DIVISION MEMORANDUM
No. 172, s. 2018

PREPARATION TIMELINE FOR BRIGADA ESKWELA 2018

To: SOLLIE B. OLIVER, LLB, MATE
Chief ES, SGOD
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
PETER-JASON C. SENARILLOS
Education Program Specialist II – Division Brigada Eskwela Coordinator

1. Brigada Eskwela or the “National Schools Maintenance Week” is an annual event prior to the opening of classes which aims to ensure that classrooms and school facilities are ready to provide an environment conducive to the learning and development of students.

2. In anticipation for Brigada Eskwela 2018, a list of activities and target dates which shall serve as a guide is provided herein to ensure that schools are making preparations for the opening of classes for School Year 2018 - 2019.

3. All School Heads shall take the lead in implementing the list of activities attached (Enclosure 1), while School Brigada Eskwela Coordinators and School Brigada Eskwela Committees shall provide the necessary manpower and support to realize them. The Public Schools District Supervisors and the Division Brigada Ekwela Coordinator shall provide guidance and technical assistance in the implementation of the listed activities.

4. For your information, guidance, and compliance.

WINNIE E. BATOON, EdD, CESE
Officer in Charge
Office of the Schools Division Superintendent

For and in the absence of the OIC-SDS:

MELANIE P. ESTACIO, PhD
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

Encls: List Enclosures stated
To be indicated in the Perpetual Index under the following subjects:
BRIGADA ESKWELA GUIDELINES
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30 - May 11, 2018</td>
<td>Coordinator announces bringing increased public visibility regarding Access+ Writers Program (ASP) and School to School Campaign among local media and newspapers.</td>
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<tr>
<td>February 1 - March 1, 2018</td>
<td>Coordinator and Site Leads discuss Access+ Writers Program (ASP) with stakeholders, staff, and parents.</td>
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<tr>
<td>March 2, 2018</td>
<td>Coordinator and Site Leads discuss Access+ Writers Program (ASP) with stakeholders, staff, and parents.</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>May 14-19, 2018</td>
<td>- 5th BridgeESWeek Kick-Off Ceremony - Daily participation of diverse volunteers - Daily communication and submission - School Work Plan - Successful implementation of School ESWeek - Parents, students, donors, media - Coordination of School ESWeek Committee - Coordination of School BE Committee - School Head, School BE/AEP - PSOS in Charge, Division BE/AEP</td>
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<tr>
<td></td>
<td>- 4th BridgeESWeek 2018 Kick-Off Ceremony - Festive and broadly participated in School BridgeESWeek Kick-Off Ceremony - Volunteers gathered and participated in the 1st day of BridgeESWeek</td>
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