spaces.

3. This year, Brigada Eskwela directs its collective efforts toward the following focus areas:

- a. Preparing schools for the new school year with clean, safe, and learner-friendly environments;
- b. Supporting reading development by providing materials and engaging stakeholders in literacy activities;
- c. Improving school infrastructure by repairing classrooms, fixing facilities, maintaining grounds, and upgrading learning spaces;
- d. Enhancing structural safety and climate resilience of school facilities;
- e. Organizing clean-up drives to remove clutter, clear pathways, and enhance the appearance of school surroundings;



- f. Encouraging volunteerism and community involvement to improve school facilities and programs;
- g. Building data-driven partnerships with the community to address school needs; and
- h. Verifying school resources and creating accurate inventory data with community support.

4. The DepEd Central Office (CO) will conduct the National Brigada Eskwela Kick-Off Program on **May 29, 2026**, in **Cabadbaran City, CARAGA**. The National Kick-Off serves as a platform to unite key stakeholders, highlight priority initiatives on school infrastructure and literacy, and build nationwide momentum for sustained community participation in school preparation efforts.

5. On **Monday, June 1, 2026**, at the opening of Brigada Eskwela Week, all regions shall simultaneously conduct their respective regional kick-off activities, which signal the official opening of Brigada Eskwela for SY 2026–2027 setting the tone for a coordinated and unified implementation across all regions.

6. The guidelines for the implementation of 2026 Brigada Eskwela are provided in the Enclosure.

7. The 2026 Brigada Eskwela program schedule of activities shall be as follows:

| Activity  | Schedule  |
|---|---|
| National Brigada Eskwela Kick-Off   | May 29, 2026  |
| Nationwide Brigada Eskwela Kick-Off   | June 1, 2026  |
| Brigada Eskwela Implementation, Monitoring of Schools, and inventory validation and official reporting of selected education data | June 1–5, 2026  |
| Deadline for the submission of Brigada Eskwela resources generated in the DepEd Partnerships Database System                      | Schools: July 6, 2026<br>(to be verified and validated by schools division offices [SDOs]/regional offices [ROs]) |
| Submission of Brigada Eskwela Transmittal or Accomplishment Report  | SDOs to ROs: July 15, 2026<br>ROs to CO: July 30, 2026  |
| RO and SDO Brigada Eskwela Appreciation and Recognition Ceremony  | to be determined by respective ROs and SDOs   |

8. All ROs and SDOs shall work closely with school heads to ensure smooth planning and execution of Brigada Eskwela activities.

9. For information and clarification, please contact the **External Partnerships Service**, DepEd CO via email at [external.partnerships@deped.gov.ph](mailto:external.partnerships@deped.gov.ph) or [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph) or at telephone number (02) 8637-6462.



**SONNY ANGARA**  
Secretary

Encl.:

As stated

References:

DepEd Order (No. 009, s. 2026)

DepEd Memorandum No. 042, s. 2025

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

LGB, JMC, MPC, DM 2026 Brigada Eskwela Implementing Guidelines  
0154 – April 16, 2026

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Enclosure 1

## GUIDELINES ON THE IMPLEMENTATION OF *BRIGADA ESKWELA* FOR SY 2026-2027

### RATIONALE

*Brigada Eskwela*, the Department of Education's (DepEd) flagship program, embodies *bayanihan* by mobilizing teachers, learners, parents, communities, and stakeholders to prepare schools for a successful school year. For School Year 2026–2027, the program focuses on improving school infrastructure and strengthening literacy. Implementation follows a structured approach through three stages: (1) **pre-implementation** (planning and preparation), (2) **implementation** (conduct of activities and volunteer engagement), and (3) **post-implementation** (monitoring, evaluation, and documentation). Aligned with DepEd Order No. 009, s. 2026 on the Three-Term School Calendar and the DepEd's 5-point agenda for a supportive learning environment and learner well-being, these guidelines set the scope and outline monitoring and evaluation mechanisms. They also provide a clear framework to ensure the effective, organized, and sustainable nationwide implementation of *Brigada Eskwela*.

### A. PRE-IMPLEMENTATION STAGE (2-3 months before the *Brigada Eskwela* Week)

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 conduct a comprehensive assessment of all school infrastructure to determine readiness for the opening of classes. This shall include identifying facilities that require repair, retrofitting, upgrading, or replacement, with emphasis on structural stability, safety compliance, and disaster resilience. Classrooms, offices, libraries, laboratories, water and sanitation facilities, electrical systems, roofs, drainage, and perimeter fences shall be inspected to ensure they are safe, functional, and capable of withstanding hazards such as typhoons, earthquakes, flooding, and fire.

All identified needs shall be reflected in the School Preparedness Checklist (Attached **Annex A**), prioritized based on urgency and their impact on teaching and learning, and addressed through recommended next steps, particularly for categories marked as “not prepared,” with assistance from DepEd Engineers, the School Watching Team (SWT), and Parent-Teacher Association (PTA) officers and members when necessary. Moreover, schools shall also assess the status, adequacy, and safety of bookshelves, libraries, reading corners, and other literacy support spaces to ensure that these are conducive to learning, and may conduct a reading readiness needs assessment to identify learners requiring early literacy interventions.

