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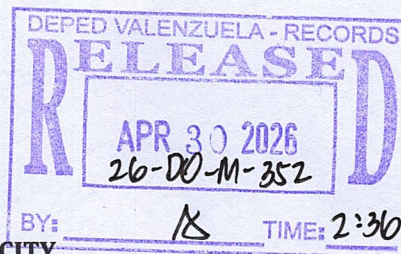


Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 0358 s. 2026

**MONITORING THE CONDUCT OF THE 2026 BRIGADA ESKWELA
AND IMPLEMENTING GUIDELINES**

To **Assistant Schools Division Superintendent
CID and SGOD Chief Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School heads
Education Program specialists
School Brigada Eskwela Coordinator
All Others Concerned**

1. In reference to DepEd Order No. 009, s.2026, titled "*Guidelines on the implementation of the Three-Term School Calendar in Basic Education*", and DepEd Order No. 13, s. 2024, "*Revised Guidelines on the Grant of Service Credit for Teachers*," the Schools Division of Valenzuela City shall monitor the school readiness, preparedness, and compliance with guidelines in the conduct of 2026 Brigada Eskwela activities, which is scheduled on June 1-5, 2026.
2. Brigada Eskwela activities shall center on voluntary work and active participation of the school community to ensure that schools are adequately prepared for the opening of classes. School Heads, through their School Brigada Eskwela Coordinators and teachers, shall properly plan, implement, and document the school's daily activities accomplishment on cleaning, minor to medium repairs, and maintenance of classrooms, school facilities, community partnership, and emergency preparedness.
3. Attached are the School Daily Brigada Eskwela Accomplishment report template and report submission through these links <https://tinyurl.com/SBEreport2026> and <https://tinyurl.com/SBEACReport2026>, the list of the Division monitoring team, and relevant DepEd Orders for information, guidance, and reference.
4. Immediate dissemination and strict compliance with this Memorandum is desired.

NOEL D. BAGANO

Schools Division Superintendent

Encl.: As stated,

References: DepEd Order No.9, s.2026 & DepEd Order No.13, s.2024

To be indicated in the Perpetual Index
under the following subject

**Brigada Eskwela
School Maintenance**

ECP/SGOD-SMN
April 28, 2026



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Enclosure No. 1: School BE monitoring and Implementing Guidelines
Division Memorandum No. _____ s. 2026

1. Teachers participating in morning activities other than BE (e.g., *Tara Basa* or *VRC*) may earn service credits for BE work performed in the afternoon, provided the work is part of school opening and preparation and is conducted within the official BE week.
2. Non-Teaching Personnel: Per policy, service credits are exclusive to teaching personnel. Head Teachers and Non-Teaching staff are entitled to Compensatory Time-Off (CTO). Note: As non-teaching staff are not on "vacation" status during this period, no additional leave incentives are granted for BE.
3. As per DO No. 13, s. 2024, for eligible activities/circumstances performed beyond regular work hours during school days, one (1) hour of service rendered shall be equivalent to 1.25 hours of Vacation Service Credits. For eligible activities conducted during Christmas, summer/long vacation, weekends, and holidays, one (1) hour of service rendered shall be equivalent to 1.5 hours of Vacation Service Credits.
4. As per DO No. 13, s. 2024, incumbents with one (1) or more years of service shall be entitled to not more than thirty (30) days of Vacation Service Credits for one calendar year. New hires for the current year with appointments issued less than four (4) months after the first day of classes shall likewise be entitled to not more than thirty (30) days of Vacation Service Credits for one calendar year. New hires with late appointments for the current year shall be entitled to not more than forty-five (45) days of Vacation Service Credits for one calendar year. Late appointments are appointments issued four (4) months after the first day of classes.
5. Attendance & Output: * Service credits are output-based. Mere "time-in and time-out" without verified accomplishments will not qualify for credits.
6. No credits will be granted for absences, including personal emergencies, as reports are based on actual work achieved.
7. ALS Teachers: Subject and ALS teachers are eligible for credits upon verification of services by the BE Coordinator and School Head/ALS Focal Person.
8. School Daily Brigada Eskwela Accomplishment template report and submission through these links: <https://tinyurl.com/SBEreport2026> and <https://tinyurl.com/SBEACReport2026>.



