



**Tanggapan ng Kalihim**  
Office of the Secretary

FEB 04 2005

DepED MEMORANDUM  
No. 28, s. 2005

BRIGADA ESKWELA  
NATIONAL SCHOOLS MAINTENANCE WEEK

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

1. The Department of Education (DepED) sets this year's National Schools Maintenance Week (NSMW) on May 16-21 (Monday thru Saturday) to encourage local communities to do minor repairs in their children's schools in order to get these ready for the start of the next school year, 2005-2006.
2. Brigada Eskwela is a nationwide voluntary effort of teachers, parents and the community. Principals and teachers in-charge are encouraged but not required to organize a local school maintenance week. Information on the program is enclosed in this Memorandum.
3. For schools interested in participating in this program, please fill out the enclosed statement of interest form and return this to the Adopt-A-School Secretariat at telefax nos. 638-8637/39. Information on the entire effort will be shared nationwide based on these submissions.
4. Posters on the effort will be sent directly to regional and division offices for posting in each school.
5. Immediate dissemination of this Memorandum is desired.

  
FLORENCIO B. ABAD  
Secretary

Encls.: As stated  
Reference: DepED Memorandum: No. 97, s. 2004  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

CELEBRATIONS & FESTIVALS

PROGRAMS

SCHOOLS

Reformatted by: Sally-EskwelaBrigada  
Jan. 28, 2005

## A Guide to Organizing the School Effort

### A. INTRODUCTION

Join us in getting our school:  
ready for the new school year  
2005-2006

Volunteer for the National  
Schools Maintenance Week  
May 16-21 ,2005

### 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 foothpaths 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 and 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 to be needed.
2. In March, recruit parent volunteers through the PTCA.
  - 2.1 Approach parents who are carpenters, plumbers, masons, architects, engineers 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 16-21)

4.1 Document the effort. Take photographs before and after the effort.

4.2 On the last day, celebrate the community/bayanihan effort!

5. In October, the DepED 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!

( Enclosure No. 2 to DepED Memorandum No. 28 s. 2005 )

**BRIGADA ESKWELA**  
**National Schools Maintenance Week**  
**May 16-21, 2005**

Department of Education

**Statement of Interest Form**  
( to be submitted on or before May 1, 2005 )

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

|   |                |
|---|----------------|
| <b>SCHOOL:</b>  |                |
| <b>ADDRESS:</b>   | <b>E-MAIL:</b> |
| <b>DISTRICT :</b>   |                |
| <b>DIVISION:</b>  |                |
| <b>REGION:</b>  |                |
| <b>PRINCIPAL OR TEACHER-IN-CHARGE ( Mobile/Cellular Phone number, if any)</b>   |                |
| <b>PRESIDENT/HEAD OF THE PTCA</b>   |                |
| My school wants to apply for a P10,000 SBRM ( School Building Repair and Maintenance ) Grant<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>We will use the P 10,000 grant for the following: |                |
| For the Adopt-a-School Secretariat use only:<br><input type="checkbox"/> SBRM grant approved<br><input type="checkbox"/> No grant applied for   |                |
| Mail to the Adopt-a-School Secretariat or send by fax to 638 86 37  |                |

( Enclosure No. 3 to DepED Memorandum No. 28 s. 2005 )

### Monitoring Form

( Deadline : June 30, 2005 or earlier )

SCHOOL : SCHOOL ID # :  
MUNICIPALITY :  
DIVISION :  
REGION :  
TELEPHONE NO. :  
FAX NO. :  
SCHOOL HEAD :  
PTCA PRESIDENT:

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1. Scope of repair and maintenance work completed

2. In-kind donations generated

| Type of Donations | Source | Estimated Cost |
|-------------------|--------|----------------|
|                   |        |                |
|                   |        |                |
|                   |        |                |

Number of volunteers

| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Total |
|-------|-------|-------|-------|-------|-------|-------|
|       |       |       |       |       |       |       |

3. Prominent volunteers who participated in the Project

4. Highlights ( Send pictures of your effort : before and after .)

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Mail or fax (638 86 37) to the Adopt-a-School Secretariat .