Other requirements necessary to ensure safe, inclusive, and resilient school operations shall likewise be identified to guide *Brigada Eskwela* planning and resource mobilization.

## **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 shall 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*
- DOH-DSWD-DepEd-CHED-LEB-TESDA- DILG Joint Administrative Order 2022-0001 - *Guidelines on Healthy Settings Framework in Learning Institutions*
- Other related issuances

## **4. Creation of the *Brigada Eskwela* Working Committees**

School Heads shall lead the creation of the working committees for the *Brigada Eskwela* as well as supervise its functions. The *Brigada Eskwela* working committees shall be composed of the following:

- School Head;
- Teachers;
- Non-teaching personnel;
- Parent-Teacher Association Officers;
- Reading Coordinators; and
- (optional) parents, learners, community members, and external stakeholders may also be part of the task force provided that the nature of the involvement is voluntary.

The School Head shall conduct orientation sessions on the tasks to be carried out for the duration of *Brigada Eskwela* implementation.

School personnel shall not require the participation of parents and learners in exchange for extra points in grades of learners.

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#### 4.1 The *Brigada Eskwela* Working Committee Responsibilities:

##### 4.1.a Conduct Extensive Public Awareness Campaigns

- Promote public awareness and encourage involvement in *Brigada Eskwela*, which may include the dissemination of advocacy materials and the conduct of awareness campaigns.

##### 4.1.b Establishment of Partnerships for Resource Mobilization

- Mobilize resources such as books, reading kits, reading materials, repair and maintenance supplies, manpower, and volunteer services to support the conduct of *Brigada Eskwela*, in accordance with Republic Act No. 4206, as amended by RA No. 5546, entitled "An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools, Colleges and Universities," which prohibits the collection of contributions from school children. Consistent with this law, the sale of tickets or solicitation of contributions, whether voluntary or otherwise, from learners, school children, and teachers in public and private schools for any project or purpose is strictly prohibited. This policy shall be observed in accordance with DepEd Order No. 5, s. 1992 (Policy on Solicitation of Contributions), DepEd Order No. 47, s. 2022 (Promotion of Professionalism in the Implementation and Delivery of Basic Education Programs and Services), and DepEd Order No. 49, s. 2022 (Amendment to DepEd Order No. 47, s. 2022).
- Determine target resources and identify potential volunteers and partners.
- Accept donations from partners before and during the *Brigada Eskwela* week.
- Ensure that the pledges/ commitments of partners are delivered.
- Craft a Memorandum of Understanding (MOU) and/ or Memorandum of Agreement (MOA) determining the roles and responsibilities of the parties involved (the school and its partners)

##### 4.1.c Program Implementation

- Direct and monitor the implementation of different activities as specified in the school work plan, aligned with the School Improvement Plan (SIP) and Annual Implementation Plan (AIP).
- Provide guidance and direction to work teams in the performance of assigned tasks.
- Monitor actual accomplishments vis-a-vis identified needs and planned activities.

##### 4.1.d Handling of Administrative and Financial Matters

- Provide administrative support and manage funds that will be generated in support of *Brigada Eskwela*.
- Ensure that all in-kind donations and services from government and private partners are duly recorded and utilized in compliance with existing rules and regulations, and that the appropriate forms such as the Acknowledgement Receipt and Inventory Custodian Slip are used to acknowledge receipt of donations.

- Provide logistical support to volunteers such as but not limited to, work materials, first aid, refreshments, etc.
- Conduct daily inventory of all materials used.
- Prepare documents required for the availment of tax incentives by partners such as, but not limited to:
  - a. Notarized Memorandum of Agreement (MOA);
  - b. Notarized Deed of Donation and/ or Deed of Acceptance; and
  - c. Other required documents.

**4.1.e Documentation**

- Prepare necessary documentation and reports of the *Brigada Eskwela* Program including photo/video documentation.
- Prepare daily reports on donations received and services rendered.
- Record the daily attendance of volunteers.
- Report all forms of support provided by stakeholders in the DepEd Partnerships Database System (DPDS).

