



*Tanggapan ng Kalihim*  
*Office of the Secretary*

DepED Memorandum  
No. **97** 2004

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**BRIGADA ESKWELA**  
**NATIONAL SCHOOLS MAINTENANCE WEEK**

To: Regional Directors  
Schools Division/City Superintendents  
District Supervisors  
Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepED) will hold the Second National Schools Maintenance Week (NSMW) on May 17-21, 2004, a week-long event to encourage local communities and parents to volunteer time to do minor repairs on their children's schools in order to get these ready for the start of SY 2004-2005.
2. *Brigada Eskwela* is a purely voluntary effort. Principals and Teachers-in-Charge are encouraged but not required to organize a local school maintenance week. Information on the program is enclosed to this Memorandum.
3. For schools interested in participating in the program, please fill out the statement of interest form and return this to the Adopt-A-School Secretariat at tel no. 638-8637 (telefax). Information on the entire effort will be shared with the country based on these submissions.
4. Posters on the effort will or have been sent directly to regional and division offices for posting in each school.
5. Immediate dissemination of this Memorandum to all concerned is desired.

  
**EDILBERTO C. DE JESUS**  
Secretary 

Encl.: As stated  
Reference: DepEd Memorandum: No. 79, s. 2003  
Allotment: 1-(D.O. 50-97)  
To be indicated in the Perpetual Index  
Under the following subjects:

CELEBRATIONS & FESTIVALS  
PROGRAMS  
SCHOOLS

**BRIGADA ESKWELA**  
**National Schools Maintenance Week**  
**May 17-21, 2004**

**Department of Education**

**Statement of Interest Form**

*We are interested in being a part of the National Schools Maintenance Week.*

SCHOOL:	
ADDRESS:	E-MAIL :
DISTRICT:	
DIVISION:	
PRINCIPAL OR TEACHER-IN-CHARGE (Mobile/Cellular Phone Number, if any)	
PRESIDENT/HEAD OF THE PTCA:	

Mail to the Adopt-a-School Secretariat or send by fax to 638-86-37.

## A Guide to Organizing the School Effort

### A. INTRODUCTION

Join us in getting our school:  
\_\_\_\_\_  
ready for the new school year  
2004-2005

***Volunteer for the National  
Schools Maintenance Week  
May 17-21, 2004***

### B. WHAT CAN WE DO FOR OUR SCHOOL?

1. Focus on doing minor repairs
  - Paint the roofs (adds two or more years to the life of the roof)
  - Cement existing footpaths and drains
  - Repair leaking water pipes
  - Repair comfort rooms and toilets
  - Paint exterior walls of classrooms
  - Repair or replace ceiling boards
  - Repair, refinish or repaint chairs, desks, furniture
  - Clean-up the gardens
  - Repair or replace broken windows, jalousies, doors
  - Replace school signs
  - Any other types of repairs needed to be done

### C. HOW TO ORGANIZE THE EFFORT

The principal or school head must lead the *voluntary effort*.

1. In February, organize through the PTCA. Look at areas within the school that the local community can repair. Make a list of what needs to be done and what materials would be needed.
2. In March, recruit parent volunteers through the PTCA.
  - 2.1 Are there parents who are carpenters, plumbers, masons, architects, engineers among school parents who could volunteer time to organize specific work teams?
  - 2.2 Approach local businesses for donations in kind (paint, cement, wood, etc.)
  - 2.3 Talk to local civic organizations and present the school maintenance plan to be done during the NSMW

- 2.4 Approach the local school board or LGU for additional resources to help augment the voluntary effort.
3. In April, the Principal and the PTCA should organize the work groups
  - 3.1 Appoint work teams and team leaders
  - 3.2 Agree on specific tasks per team per day
  - 3.3 Organize the logistics: Where will donations-in-kind be stored?  
When can donations-in-kind be delivered?  
Who will be responsible for accepting and safeguarding donations-in-kind?  
Who will be responsible for ensuring that work teams have the necessary materials?
4. During the National Schools Maintenance Week (May 17-21, 2004)
  - 4.1 Document the effort: Photographs before and after the effort.  
(Send these to the Adopt-a-School Secretariat with your stories)
  - 4.2 On the last day, celebrate the community/*bayanihan* effort!
5. In October, the Department of Education shall recognize the most innovative NSMW projects at the Educators' Congress

**D. WHO CAN HELP?**

- Parents (most important)
- Local business
- Local school board
- Local community
- All interested parties

**E. WHAT RESOURCES WILL WE NEED?**

- A little bit of donated MATERIALS (i.e. paint, cement, lumber, tiles, other building materials)
- A lot more of volunteer TIME.
- A whole lot of community SPIRIT.
- NO CASH!