



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan Centro, Tabuk City



DIVISION MEMORANDUM

No. 69 s. 2019

TO : ASDS
Division Chiefs (CID & SGOD)
Elementary and Secondary School Heads
Brigada Eskwela Coordinators
All Others Concerned

FROM : **BENEDICTA B. GAMATERO**
OIC- Schools Division Superintendent

SUBJECT : 2019 Division Brigada Eskwela Implementation

DATE : April 5, 2019

1. Pursuant to DepEd Memorandum no. 36 s. 2019 entitled "2019 Brigada Eskwela Implementing Guidelines", the Division of Tabuk City will conduct this year's Brigada Eskwela from May 20 to May 25, 2019 with the theme: "**Matatag na Bayan para sa Maunlad na Paaralan**".
2. All public elementary and secondary schools within the Schools Division of Tabuk City shall simultaneously hold a **caravan** to launch the first day of Brigada Eskwela on **May 20, 2019**. A **kick off ceremony** will be held in **Balawag National High School**.
3. All interested DepEd employees are given two days to do volunteer work on official time, **provided that such work is approved by their heads of offices**.
4. Further, the rule on Compensatory Time Off (CTO) and vacation service credits for teaching and nonteaching employees, previous memorandum issued shall be followed.
5. The following activities with their schedules shall be strictly followed:

Activity	Schedule
Brigada Eskwela Implementation and Monitoring of Schools by Division Personnel	May 20-25, 2019
Submission of School Brigada Eskwela Accomplishment Reports	June 14, 2019
Submission of school entries for the Division Search for BE Best Implementing Schools	June 28, 2019

6. In the performance of the key role in operationalizing this year's Brigada Eskwela in relation to the theme, principals and school heads are expected to consider the following materials (pls see attached):
 - a. School Safety and Preparedness Guide (as Annex A);
 - b. Stakeholder Engagement Strategy (as Annex B);
 - c. Kit's Menu (as Annex C);
 - d. WASH in Schools Activities (as Annex D) and;
 - e. Criteria in the Selection for Brigada Eskwela Best Implementing Schools (as Annex E)
7. For more information, all concerned may contact SDO – SGOD through the Social Mobilization and Networking Unit.
8. Immediate and wide dissemination of the Memorandum is desired.

SCHOOL SAFETY AND PREPAREDNESS GUIDE

In view of the implementation of the 2019 Brigada Eskwela, this School Safety and Preparedness Guide is issued to provide guidance to schools and education partners in ensuring safety and preparedness of our learners and personnel before, during and after emergencies. Enumerated below is a list of recommended activities that may contribute to a safer school. School Principals need to identify which of list are most appropriate and important for their schools. The SH may also identify other measures that may add-up to this list.

I. SAFE LEARNING FACILITIES

1. Facilitate the assessment of school building structure and electrical wiring and make necessary repairs and/or upgrades to prevent unnecessary incidents.
2. Repair minor classroom damages such as broken windows, doors, blackboard, roofs and other furniture, etc.
3. Install appropriate and available fire suppression, including fire extinguishers, water source and relevant indigenous materials.
4. Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed.
5. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.
6. Cordon off and post safety signage for on-going construction, unfinished, damaged and condemned buildings.
7. Secure cabinets and drawers and ensure that heavy objects are below head level.
8. Post safety measures in laboratories and workshops.
9. Prepare an evacuation/exit plan and directional signage on every floor of the building.
10. Identify evacuation areas and classrooms that may be used as temporary shelters during disasters and emergencies.
11. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.

II. SCHOOL DISASTER MANAGEMENT

1. Post a directory of emergency contact numbers of relevant government agencies and officers, in various areas of the school.
2. Establish and maintain early warning mechanisms in the school.
3. Equip school with first aid kits, flashlights, megaphones, and other supplies necessary in cases of emergency. Ensure that these items are highly accessible and can be easily located.
4. Identify alternative sources and/or maintain supply of drinking water within the school.
5. Ensure that learners, teachers, and personnel have identification cards with relevant information.
6. Create database of learners with the contact details of their immediate family members/relatives/guardians.
7. Secure and safely store vital school records.
8. Coordinate with barangay officials on pedestrian safety of students.
9. Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.

STAKEHOLDER ENGAGEMENT STRATEGY

I. Introduction

The occurrence of disasters affected school operations to the point of depriving our students access to quality education. While we have improved our classroom standards, strengthened our coordination with partners for disaster response and capacity building, and established the Disaster Risk Reduction Management (DRRM) Service, there is a need to heighten support for school level implementation of disaster risk reduction.

Disaster preparedness of schools is an important factor to achieve resilience in our communities. DepEd, through 2019 Brigada Eskwela, seeks to mainstream disaster preparedness principles in readying schools for the opening of classes. More than the usual menu of provisions for schools such as putting up of fences, painting, roofing, among others, DepEd shall provide a list of preparedness measures that partners could support in various capacities.