**5. External Partners participation in the *Brigada Eskwela***

The following matrix indicates the possible steps/actions that potential external partners may undertake to ensure active engagement during the *Brigada Eskwela* week.

| <b>Stakeholders</b>                            | <b>Nature of Engagement</b>   |
|--|---|
| Provincial / City / Municipal Government Units | a. Coordinate/engage with DepEd regional or division offices<br>b. Secure a copy of the school preparedness checklist<br>c. Convene the Local School Board (LSB) to identify possible support on school preparedness/ readiness<br>d. Mobilize local support through the business sector, philanthropies, academe, and local organizations to assist schools' preparations for class opening<br>e. If available, include schools in the early warning system implemented in the locality<br>f. If possible, issue a local ordinance or resolution to support the implementation of <i>Brigada Eskwela</i> |
| Barangay Government Units                      | a. Coordinate/engage with nearby elementary and/or secondary schools<br>b. Participate in school preparatory meetings for <i>Brigada Eskwela</i><br>c. Mobilize local assistance to support school readiness strategies<br>d. Secure a copy of the school preparedness checklist<br>e. Support the school preparedness strategies   |

| <b>Stakeholders</b>  | <b>Nature of Engagement</b>   |
|--|---|
| Private partners/individuals<br>Other national government agencies | <ul style="list-style-type: none"> <li>a. Coordinate/engage with DepEd central office, regional office, division or district office or school</li> <li>b. Secure a copy of the school preparedness checklist or <i>Brigada Eskwela</i> Plan</li> <li>c. Choose from the <i>Brigada Eskwela</i> Packages on the intervention to be provided to schools</li> <li>d. Provide advocacy /information materials for schools</li> <li>e. Identify and communicate support that will be provided to schools</li> <li>f. Support the school readiness/preparedness strategies</li> </ul> |
| Local/NGOs<br>Volunteers   | <ul style="list-style-type: none"> <li>a. Coordinate/engage with target elementary and/or secondary schools</li> <li>b. Secure a copy of the school preparedness checklist or <i>Brigada Eskwela</i> Plan</li> <li>c. Signify interest to assist the school during preparation for class opening</li> <li>d. Participate in school preparatory meetings for <i>Brigada Eskwela</i></li> <li>e. Identify and communicate support that will be provided to schools</li> <li>f. Support the school preparedness strategies</li> </ul>  |
| Parents  | <ul style="list-style-type: none"> <li>a. Participate voluntarily in school preparatory meetings for <i>Brigada Eskwela</i></li> <li>b. Set an example for children in doing community service</li> <li>c. Render voluntary support to the school preparedness strategies</li> </ul>  |

## 6. *Brigada Eskwela* Packages

Education partners and stakeholders may look into the following *Brigada Eskwela* packages to serve as guidance for the support to be provided to the schools. Other interventions may be provided depending on the capacity and available resources.

| <b>General Category</b>   | <b>Suggested Items</b>   |
|---|--|
| Structural Repairs & Reinforcement<br>- for repairing classrooms, roofing, walls, and foundations to ensure safety and resilience against natural hazards | <ul style="list-style-type: none"> <li>- Cement, sand, gravel, hollow blocks</li> <li>- plywood, roofing sheets</li> <li>- waterproofing materials</li> </ul>  |
| Repair & Maintenance Package<br>- for minor repairs and fixing damaged areas  | <ul style="list-style-type: none"> <li>- Hammers, screwdrivers, pliers, and wrenches</li> <li>- Nails, screws, nuts, and bolts</li> <li>- Wood glue, varnish, and sandpaper</li> <li>- Door locks, hinges, and padlocks</li> </ul> |

| General Category  | Suggested Items   |
|---|---|
| Reading Kits<br>- for supporting the development of learners' reading skills                                    | - Supplementary reading materials<br>- Workbooks/activity sheets and coloring books<br>- Reading Assessment tools (like tests or passages)  |
| General Cleaning & Sanitation<br>- for keeping classrooms and school grounds clean                              | - Brooms, dustpans, mops, and buckets<br>- Trash bags, gloves, and face masks<br>- Disinfectant, detergent, alcohol, and soap<br>- Sponges, rags, and scrub brushes                             |
| Painting & Beautification<br>- for making the school environment more vibrant                                   | - Paint (white, colored, and blackboard paint)<br>- Paintbrushes, rollers, and trays<br>- Wall putty and sandpaper  |
| Electrical & Lighting<br>- for safe and efficient lighting & electrical systems                                 | - Light bulbs, LED tube lights<br>- Extension cords and electrical outlets<br>- Electrical tape and wire connectors<br>- Circuit breakers and fuses   |
| Gardening & Landscaping<br>- for greener and more sustainable school grounds                                    | - Plants, seedlings, and fertilizer<br>- Shovels, rakes, and watering cans<br>- Plant boxes and garden beds<br>- Compost bins for waste management  |
| Water & Sanitation Maintenance<br>- for ensuring proper water supply and clean restrooms                        | - Toilet and sink repair tools (plungers, wrenches)<br>- Pipes, faucets, and plumbing sealants<br>- Drinking water dispensers and filters<br>- Handwashing stations with soap dispensers/dishes |
| Classroom Essentials<br>- for ensuring a well-equipped learning space   | - Blackboards and bulletin boards<br>- Student desks, chairs, and teacher's table   |
| Technology & Digital Learning<br>- for enhancing digital learning and school connectivity                       | - Computers, printers, and projectors<br>- Wi-Fi routers and network cables<br>- USB flash drives and external hard drives<br>- Educational software and e-learning resources                   |
| Safety & Disaster Preparedness<br>- for emergency readiness and school safety                                   | - Fire extinguishers and smoke detectors<br>- First-aid kits (bandages, antiseptics, gloves)<br>- Emergency exit signs and glow-in-the-dark stickers<br>- Flashlights, batteries, and whistles  |
| Volunteer Service<br>- for community support, manpower assistance or expertise to assist learners and teachers, | - Skilled volunteers (carpenters, electricians, plumbers, painters)<br>- Professionals (e.g. doctor, lawyers, others)<br>- Parents, teachers, learners, and community members                   |
| Snacks and Food for Volunteers (Compliant with DepEd Order No. 13, s. 2017)                                     | - Bottled water, juice, drinks, and refreshments<br>- Bread, biscuits, and packed snacks<br>- Rice meals and packed lunches   |

