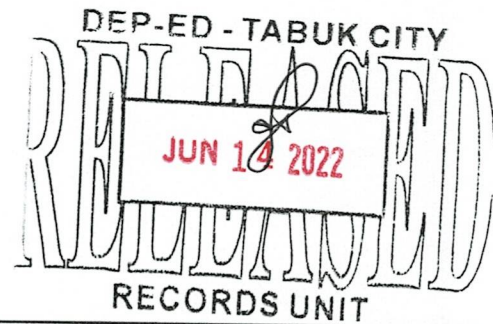




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

June 13, 2022

**Division Memorandum**

No. 18 Series 2022

TO: PSDS  
Elementary and Secondary School Heads  
School Brigada Coordinators  
All others concerned


Date: June 10, 2022

Subject: Submission of 2022 Brigada Eskwela Form 1 and Form 2

1. The Department of Education will conduct the Brigada Eskwela 2022 this August in preparation for the school opening.
2. In the conduct of the activity, preparation and submission of plans/reports must be submitted and to have uniformity and simpler reporting in the format of the physical facilities repair and maintenance needs assessment (BE Form 1) and work plan (BE Form 2) of schools, the template attached herein should be followed.
3. Priority activities to be incorporated into the workplan are the following:
  - a. Rehabilitation/ putting up of gender-sensitive restrooms
  - b. Repair/putting up of washing facilities.
4. It is also requested to submit the SY 2022-2023 School BE Coordinator with the details below. This is to ensure the continuity of the School's active participation in the successful conduct of the program.

School	Name of Coordinator	Position/Designation	Contact Details (Phone and Email Address)

5. Submission of all the required documents will be on July 15, 2022.
6. Immediate dissemination and compliance with this memorandum is desired.

  
**IRENE S. ANGWAY, PhD, CESO VI**  
Schools Division Superintendent



**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Tabuk City**

**Office of the Schools Division Superintendent**

Attachment 1 to DM # \_\_\_\_\_ s 2022

**PHYSICAL FACILITIES REPAIR AND MAINTENANCE NEEDS ASSESSMENT FORM**

Instructions: Conduct an ocular inspection of the school's physical facilities listed below. Then provide the needed information to facilitate the improvement to be done on these identified facilities.

(If needed, you may use separate forms for each classroom or school facility.)

Facilities	Condition (check one)		Remarks	Nature of improvement needed (e.g. repair, repainting, replacement etc.)	Material resources Needed (Indicate kind and Quantity)	Manpower needed (indicate quantity and nature of labor, service needed)
	Satisfactory	Unsatisfactory				
			If unsatisfactory describe the problem			

Prepared by:

\_\_\_\_\_  
School Physical Coordinator

Noted by:

\_\_\_\_\_  
School Head

Attachment 2 to DM # \_\_\_\_\_ s 2022

**B. SCHOOL WORKPLAN 2022-2023**

AREA	ACTIVITIES	TIMELINE	PERSONS RESPONSIBLE	MATERIALS NEEDED	BUDGET
Advocacy and Marketing					
Resource Mobilization					
Implementation					
Monitoring and Evaluation					
Reporting					

Prepared: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Recommending Approval

Approved:

\_\_\_\_\_  
School BE Coord SH

**ANA MARIE B. BUCAHAN**  
Division BE Coordinator

**IRENE S. ANGWAY, PhD, CESO VI**  
SDS