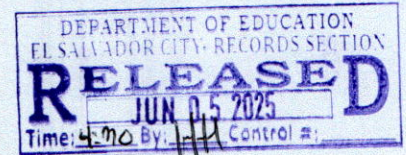




Republic of the Philippines
Department of Education

**REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY**



09 June 2025

DIVISION MEMORANDUM

No. 188, s. 2025

2025 DIVISION BRIGADA ESKWELA MONITORING TEAM

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Elementary and Secondary School Heads
School Brigada Eskwela Coordinators
All Others Concerned
This Division

1. To ensure efficient and effective implementation of the 2025 Brigada Eskwela with the theme: *"Sama-sama Para sa Bayang Bumabasa"*, the following personnel will be deployed to all elementary and secondary schools in the division to conduct actual inspection and assessment of all schools in preparation for the opening of classes for SY 2025-2026 following the original assignment of school monitoring stipulated in the Division Memorandum No. 03, s.2025, or the Regular School Visitations on Tuesdays to Thursdays of SGOD and CID Officials.

Team Leaders: Randolph B. Tortola, SDS
Asst. Team Leader: Conniebel C. Nistal, ASDS
Members: Rolly B. Labis, EdD, Chief ES-SGOD
Analyn G. Fabria, EPS-SGOD
Kevin B. Asequia, Planning Officer III
Vanessa Prores L. Tiad, Nurse II
Esmael V. Malaco, Jr., PDO I

2. The Monitoring Officials are expected to visit the assigned school during the Brigada Eskwela Week from June 9-13, 2025. Please see the attached Enclosure No.1 School Monitoring Assignment.
3. The Monitoring Official is hereby directed to submit the Accomplished Enclosure No. 2 Monitoring Tool to the Brigada Eskwela Coordinator.
4. This activity shall adhere to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

SGOD/BE/evm



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5. Immediate and wide dissemination of this memorandum is desired.

RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: As stated
To be indicated in the Perpetual Index
under the following subjects:

SOCMOB
MONITORING

BRIGADA ESKWELA

SGOD/BE/evm



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Enclosure No. 1

SCHOOL MONITORING ASSIGNMENT

Personnel	Designation	School Assignment
Rolly B. Labis, EdD	Chief, SGOD	Sambulawan NHS Sambulawan ES Amoros ES Badiangon ES Taytay ES
Analyn G. Fabria, PhD Rene A. Conog	EPS-SGOD TA-I	Hinigdaan ES Hinigdaan NHS San Francisco de Asis ES San Francisco de Asis NHS Kalabaylabay IS
Esmael V. Malaco, Jr.	PDO I	El Salvador City NHS Kibonbon ES Bolisong ES Cogon ES Cogon NHS
Kevin B. Asequia	PO III	Molugan CS Molugan NHS Himaya NHS Himaya ES Ulaliman ES
Vanessa Prores L. Tiad	Nurse II	PSB ES Sinaloc NHS Sinaloc ES El Salvador City CS

[Handwritten signature]

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Enclosure No. 2

2025 BRIGADA ESKWELA DIVISION MONITORING TOOL

NAME OF SCHOOL:				
SCHOOL HEAD:				
ADDRESS:				
Please check the appropriate box				
Level:		Type of School:		
☐	Elementary	☐	Mega	
☐	Secondary	☐	Large	
		☐	Medium	
		☐	Small	
Enrollment as per LIS quick count SY 2025-2026				
Number of Teachers				
Number of Non-Teaching Personnel				
Number of Classrooms				
Number of Chairs				
A. SCOPE OF WORK (Please check the appropriate column)				
	Cleaned	Repaired	Repainted	Replaced
1. Roofs/Gutters				
2. Ceilings				
3. Walls				
4. Blackboards				
5. Comfort Rooms				
6. Chairs/Desk/Tables				
7. Water facilities/Drainage System				
8. Signages				
9. School Garden				
10. Lighting				
11. Windows				
12. Doors				
13. School Grounds				
14. School Fence				
15. Others, please specify				
B. DONATIONS/MATERIAL RESOURCES GENERATED (Use separate sheets, if needed)				
Type of Donations	Source		Estimated Cost	
		TOTAL		

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C. VOLUNTEER SERVICES

Type of Volunteer	Number of Volunteers						TOTAL
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
1. PTCA Members							
2. Barangay Officials							
3. City Government Officials							
4. Provincial Officials							
5. NGOs/Civic Organizations							
6. Private Citizens							
7. Private Companies/Corp							
8. Other Government Offices							
9. Parents							
10. Teachers							
11. Pupils/Students							
12. Others: Specify							
13. Prominent Volunteers							
TOTAL							

D. SCHOOL DISASTER MANAGEMENT PRACTICES

	Evident	Not Evident	Remarks
1. Posted a directory of emergency contact of relevant government agencies and officers in various high-traffic areas of the school.			
2. Established and maintained early warning device mechanisms in the school.			
3. Equipped school with first aid schools' kits, flashlights, megaphones, and other supplies necessary in case of emergency. Ensure that these items are highly accessible and can be easily located.			
4. Identified alternative sources and/or maintained supply of drinking water within the school.			
5. Ensured that learners, teachers, and personnel have identification cards with relevant information.			
6. Created a database of learners with contact details of their immediate family members, relatives/guardians.			
7. Secured and safely stored vital school records.			
8. Coordinated with barangay officials on pedestrian safety of learners.			

E. SAFE LEARNING FACILITIES

	Evident	Not Evident	Remarks
1. Facilitated the assessment of school building structure and electrical wiring and make necessary repairs and/or upgrades to prevent unnecessary incidents.			
2. Repaired minor classroom damages such as broken windows, doors, blackboards, roofs, and other furniture, etc.			
3. Installed appropriate and available fire suppression, including fire extinguishers, water sources, and			

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relevant indigenous materials.			
4. Ensured that corridors and pathways are unobstructed and that all sharp protruding objects which may cause harm to learners are removed.			
5. Declogged drainage, and covered drainage canals with necessary warnings.			
6. Presence of safety signages for ongoing construction, unfinished, damaged, and condemned buildings.			
7. Secured cabinets and drawers and ensure that heavy objects are below head level.			
8. Posted safety measures to be observed in laboratories and workshops and other facilities requiring the same.			
9. Prepared an evacuation/exit plan and post directional signage on every floor of the building.			
10. Identified evacuation areas and classrooms that may be used as temporary shelters during disasters and emergencies.			
11. Pruned trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.			
F. SIGNIFICANT EVENTS/EXPERIENCES (Use separate sheets, if needed)			
What happened?	Who were involved?	When?	What is/are important contributions to the operation of the school or to the existing needs of the school?
G. ISSUES AND CONCERNS (Describe briefly problems encountered and how it was resolved?)			

Monitoring Official:

(Signature over Printed Name/Designation)

Noted:

(Signature Over Printed Name/School Head)

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