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| General Category  | Suggested Items  |
|---|--|
| - for keeping volunteers energized and motivated                                    |  |
| <b>Health and Hygiene Kits</b><br>- for maintaining personal cleanliness            | - Facemasks<br>- Soap<br>- Toothpastes and toothbrushes<br>- Sanitary pads for female high school learners   |
| <b>Learner's Kit</b><br>- for equipping students with essential school supplies     | - Notebook<br>- Pad paper<br>- Pencil, ball pen<br>- Crayons<br>- Ruler, small scissors, pencil sharpener<br>- Glue/pastes<br>- Bag  |
| <b>Teacher's Kit</b><br>- for teacher's daily instructional use                     | - Manila paper, cartolina, bondpaper<br>- Scissors, ruler, pencil sharpener<br>- Pen (black and red)<br>- Markers (black and blue)<br>- Lesson plan notebook<br>- Chalk  |
| <b>Emergency Kit</b><br>- for ensuring readiness during natural disasters or crises | <b>For Learners</b><br>- Whistle, flashlight/battery<br><b>For Teachers</b><br>- Whistle<br>- Flashlight, radio, battery<br>- Boots, raincoats, umbrellas<br>- Toiletries<br>- Bottled water<br>- Emergency hotline list<br>- Evacuation guide |
| <b>Medical Devices</b><br>- for basic health monitoring and care                    | - Infrared and digital thermometer<br>- Pulse oximeter<br>- Thermal scanner<br>- Stethoscope<br>- Blood pressure monitor machine<br>- Stretcher  |
| <b>Emergency Kit for School</b><br>- for school-wide emergency response             | - First aid kit<br>- Flashlight, radio, batteries<br>- Bell, whistle<br>- Electrical tape, rope  |
| <b>First Aid Kit</b><br>- for providing immediate treatment for minor injuries      | - Burn ointment, povidone-iodine (e.g. Betadine, ), alcohol, hydrogen peroxide<br>- Adhesive bandage (band-aid), bandage, gauze, plaster tape, cotton<br>- Bottled water<br>- Gloves   |

The external partners and stakeholders may contact the following DepEd offices for information of their engagement in the *Brigada Eskwela*:

|                          |   |
|--------------------------|---|
| Central Office:          | External Partnerships Service (EPS)<br><a href="mailto:external.partnerships@deped.gov.ph">external.partnerships@deped.gov.ph</a> /<br><a href="mailto:eps.od@deped.gov.ph">eps.od@deped.gov.ph</a><br>(02) 8637-6462 |
| Regional Office:         | Education Support Service Division (ESSD)<br><a href="https://tinyurl.com/DepEdROSDODirectory">https://tinyurl.com/DepEdROSDODirectory</a>  |
| Schools Division Office: | School Governance Operations Division (SGOD)<br><a href="https://tinyurl.com/DepEdROSDODirectory">https://tinyurl.com/DepEdROSDODirectory</a>   |
| Schools:                 | Office of the School Head<br>Nearest public elementary and secondary schools  |

## **B. IMPLEMENTATION STAGE**

The actual implementation of the *Brigada Eskwela* week is on **June 1-5, 2026**. As a matter of policy, all work and tasks performed under the *Brigada Eskwela* period shall be **voluntary in nature**.

### **1. Conduct of *Brigada Eskwela* Kick-Off**

The National *Brigada Eskwela* Kick-Off Program, led by the DepEd-Central Office, will be held on **May 29, 2026**, in **Cabadbaran City, CARAGA**, to bring together key stakeholders, showcase priority initiatives in school infrastructure and literacy, and generate momentum for nationwide community participation.

Building on this, *Brigada Eskwela* Week shall officially commence on **June 1, 2026, Monday**. All regions shall simultaneously conduct their regional kick-off activities, marking the formal start of the School Year 2026–2027 preparations and ensuring a coordinated, unified implementation across the country. Attached as **Annex B** is the proposed Program of Activities for the Nationwide Kick Off Program.

To ensure widespread participation, the activity will be livestreamed on the official DepEd Philippines Facebook page, serving as both a launch and promotion of *Brigada Eskwela*.