Our aim is to engage all education stakeholders, which include the following:

- Local Government Units (LGUs) from provincial to barangay levels
- Private Partners
- Academe
- Civil Society Organizations
- Private Corporations
- Individual Volunteers

Our partners may assist DepEd in the following areas:

- Support implementation of school preparedness and safety measures
- Provision of emergency kits and education supplies for teachers and students
- Information, Education, Communication of DRRM

II. How to Engage the STAKEHOLDERS/What Each Stakeholder Can Do

The matrix below provides specific steps that target partners could take for their active engagement during the Brigada Eskwela week.

Stakeholders	Nature of Engagement
Provincial Government Units	<ol style="list-style-type: none"> a. Coordinate with DepEd Division Offices b. Secure a copy of the school preparedness checklist c. Convene Local School Board (LSB) to identify possible support in school preparedness d. Mobilize local support through the business sector, philanthropies, academe and local organization to assist schools' preparations for class opening

Menu OF School Kits

The table below breaks down the minimum contents of each school

School Provision	Minimum contents
a. Emergency Kits/bags for learners	<ul style="list-style-type: none"> ✓ Whistle ✓ Leaflets of information of the kits
b. Learner's Kit	<ul style="list-style-type: none"> ✓ Notebook (50 leaves) ✓ Pad paper ✓ Pencil ✓ Ball pen ✓ Crayon ✓ Ruler ✓ Small scissors ✓ Pencil sharpener⁴ ✓ Paste ✓ Bag
c. Emergency kit for school	<ul style="list-style-type: none"> ✓ First Aid Kit ✓ Contact numbers for emergencies ✓ Stretcher ✓ Flashlights/batteries ✓ Radio/batteries ✓ Bell/warning device ✓ Whistle ✓ Transistor radio ✓ Electrical Tape ✓ Rope
d. First Aid Kit	<ul style="list-style-type: none"> ✓ Burn Ointment ✓ Povidone-iodine (e.g. Betadine) ✓ Adhesive Bandage (e.g. Band Aid) ✓ Bandage ✓ Gauze ✓ Plaster Tape ✓ Alcohol ✓ Hydrogen Peroxide / Agua Oxigenada ✓ Bottled Water ✓ Gloves ✓ Cotton
e. Teacher's Kit	<ul style="list-style-type: none"> ✓ Manila Paper ✓ Bond paper long (cactus) ✓ Pair of Scissors ✓ Cartolina ✓ Pen (black and red) ✓ Permanent Makers (black and blue) ✓ Bag ✓ Ruler (12 inches) ✓ Pencil sharpener

	<ul style="list-style-type: none"> ✓ Lesson plan notebook ✓ Class record
<p>f. Teacher's Emergency Kit</p>	<ul style="list-style-type: none"> ✓ Whistle ✓ Flashlights/batteries ✓ Boots ✓ Raincoats/umbrella ✓ Radio/batteries ✓ Emergency hotline list ✓ Evacuation guide ✓ Toiletries ✓ Bottled water
<p>g. Health and Hygiene Kits</p>	<ul style="list-style-type: none"> ✓ Soap, toothpaste, toothbrush ✓ Sanitary pads for female high school learners ✓ Drinking water (1 liter)

Through the Brigada Eskwela, the following **WinS activities and provisions** may be mobilized:

1. Provision of water supply, through connection with barangay water networks, construction of water pumping system, and/or installation of rainwater catchments;
2. Construction of additional toilets, particularly gender-segregated toilets for boys and girls;
3. Repair and improvement of existing toilets, including desludging, to ensure functionality, privacy, comfort and security for children, especially girls;
4. Construction/improvement of individual and group handwashing facilities;
5. Improving accessibility to water, toilets and handwashing facilities through provision of concrete footpaths, disability ramps and roofing;
6. Provision of rest space for menstruating girls that are private, secure and comfortable;
7. Improvement of drainages, cleaning of roof gutters, and elimination of stagnant water;
8. Provision of hygiene supplies – soap, toothpaste, toothbrush, sanitary pads, etc. – and cleaning materials;
9. Improvement of solid waste management, including the provision of garbage bins for waste segregation, compost pits and material recovery facilities and/or securing local garbage collection services;
10. Putting up hygiene messages in strategic places (toilets and eating places) to motivate proper use of toilets and handwashing at critical times, especially after using the toilet and before eating;
11. Orientation of parents and other stakeholders on WinS and engaging their support for developing proper WASH practices at home and the community; and
12. Orientation and certification of canteen operators, vendors and food handlers on proper hygiene and sanitary food preparation and handling.