



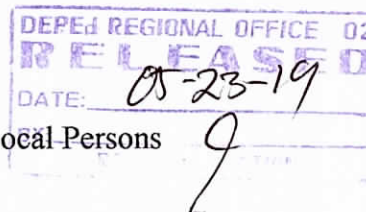
MEMORANDUM

To: **SCHOOLS DIVISION SUPERINTENDENTS**  
SGOD Chiefs  
Attention: Division ASP/Brigada Eskwela Focal Persons  
School ASP/BE Coordinators

From: **ESTELA LEON- CARIÑO, EdD, CESO IV**  
Director IV/ Regional Director

Date: May 21, 2019

Subject: **2019 BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS SEARCH /EVALUATION GUIDELINES AND TIMELINES**



As a rejoinder to Regional Memorandum No. 21, s. 2019, *Re* 2019 Brigada Eskwela Regional Search for Best Implementing Schools, the Office of the Regional Director thru the Chairman of the said regional search hereby disseminates the following guidelines:

- A. Thirty (30) minute Powerpoint Presentation must be personally and solely carried-out by the duly-appointed or designated school head. A fifteen (15) minute Question and Answer Portion will immediately follow after the school head's presentation. The School Brigada Eskwela Coordinator must be present ready to produce/submit needed documents asked by the panel of evaluators during the Q and A.
- B. The management prescribes the simplified manner and style of documentary packaging for evaluation purposes with corresponding relevant file inclusions (e.g pictorials, letters, etc.). Each component criterion entry file must not exceed a maximum of 40 pages, each separately book-bound (A4, Calibri, Font size 12, single-spaced) as follows:
  - 1. School Profile with
    - a. Transmittal Letter addressed to the Regional Director, thru the Chairman of the Regional BE Search Committee duly-signed by the School Head and noted by the Schools Division Superintendent;
    - b. SDS's Certification on the actual number of regular/permanent teachers actually teaching;
    - c. 2019 Brigada Eskwela Action Plan.



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

Regional Office No. 02 (Cagayan Valley)

Regional Government Center, Carig Sur, Tuguegarao City, 3500



2. Summative Accomplishment Reports on

- a. Scope of Work
- b. Diverse Volunteer Participation
- c. Alignment to BE Theme
- d. Increment of Resources
- e. Creativity and Innovations

3. Timelines

Activity	Schedule
Submission of Consolidated Brigada Eskwela Accomplishments Reports by the Division Coordinators to the Regional Office via RO2 Records Section to ESSD .(Cut-off time -4:00 o' clock PM)	June 28,2019
Submission of Consolidated Brigada Eskwela Accomplishments Reports by the Regional Coordinator to the Central Office thru the External Partnerships Service	July 30,2019
Submission of Division Entries for the BE Search to the Regional Office using prescribed Summary Form reflecting the Ranks and Scores of the awardee-candidates. (The Search includes the four(4) regular awards- categories: Small,Medium,Large,Mega plus the inclusion of BE Most Sustained School category from those of BEI Hall of Famers)	July 31,2019
Regional Selection and Deliberation of Brigada Eskwela Awards Candidates	August 1-September 27,2019
Submission of Final List of School candidates as Brigada School National Awardees to External Partnerships Service, including the submission of rating sheets reflecting the ranks and scores of the awardee-candidates	On or before October 18,2019
Conduct of Brigada Eskwela Regional Awarding Ceremony	Within October-November 2019
Conduct of Brigada Eskwela National Awarding Ceremony	November 28,2019

For information, guidance and compliance.

ESSD/jln/fcn

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