The Schools Division Offices may participate in the Regional Kick Off, organize their own kick off activities, or may do the monitoring of the *Brigada Eskwela* implementation in the schools.

The schools may initiate the kick off with an advocacy caravan, followed by the presentation of the School Preparedness Plans to the stakeholders. Subsequently, voluntary work within the school premises will take place.

### **2. Suggested Activities within the *Brigada Eskwela* week**

Based on school preparedness plan, schools shall select appropriate activities for implementation during the *Brigada Eskwela* week from the following suggested list:

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| Activities  | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Persons Responsible                             | Expected Output/s   |
|---|-------|-------|-------|-------|-------|---|---|
| Kick Off Ceremony   | /     |       |       |       |       | Brigada Eskwela Working Committees              | Program of Activities<br>Pledges of Commitment  |
| Presentation of Major projects/activities to be done  | /     |       |       |       |       | School Head                                     | Presentation  |
| Presentation of Brigada Eskwela Plan  | /     |       |       |       |       | School Head                                     | Presentation  |
| Registration of Partners and Stakeholders / Volunteers  | /     | /     | /     | /     | /     | Brigada Eskwela Secretariat                     | Accomplished Registration Form  |
| Receipt of donations, resource/supplies   | /     | /     | /     | /     | /     | Brigada Eskwela Working Committees              | Registry of donations, resources and supplies received  |
| General cleaning of classrooms and school premises  | /     | /     | /     | /     | /     | Brigada Eskwela Working Committees / Volunteers | Daily Accomplishment Report   |
| Repair/Repainting/ Replacement/ Rehabilitation of school facilities such as roofs/gutters, walls, comfort rooms and other | /     | /     | /     | /     | /     | Brigada Eskwela Working Committees / Volunteers | Daily Accomplishment Report   |
| Other maintenance works   | /     | /     | /     | /     | /     | Brigada Eskwela Working Committees / Volunteers | Daily Accomplishment Report   |
| *Reading/Storytelling Session with Learners   | /     | /     | /     | /     | /     | Volunteers                                      | Daily Accomplishment Report   |
| *Tree Planting  | /     | /     | /     | /     | /     | Volunteers                                      | Daily Accomplishment Report   |
| Closing Program   |       |       |       |       | /     | Brigada Eskwela Working Committees              | Report of accomplishment<br><br>Program of Activities, Presentation of Accomplishment Certificate of Appreciation and Recognition |

\* The activity can be carried out on any day during the 5-day implementation period

### 3. Maintenance of Clean Schools

Schools shall ensure that school grounds, classrooms and all its walls, and other school facilities are clean and free from **unnecessary** decorations, tarpaulin, and posters at all times. Oversized signages with commercial advertisements, words of sponsorships, and/ or endorsements or announcements of any kind or nature shall be taken down in compliance with DepEd Order No. 37, s. 2010 titled "Prohibition on Use and/or Display of School Signages Showing Commercial Advertisements, Sponsorships, and/ or Endorsements." Classroom walls shall remain bare and devoid of posters, decorations or other posted materials. Classrooms should not be used to stockpile materials and should be clear of other unused items or items for disposal.

## C. POST-IMPLEMENTATION STAGE

Post-implementation is the period after the conduct of the *Brigada Eskwela* week. The collected data shall be consolidated in preparation for the school's accomplishment report. The following steps shall be undertaken:

### 1. Preparation and Submission of *Brigada Eskwela* Accomplishment Report

Schools must prepare and submit a *Brigada Eskwela* Accomplishment Report, summarizing all activities, partnerships, and resources during the entire *Brigada Eskwela* period. A Daily Accomplishment Report may also be kept to track tasks and activities completed each day, ensuring accurate monitoring of progress. The following shall be undertaken:

- 1.1. Accomplish school's *Brigada Eskwela Report* through the DepEd Partnerships Database System (DPDS) by logging in to the school account at <https://partnershipsdatabase.deped.gov.ph>. For SY 2026–2027, the consolidated report of all activities and partnerships conducted from May to June 2026 will be considered as 2026 *Brigada Eskwela*-generated resources. Any technical issues in reporting partnership data in the DPDS should be directed to [support.dpds@deped.gov.ph](mailto:support.dpds@deped.gov.ph).
- 1.2. Other projects and activities completed with the help of stakeholders and partners outside the *Brigada Eskwela* week shall be reported through the DPDS.

Schools shall submit their *Brigada Eskwela* resources generated in the DPDS on or before July 6, 2026. These submissions shall be subject to verification and validation by the Schools Division Offices (SDOs) and Regional Offices (ROs). Likewise, the *Brigada Eskwela* Transmittal or Accomplishment Report shall be submitted by SDOs and ROs on July 15, 2026, and by Regional Offices to the Central Office on July 30, 2026.