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9. School Heads, through their School Brigada Eskwela Coordinators and teachers, shall properly check, verify, and certify the daily accomplishment of the volunteers and teachers rendered services during the BE activity week.
10. The requests for Special Orders covering services rendered by teaching personnel shall be submitted within one (1) month or thirty (30) days after the last day of Brigada Eskwela (BE) week activities. The submission period shall be from **June 8, 2026, to July 8, 2026**. Final S.O. Memorandum should be submitted through the records section and course through the SDO Personnel Section, Attention: **Mr. Erick Javier** (Administrative Aide).
11. To facilitate the processing of service credits, the following documents must be submitted: Signed Biometric DTRs, Accomplishment Reports, Means of Verification (MOVs), and Before/After photo documentation. While Reports must be securely fastened (via **Ring Bind** or **Soft Bind**) using the following folder colors for easy identification:
 - Blue: Elementary School (ES)
 - Green: JHS, SHS, and ALS-CLC
 - School Brigada Eskwela Kick Off shall be conducted after the national and regional Kick Off activity, which shall be on June 1, 2026, at the SDO-Navotas pre-selected Elementary School.
12. **There is a strict "No Solicitation" policy.** Campaigns should focus on volunteerism and voluntary donations from stakeholders and network linkages.
13. Advocacy: Schools are encouraged to begin advocacy campaigns and engage potential partners.
14. The Division Monitoring Team and Public Schools District Supervisors (PSDS) shall oversee compliance with the School Preparedness Checklist and daily accomplishments. This process includes the verification of the School BE Accomplishment Report and on-site inspections to ensure that physical progress is evident and documented during BE week.
15. The Public School District Supervisors (PSDS) and the Division BE Coordinator, in coordination with School Heads, shall facilitate the availability of service vehicles to support monitoring and inspection activities across the district.



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Department of Education
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 SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Enclosure No. 2: List of Division Monitoring Team
Division Memorandum No. _____ s. 2026

Inclusive dates	Name of Division Monitoring Team	School District Assignment	Name of the Schools to be monitored
June 4-5, 2026	1. Dr. Arnel Poja 2. Alea Larise DL del Rosario 3. Jennifer E. Dadula 4. Glessie Caballo 5. Edwin C. Pineda,	South	Bitik ES Ignacio Doon ES-New Site Caruhatan East ES-Old Site Caruhatan West ES Constantino ES San Miguel Height ES Marulas Central ES Serrano ES
	1. Dr. Edna Llanera 2. Anacleta Carlota S. Bernardo 3. Elias Adrian II K. Santos 4. Basilio I. Cabasug 5. Micah Dianne Margret M. Padrinao 6. Rowena Santos	North	A. Fernando ES Coloong ES Luis Francisco ES Paltok ES Pasolo ES Rincon ES A. Deato ES Isla ES P. R. San Diego ES Pio Valenzuela ES Tagalag ES Wawang Pulo ES
	1. Dr. Walter H. Fabro 2. Dr. Melvin Willy B. Roque 3. Arvin Baluyot 4. Juan Paolo DR. Belisario 5. Ma. Cariza H. Jacinto 6. Ms. Ma. Lourdes G. Dulalia	Central Unit I and II	Canumay West ES Dalandanan ES Lingunan ES Malinta ES Pinalagad ES Roberta De Jesus ES Canumay East ES Lawang Bato ES Punturin ES Apolonio Casimiro Faustino ES (former Punturin I) Disiplina Village ES
	1. Dr. Teresita U. Pangan 2. Dr. Soliman E. Rejuso II 3. Engr. Kelly G. Magusib 4. Rodel U. Antonio 5. Richmae L. Dantes	East	Antonio M. Serapio ES Gen. T. de Leon ES Parada ES Santiago De Guzman ES Silvestre Lazaro ES Apolonia F. Rafael ES Andres Mariano ES Maysan ES Paso de Blas ES



