



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

May 6, 2025

**DIVISION MEMORANDUM**

No. 110, s. 2025

**2025 BRIGADA ESKWELA IMPLEMENTATION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education shall conduct the Brigada Eskwela (BE) from June 9, 2025 to June 13, 2025 as stipulated in DepEd Order 009, s. 2024.
2. BE is a nationwide school maintenance program that engages all education stakeholders to contribute their time, efforts, and resources in ensuring that public schools are all set in time for opening of classes.
3. Relative to this, all schools are advised to implement BE and refer to DepEd Order 021, s. 2023 for the guidelines of BE Implementation for SY 2025-2026. In compliance to this DepEd Order, attached is the guidelines on classroom structuring.
4. To commence the 2025 Brigada Eskwela Implementation, this Office will conduct BE Launching at the SDO Grounds to be attended by the SDO personnel and Brigada sa Opisina. Meanwhile, the schools are requested to conduct their School BE Kick-off on June 9, 2025.
5. The schools are also requested to prepare their BE Action Plans and furnish the SMN Unit on or before May 23, 2025. Enclosed in this memorandum is the template of the BE Action Plan.
6. Further, the schools are required to prepare and submit Memorandum of Agreement (MOAs) or Memorandum of Understanding (MOUs) for projects sponsored by partners and stakeholders.
7. The Division BE Monitoring Committee shall monitor the implementation and the accomplishment of the schools during the BE Week. Enclosed in this memorandum



Address: Basco, Batanes, 3900  
Contact No.: 09687467949, 09539704860  
Email Address: [batanes@depd.gov.ph](mailto:batanes@depd.gov.ph)  
Facebook: [facebook.com/depd.batanes](https://facebook.com/depd.batanes)  
Website: <https://depdbatanes.ph>

Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>1</b>

are the composition of the BE Monitoring Team and the localized monitoring guidelines/tool for BE.

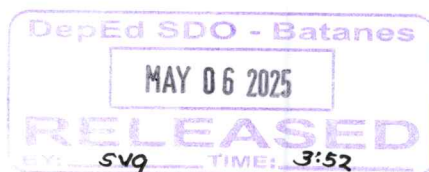
8. Travelling expenses of the monitoring committee and other related expenses relative to the BE Implementation shall be charged against the 2025 BPLP fund subject to usual accounting and auditing rules and regulations.
9. Widest dissemination of and compliance with this memorandum is highly desired.

**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference: DO 021, S. 2023

To be indicated in the Perpetual Index  
under the following subjects:  
PROGRAM  
MONITORING

SGOD/myn/mdbb



Address: Basco, Batanes, 3900  
Contact No.: 09687467949, 09539704860  
Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)  
Website: <https://depedbatanes.ph>

Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>2</b>

**LOCALIZED GUIDELINES ON CLASSROOM STRUCTURING IN COMPLIANCE TO  
DEPED ORDER NO. 21, S. 2023 ALSO KNOWN AS 2023 BRIGADA ESKWELA  
IMPLEMENTING GUIDELINES**

In support to the requirements on classroom structuring (items 4 and 5) in compliance to DepEd Order No. 021, s. 2023 titled Guidelines on the Implementation of Brigada Eskwela 2023 specifically paragraph no. 2 (Maintenance of Clean Schools) during the implementation of Brigada Eskwela;

*"Schools shall ensure that grounds, classrooms and all its walls, and other school facilities are clean and free from unnecessary artwork, decorations, tarpaulin, and posters at all times. Oversized signages with commercial advertisements, words or sponsorships, and/or endorsements or announcements of any kind or nature shall be taken down in compliance with DO 37, s. 2010 titled Prohibition on Use and/or Display of School Signages Showing Commercial Advertisements, Sponsorships, and/or Endorsements. Classroom wall 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".*

It is hereby advised that:

1. A signboard is posted at the entrance of the room showing the following identification:
  - a. Grade/Year and Section occupying the room
  - b. Name of teacher handling the class
2. A framed copy of the class program shall be displayed at the door at adult eye level.
3. Hotline Numbers shall be posted outside.
4. At the front wall (the wall facing the class), the chalkboards must be properly framed and provided with a chalk ledge, installed at a height that is in accordance with the maximum comfortable reach of children to the top of the board.
5. The teacher's table and cabinet shall be located at the rear of the classroom.
6. No unnecessary poster or display shall be posted on classroom walls and shall remain clean.
7. The seating arrangement of the pupils/students shall be flexible depending upon the needs or activities of the class.
8. The classroom-based data on the basic Education Information System (EBEIS) and other school forms shall be placed in a document filer.
9. No other corners of the classroom shall be used for the Reading Corner, NDEP Corner, and other related nooks.
10. The first aid or medicine cabinet, soap dish, towel rack, handwashing, and drinking facilities shall be installed in the health corner.



110

## 2025 BRIGADA ESKWELA ACTION

[illegible]




Prepared by:

Approved by:

School ASP Coordinator

School Principal



 Address: Basco, Batanes, 3900  
 Contact No.: 09687467949, 09539704860  
 Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
 Facebook: [facebook.com/deped.batanes](https://www.facebook.com/deped.batanes)  
 Website: <https://depedbatanes.ph>

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	4

**2025 BRIGADA ESKWELA MONITORING TEAM**

<b>District</b>	<b>Persons Assigned</b>
Basco	Fred V. Gimenez, <i>Project Development Officer II</i> John Cristopher M. Valenzuela, <i>Engineer</i> Jocelyn A. Cobico, <i>Nurse II</i>
Mahatao	Marcial Y. Noguera, <i>SGOD Chief</i> Kathleen E. Castillo, <i>Nurse II</i>
Ivana	Nicanor C. Batin Jr., <i>Research Focal Person</i> Kym Clyde H. Moro, <i>Senior Education Program Specialist</i> Jack James I. Delos Santos, <i>Nurse II</i>
Uyugan	Arnulfo Anselm C. Hortiz, <i>Education Program Supervisor</i> Jasmine Remolino, <i>Sports Coordinator</i> Grennt Dale A. Calosa, <i>Nurse II</i>
Sabtang	Dencio G. Eriful, <i>Education Program Specialist II</i> Oliver R. Cariaso, <i>Planning Officer III</i> Karen P. Baldomar, <i>Nurse II</i>
Itbayat	Miah Daphnie B. Buenafe, <i>Senior Education Program Specialist</i> Schneider Elinore D. Acebes, <i>Project Development Officer I</i> Jean A. De Sagon, <i>Nurse II</i>

**LOCALIZED MONITORING GUIDELINE/TOOL FOR THE 2025 BRIGADA ESKWELA IMPLEMENTATION**

Indicators	Evident	Not Evident	Remarks
1. Presence of approved BE action plan			
2. Compliance with the absolute prohibition on solicitation			
3. Presence of BE working committee			
4. Dissemination of advocacy materials and conduct of awareness campaigns			
5. Proper recording of donations from partners			
6. Proper recording of attendance of volunteers and partners are properly recorded			
7. Proper documentation of Acknowledgement receipts, deed of donations, deed of acceptance, or MOAs			
8. Prepare MOAs and MOUs for projects sponsored by partners			
9. School head monitors the implementation and accomplishments of projects.			
10. School grounds are clean and well-maintained.			
11. School walls are free from unnecessary posters, decorations, and displays.			
12. Classrooms are free from unnecessary posters, decorations, and displays.			
13. Signboard showing the grade & section occupying the room and name of teacher is posted at the entrance of the room.			
14. A framed copy of the class program is displayed at the door at adult eye level.			
15. Hotline numbers are posted outside.			
16. Chalkboards are properly framed and provided with a chalk ledge, installed at a height that is in accordance with the maximum comfortable reach of children to the top of the board.			
17. Teacher's table and cabinet are located at the rear of the classroom.			
18. Electrical wirings are properly installed, safe, and secure.			
19. No other corners of the classroom is used for the Reading Corner, NDEP Corner, and other related nooks.			
20. First aid or medicine cabinet, soap dish, towel rack, handwashing, and drinking facilities are installed in the health corner.			

Monitored by:

\_\_\_\_\_