The school heads shall ensure that all donated items classified as property, plant, and equipment are properly recorded in the book of accounts as stipulated in DepEd Order No. 082, s. 2011 titled "*Guidelines on the Proper Recording of all Donated Properties.*" The documents required to support the recording in the book of accounts are as follows:

- i. Inventory Custodian Slip (Attached as **Annex C**) for donated properties with a value below P50,000.00; and
- ii. Property Acknowledgment Receipt (Attached as **Annex D**) for donated properties worth P50,000.00 and above.

### 2. Sustaining *Brigada Eskwela*

School improvement does not end on the last day of the *Brigada Eskwela* week. It may be a year-round undertaking to guarantee our school children have a conducive learning environment.

ROs, SDOs, and schools are encouraged to acknowledge and recognize the contributions of partners and volunteers in promoting safe, secure, and conducive learning environment. Along with updates on their donations, they may send letters of gratitude to express appreciation and inspire continued support.

The partnerships shall likewise be sustained. There may be tasks in the *Brigada Eskwela* work plan, or other school needs that may come up during the school year, where schools still requires the help of stakeholders.

**Other possible sustainability strategies that may be implemented by all levels of governance:**

- 2.1 Keep the stakeholders informed of the status and progress of the programs/ projects.
- 2.2 Listen to the ideas and concerns of stakeholders through the conduct of fora, focus group discussions, etc.
- 2.3 Engage partners in other school activities.
- 2.4 Conduct recognition and appreciation programs for the working committees and stakeholders. SDOs and ROs shall conduct their own recognition and appreciation programs. The RO may reward or recognize SDOs and schools for outstanding performance in implementing *Brigada Eskwela*.

**3. Service Credits/Compensatory Time-off**

Teaching personnel shall be entitled to earn Vacation Service Credits arising from their active involvement as members of the school *Brigada Eskwela* working committees and/ or voluntary services in the *Brigada Eskwela* activities. Teachers shall earn one-day service credit for accumulated 8 hours of service as committee members and/ or volunteers in the school preparation and partnership engagement activities, but not to exceed the total of five days' service credits. The computation of the service credits to teachers shall be in accordance with DepEd Order No. 13, s. 2024 titled *Revised Guidelines on the Grant of Vacation Service Credit for Teachers*.

DepEd employees in all governance levels are encouraged to join *Brigada Eskwela* and may serve for 2 days within the *Brigada Eskwela* week. This shall be considered official time.

Likewise, non-teaching personnel shall be granted Compensatory Time Off (CTO) for all services rendered during weekends/holidays as members of the *Brigada Eskwela* working committees and/ or voluntary services in the *Brigada Eskwela* activities. Eight hours of accumulated services are equivalent to one-day CTO.

**4. Recognition and Appreciation of Partners**

Recognition and appreciation of partners and stakeholders who contributed to the success of the *Brigada Eskwela* may be determined at the school, district, and/or division levels. As part of these efforts, updates on their donations and letters of gratitude may be provided to acknowledge their contributions, express appreciation, and encourage continued support.

The following are suggested qualifiers, subject to the recommendation and approval of the committee:

- i. *Group/Institutional*- may be given to partners (e.g. *NGA/LGU, Private, NGO*) who have supported the school/institution for 3 consecutive years.
- ii. *Individual* - may be given to the Chief Local Executive, Barangay leaders, School Head, Partnership Focal Person, and other individuals who have shown immense support for the realization of *Brigada Eskwela* goals.

#### **4.1 Recognition and Appreciation of Partners at the SDO Level**

At the SDO level, the Schools Division Superintendent (SDS) shall serve as the Committee Chair with the School Governance and Operations Division Chief (SGOD) and Senior Education Program Specialist (SEPS) for Social Mobilization and Networking (SMN) as co-chairs to further determine who among the stakeholders shall receive due recognition. The conferment of such may be given during culminating activity or Partners Recognition Program, as deemed applicable.

#### **4.2 Recognition and Appreciation of Partners at the RO Level**

At the RO, the Regional Director (RD) shall serve as the Committee Chair with Education Support Services Division (ESSD) Chief and Regional Partnership Focal Person (RPFP) as co-chairs. As to Individuals, Exemplary Division Partnership Focal Person may also be conferred.

Expenses to be incurred for the culminating and conferment activity, including plaques, certificates, and the like, may be charged against Regional Maintenance and Other Operating Expenses (MOOE) and Division MOOE/local funds for Division and program support fund from the Central Office, subject to the usual government accounting and auditing rules and regulations.