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	6. Nevin E. Dadula		Santos Encarnación ES Sitio Sto. Rosario ES Pio Carreon ES
	1. Dr. Sofia SD Quilbio 2. Dr. Editha D. Baesa 3. Ruel C. Dogma 4. Connie S. Javier 5. Dr. Salvador A. Gaban Jr. 6. Dr. Alona M. Leabres	Congressional District I	Arkong Bato NHS Dalandanan NHS Malanday NHS Malinta NHS Polo NHS Val. City School of Mathematics & Science Veinte Reales NHS Wawangpulo NHS Bignay NHS Canumay West NHS Canumay East NHS Disiplina Village Bignay NHS Lawang Bato NHS Lingunan NHS Punturin SHS Vicente P. Trinidad NHS
	1. Dr. Domingo A. Lozande 2. Dr. Grace I. Yumul 3. Zyra Varilla 4. Larry Picolera 5. Dr. Adelaine P. Javate 6. Michelle Agupita	Congressional District II	Caruhatan NHS Gen. T. De Leon NHS Maysan NHS Parada NHS Valenzuela NHS Justice Eliezer delos Santos NHS Bagbaguin NHS Mapulang Lupa NHS Paso De Blas NHS Sitero Francisco Memorial NHS
	1. Edwin C. Pineda, Ph.D. 2. EPS II- Soc Mob & Networking	Overall, the School District's BE monitoring of the school District	Random Elementary and Secondary Schools

School Preparedness Checklist

DepEd Complex, Meralco Avenue, Pasig City 1600  8633-7208/8633-7228/8632-1361  8636-4876/8637-6209  www.deped.gov.ph

CATEGORY	PREPAREDNESS STATUS			REMARKS
	Fully Prepared Fully Prepared -100% compliance	Partially Prepared Partially Prepared - does not meet any one of the requirements/ features/ characteristics	Not Prepared Not Prepared - does not meet all requirements	
IV. Staff and Personnel - Teachers have received orientation or briefing on school policies and programs - Security personnel are properly assigned and briefed on protocols - Guidance counselors and support staff are available as needed	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
V. Enrollment and Documentation - Updated student records, including contact details and medical information - Class schedules, sections, and teacher assignments are finalized - Parent-teacher communication channels are established	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
VI. Partnerships and Community Engagement - Partnerships with local stakeholders (e.g., LGUs, NGOs) are coordinated - Volunteers for school maintenance and volunteer activities are identified - Advocacy campaigns for <i>Brigada Eskwela</i> are implemented	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
VII. Emergency and Disaster Preparedness - Fire extinguishers, emergency alarms, and evacuation plans are in place - Emergency drills (earthquake, fire, etc.) are scheduled and communicated - Designated evacuation areas are identified and prepared	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
VIII. Support for Learners - Counseling support services are available - Inclusive education measures for learners with special needs are implemented - School feeding programs are prepared if applicable	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	



Republic of the Philippines
Department of Education

SEP 18 2024

DepEd ORDER
No. 013, s. 2024

**REVISED GUIDELINES ON THE GRANT OF VACATION SERVICE
CREDITS FOR TEACHERS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Revised Guidelines on the Grant of Vacation Service Credits for Teachers** pursuant to Republic Act No. 4670 dated June 18, 1966, or the Magna Carta for Public School Teachers, Letter of Instructions No. 1509¹ dated January 6, 1986, issued by former President Ferdinand E. Marcos, Sr., and the Civil Service Commission Memorandum Circular No. 41, s. 1998 or the Omnibus Rules on Leave.
2. The mechanisms, procedures, and standards stipulated herein shall guide all DepEd offices and schools, including the heads of offices, human resource management officers, and teachers on the implementation and administration of vacation service credits for public school teachers.
3. This Order shall take effect 15 days upon its approval and after publication on the DepEd website and registration with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City. It shall remain in force until and unless otherwise repealed, rescinded, or modified accordingly.
4. DepEd Order (DO) No. 53, s. 2003² and its addendum, DO 84, s. 2003³, other DOs, instructions, rules and regulations, and other related issuances or parts that are inconsistent with this Order and its provisions are repealed, rescinded, or modified accordingly.
5. For any clarifications or inquiries, please contact the **Bureau of Human Resource and Organizational Development-Personnel Division**, Ground Floor Alonzo Building, Department of Education, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.pd@deped.gov.ph or telephone numbers (02) 8633-9345 or 8636-6546.