### **D. ROLES AND RESPONSIBILITIES**

#### **1. Central Office (CO)**

The External Partnership Service (EPS) shall:

- 1.1. Issue School Preparedness Guidelines which provide a checklist on school preparedness measures.
- 1.2. Conduct various advocacy campaigns to encourage the partners to participate in the *Brigada Eskwela*;
- 1.3. Lead the conduct of the *Brigada Eskwela* National and Nationwide Kick Off Program;
- 1.4. Monitor the week-long implementation of *Brigada Eskwela* through the ROs;
- 1.5. Verify and evaluate the submissions of *Brigada Eskwela* Reports in the DPDS;
- 1.6. Coordinate with the DepEd-Policy and Planning Service relative to the implementation of the National Inventory Day;
- 1.7. Provide updates to the media and the general public through the Public Affairs Service (PAS), DepEd-CO on the status of implementation; and
- 1.8. Coordinate and facilitate the distribution of donations received by the CO to identified regional, division, and schools;

#### **2. Regional Office (RO)**

The Education Support Services Division (ESSD) shall:

- 2.1 Lead and monitor the actual implementation of *Brigada Eskwela* Kick Off at the Region;
- 2.2 Engage local stakeholders to support the implementation of *Brigada Eskwela*;
- 2.3 Create the Regional Monitoring Team for approval of the RD;
- 2.4 Verify and validate the *Brigada Eskwela* Reports of the SDOs in the DPDS;
- 2.5 Conduct planning meetings with SDOs to determine school needs;
- 2.6 Provide technical assistance to SDOs in formulating strategies to support school preparedness; and
- 2.7 Validate, monitor, and prepare a report on the implementation of preparedness strategies.

### **3. Schools Division Office (SDO)**

The School Governance Operations Division (SGOD) shall:

- 3.1 Mobilize assistance from education partners and other government agencies for schools' implementation of preparedness measures;
- 3.2 Ensure support is equitably distributed to all schools;
- 3.3 Conduct daily monitoring and evaluation of the school's implementation in coordination with the Public Schools District Supervisors (PSDS).
- 3.4 Create the division monitoring team for approval of the SDS;
- 3.5 Verify and validate the submission of partnership interventions of the schools through the PSDS;
- 3.6 Recommend schools for the monitoring by the RO;
- 3.7 Verify and validate the *Brigada Eskwela* Reports of the schools in the DPDS;
- 3.8 Conduct orientation on the *Brigada Eskwela* implementing guidelines;
- 3.9 Plan for stakeholders' recognition and appreciation activities;
- 3.10 Coordinate with local government agencies and uniformed personnel;
- 3.11 Ensure availability of the summary of school-level data for local partners' preferences;
- 3.12 Prepare a list of schools that would be needing the most assistance from partners; and
- 3.13 Prepare a *Brigada Eskwela* summative report to be submitted to the RO for verification.

### **4. Public Schools**

The school heads shall:

- 4.1 Spearhead the implementation of school preparedness activities;
- 4.2 Create the *Brigada Eskwela* Working Committee;
- 4.3 Identify relevant *Brigada Eskwela* activities aligned to School Improvement Plan and Annual Improvement Plan;
- 4.4 Identify potential partners;
- 4.5 Ensure the conduct of *Brigada Eskwela* activities are in accordance with the guidelines;
- 4.6 Submit resources generated and names of volunteers to the PSDS;
- 4.7 Prepare and submit *Brigada Eskwela* Report to the DPDS;
- 4.8 Provide partners and stakeholders with periodic updates on the progress of the spearheaded project through a coffee table-style accomplishment report that likewise serves to acknowledge and recognize their contribution; and

- 4.9 Initiate innovations designed to further strengthen the performance of teachers and learners once the school is fully improved and no further physical enhancements are necessary.

## 5. Partners and Stakeholders

Partners and stakeholders shall monitor, in coordination with the school, division, region or central office, the status of the project/s implemented during the *Brigada Eskwela* week. They may refer to *Brigada Eskwela* Packages on possible intervention to be provided in the school.

## 6. Volunteers

Volunteers shall coordinate with the school and assist in the *Brigada Eskwela* activities.

## 7. Teachers

Teachers shall:

- 7.1 Assist the School Head in the implementation of the activities prepared for the day and/or the week;
- 7.2 Engage parents of the learners to participate in *Brigada Eskwela* voluntarily;
- 7.3 Monitor the assigned tasks performed by the volunteers; and
- 7.4 Identify classroom needs to ensure readiness.

## 8. Supreme Student Government (SSG)/Supreme Pupil Government (SPG) Officers

The SSG / SPG Officers shall assist their homeroom teachers in the implementation of *Brigada Eskwela* activities.

## 9. Brigada Eskwela Technical Working Group (TWG)

To facilitate the smooth and efficient implementation of the *Brigada Eskwela*, a TWG has been established. The TWG shall be responsible for organizing, coordinating, and overseeing all event-related activities of the *Brigada Eskwela*.

2026 *Brigada Eskwela*

**Program Management** : USec. Fatima Lipp D. Panontongan  
USec. Malcolm Garma  
ASec. Cilette Liboro Co  
ASec. Jocelyn D.R. Andaya  
Dir. Jan Kevin Rivera

2026 *Brigada Eskwela* National and Simultaneous Regional Kick Off

**Program Management** : ASec. Cilette Liboro Co  
Dir. Jan Kevin Rivera  
Dir. Maria Ines Asuncion (National Kick Off)  
All Regional Directors (Regional Kick Off)

**Program Committee** : Rolly V. Soriano  
Davedinah Cometa-Robin  
Jho-ana A. Llana

Edmund Mendoza (National Kick Off)  
Adrilene Mae Castaños (National Kick Off)  
Education Support Services Division Chiefs  
Regional Partnership Focal Persons  
Division Partnership Focal Persons

The composition of the 2026 *Brigada Eskwela* National Kick Off TWG will be detailed in a separate memorandum.

#### **E. REFERENCES**

Department of Education. (2026). DepEd Order No. 009, s. 2026, *Guidelines on the Implementation of the Three-Term School Calendar in Basic Education*.

Department of Education. (2025). DepEd Order No. 012, s. 2025, *Multiyear Implementing Guidelines on the School Calendar and Activities*.

Department of Education. (2015). DepEd Order No. 40, s. 2015, *Guidelines on K to 12 Partnerships*.

Department of Education. (2013). DepEd Order No. 2 s. 2013. Revised Implementing Rules and Regulations of Republic Act 8525, *An Act Establishing An "Adopt-A-School Program," Providing Incentives Therefor, and For Other Purposes*.

Department of Education. (2011). DepEd Order No. 082, s. 2011, *Guidelines on the Proper Recording of all Donated Properties*.

Department of Education. (2008). DepEd Order No. 24 s. 2008, *Institutionalisation of Brigada Eskwela Program of the National Schools Maintenance Week (NCMW)*.

## ANNEX A

### School Preparedness Checklist

| CATEGORY  | PREPAREDNESS STATUS  |  |  | REMARKS |
|---|--|--|--|---------|
|   | Fully Prepared<br>Fully Prepared<br>-100% compliance   | Partially Prepared<br>Partially Prepared<br>-does not meet any one of the requirements/features/characteristics  | Not Prepared<br>Not Prepared<br>- does not meet all requirements   |         |
| <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"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><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> <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>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |         |
| <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> </ul>  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |         |

|       |  |                          |                          |                          |  |
|-------|--|--------------------------|--------------------------|--------------------------|--|
|       | <ul style="list-style-type: none"> <li>▪ Health protocols (e.g., handwashing stations, sanitation supplies) are in place</li> </ul>  |                          |                          |                          |  |
| IV.   | <b>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"/> |  |
| V.    | <b>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"/> |  |
| VI.   | <b>Partnerships and Community Engagement</b> <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 <i>Brigada Eskwela</i> are implemented</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| VII.  | <b>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"/> |  |
| VIII. | <b>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"/> |  |

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**ANNEX B**

Proposed Program of Activities for the Nationwide Kick Off Program (Simultaneous):

| <b>TIME</b>                        | <b>ACTIVITY</b>  |
|------------------------------------|--|
| <b>NATIONWIDE KICK OFF PROGRAM</b> |  |
| 7:00 AM                            | <i>Brigada Eskwela</i> Caravan and Advocacy Campaign   |
| 8:00 AM                            | Arrival and Registration at the Host Venue<br>Tree Planting Activity   |
| 9:00 AM                            | Opening Program <ul style="list-style-type: none"><li>• Preliminaries</li><li>• Opening Message</li><li>• AVP on the 2025 <i>Brigada Eskwela</i> Highlights</li></ul>        |
| 9:30 AM                            | Keynote Message <ul style="list-style-type: none"><li>• Call to Action</li><li>• Symbolic Turnover of Donations and Resources</li></ul>                                      |
| 10:30 AM                           | <ul style="list-style-type: none"><li>• <i>Brigada Eskwela</i> Booths Showcasing the various School Preparedness Plans and Initiatives</li></ul>                             |
| 11:00 AM                           | Volunteer Activities within the host school <ul style="list-style-type: none"><li>• Minor Repair</li><li>• Storytelling activity</li><li>• Cleaning and Repainting</li></ul> |
| 1:00 PM onwards                    | <ul style="list-style-type: none"><li>• School Visit and Monitoring of <i>Brigada Eskwela</i> activities</li><li>• Dialogue with PTA and other organizations</li></ul>       |

**ANNEX C**

**INVENTORY CUSTODIAN SLIP**

Entity Name: \_\_\_\_\_  
 Fund Cluster: \_\_\_\_\_

ICS No: \_\_\_\_\_

| Quantity               | Unit | Amount    |            | Description            | Inventory Item No. | Estimated Useful Life |
|------------------------|------|-----------|------------|------------------------|--------------------|-----------------------|
|                        |      | Unit Cost | Total Cost |                        |                    |                       |
|                        |      |           |            |                        |                    |                       |
| Received from:         |      |           |            | Received by:           |                    |                       |
| _____                  |      |           |            | _____                  |                    |                       |
| Signature Over Printed |      |           |            | Signature Over Printed |                    |                       |
| _____                  |      |           |            | _____                  |                    |                       |
| Name Position/Office   |      |           |            | Name Position/Office   |                    |                       |
| _____                  |      |           |            | _____                  |                    |                       |
| Date                   |      |           |            | Date                   |                    |                       |

*W*