¹ Directing a Special Program of Leave Credit Computation for School Teachers on Vacation Leave Credit

² Updated Guidelines on Grant of Vacation Service Credits to Teachers

³ Addendum to DepEd Order No. 53, s. 2003 (Updated Guidelines on Grant of Vacation Service Credits to Teachers)



Republic of the Philippines
Department of Education

APR 16 2026

DepEd ORDER
No. 009, s. 2026

**GUIDELINES ON THE IMPLEMENTATION OF THE THREE-TERM
SCHOOL CALENDAR IN BASIC EDUCATION**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
State/Local Universities and College Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Implementation of the Three-Term School Calendar in Basic Education** to enable schools and community learning centers (CLCs) to optimize instructional time, strategically implement school activities, and strengthen the implementation of the Academic Recovery for Accessible Learning (ARAL) Program. This initiative aligns with the **Eight-Point Socioeconomic Agenda** of President Ferdinand R. Marcos, Jr. and the **Five-Point Reform Agenda** of DepEd.

2. A review of the existing four-quarter school calendar has revealed limitations, including recurring class disruptions that compress instructional time and contribute to learning gaps, increased teacher workload, and reduced learning engagement, especially among vulnerable learners. To address these challenges, the Department is adopting the Three-Term School Calendar to support more continuous learning, provide longer and more flexible instructional periods, reduce ancillary and non-teaching-related tasks of teachers, and ensure more manageable teaching workloads. Ultimately, this reform aims to strengthen the quality of instruction and advance improved and more equitable learning outcomes for all learners.

3. Private schools, Philippine Schools Overseas (PSOs), and state/local universities and colleges (SUCs/LUCs) may adopt the Three-Term School Calendar in Basic Education and its corresponding guidelines. Notwithstanding such adoption, these schools shall abide by the required number of class days and the opening of the school year (SY) in accordance with the provisions of Republic Act (RA) No. 7797 (An Act to Lengthen the School Calendar from Two Hundred [200] Days to Not More Than Two Hundred Twenty [220] Class Days), as amended by RA 11480 (An Act Amending Section 3 of RA 7797, Otherwise Known as an Act to Lengthen the School Calendar from Two Hundred [200] Days to Not More Than Two Hundred Twenty [220] Class Days).

Annex B

**THREE-TERM SCHOOL CALENDAR IN BASIC EDUCATION
FOR SCHOOL YEAR (SY) 2026-2027**

End-of-School Year (EOSY) 2025-2026									
Month	Activity								
April 2026									
1	● Start of 30-day Teachers' EOSY Break		APRIL 2026						
2	● Maundy Thursday (Regular Holiday)		S	M	T	W	TH	F	SA
3	● Good Friday (Regular Holiday)					1	2	3	4
4	● Black Saturday (Additional Special Non-Working Holiday)		5	6	7	8	9	10	11
9	● The Day of Valor (Regular Holiday)		12	13	14	15	16	17	18
13-17	● 2026 National Schools Press Conference (NSPC)		19	20	21	22	23	24	25
18-22	● 2026 National Festival of Talents (NFOT)		26	27	28	29	30		
25-30	● 2026 Palarong Pambansa								
May 2026									
1	● Labor Day (Regular Holiday) ● End of 30-day Teachers' EOSY Break		MAY 2026						
4-22	● EOSY Intervention Program		S	M	T	W	TH	F	SA
4-29	● Training Window for Teachers, School Heads, and Teaching Related-Personnel ● Oplan Balik Eskwela							1	2
			3	4	5	6	7	8	9
			10	11	12	13	14	15	16
			17	18	19	20	21	22	23
			24	25	26	27	28	29	30
			31						
School Year 2026-2027									
TERM 1			June 8 - September 15, 2026						
Month	Activity								
June 2026									
1-5	● Brigada Eskwela ● Enrollment Period		JUNE 2026						
8-11	● Opening Block: Start of Term 1 ● Start of Mandatory Learners' Health Assessment, Learners and Parents' Orientation, and other activities ● Start of Testing Window for BOSY Assessments (CRLA, RMA, Phil-IRI, etc.) ● Gathering and Submission of Data needed for the New School Year		S	M	T	W	TH	F	SA
				1	2	3	4	5	6
			7	8	9	10	11	12	13
			14	15	16	17	18	19	20
			21	22	23	24	25	26	27
			28	29	30				
Class Days: 16									