



Republic of the Philippines  
Department of Education  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
TACLOBAN CITY

May 2, 2023

**DIVISION MEMORANDUM**

No. 226 s. 2023

**BRIGADA PAGBASA IMPLEMENTATION-COMPUTATION OF POINTS FOR RELEVANT TEACHING EXPERIENCE  
AS BRIGADA PAGBASA VOLUNTEER TEACHER AND AWARDING OF CERTIFICATES OF RECOGNITION FOR  
ALL VOLUNTEERS**

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CID & SGOD CHIEFS  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
DIVISION READING COORDINATOR  
DIVISION BRIGADA PAGBASA FOCAL PERSON  
ELEMENTARY AND SECONDARY PUBLIC SCHOOL HEADS  
BRIGADA PAGBASA SCHOOL COORDINATORS  
All Others Concerned

1. Pursuant to Regional Memorandum No. 355, s. 2023 on Brigada Pagbasa Implementation-Computation of Points for Relevant Teaching Experience as Brigada Pagbasa Volunteer Teacher and Awarding of Certificates of Recognition for All Volunteers, this Office through the Social Mobilization and Networking Unit under School Governance and Operations Division in partnership with Curriculum Implementation Division disseminates this relevant information to the field for a more effective conduct and successful implementation of Brigada Pagbasa in our respective schools.
2. To help ensure the effective and efficient implementation of the Brigada Pagbasa Program, all Elementary and Secondary Schools are strongly encouraged to conduct capacity-building activities to equip the Brigada Pagbasa Volunteers with the skills and competence required in the Program Implementation.
3. Services rendered by the volunteer- teachers shall be given credit under relevant experience in consonance with the new guidelines on Recruitment, Selection, and Appointment in the Department of education (DepEd Order NO. 7, s. 2023.) Please refer to the table below.

Summary Table of Points Earned for Experience				
Volunteer Teacher's Service Rendered		Volunteer Teacher's Experience Level	Qualification Standard (QS) Level	Number of Increment/s for Volunteer Teacher's Experience Qualifications
Range		(Based on Table 2.c. Increments Table-Experience in DO No. 7, s. 2023)	(Minimum Requirement per CSC-approved QS for Teacher I)	(Volunteer Teacher's Experience Level Qualification Standard Level)
From	To			

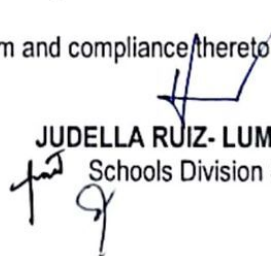


None	Less than 6 months	1	1	0	0
6 months	Less than 1 year	2	1	1	0
1 year	Less than 1 year 6 months	3	1	2	2
1 year 6 months	Less than 2 years	4	1	3	2
2 years	Less than 2 years 6 months	5	1	4	4
2 years 6 months	Less than 3 years	6	1	5	4
3 years	Less than 3 years 6 months	7	1	6	6
3 years 6 months	Less than 4 years	8	1	7	6
4 years	Less than 4 years 6 months	9	1	8	8
4 years 6 months	Less than 5 years	10	1	9	8
5 years	Less than 5 years 6 months	11	1	10	10
5 years and 6 months	Less than 6 years	12	1	11	10
6 years	Less than 6 years 6 months	13	1	12	10
6 years 6 months	Less than 7 years	14	1	13	10
7 years	Less than 7 years 6 months	15	1	14	10
7 years 6 months	Less than 8 years	16	1	15	10
8 years	Less than 8 years 6 months	17	1	16	10
8 years 6 months	Less than 9 years	18	1	17	10
9 years	Less than 9 years 6 months	19	1	18	10
9 years 6 months	Less than 10 years	20	1	19	10
10 years	Less than 10 years 6 months	21	1	20	10
10 years 6 months	Less than 11 years	22	1	21	10



11 years	Less than 11 years 6 months	23	1	22	10
11 years 6 months	Less than 12 years	24	1	23	10
12 years	Less than 12 years 6 months	25	1	24	10
12 years 6 months	Less than 13 years	26	1	25	10
13 years	Less than 13 years 6 months	27	1	26	10
13 years 6 months	Less than 14 years	28	1	27	10
14 years	Less than 14 years 6 months	29	1	28	10
14 years 6 months	Less than 15 years	30	1	29	10
15 years	or more	31	1	30	10

4. Upon deployment to schools, volunteer-teachers shall attend an orientation meeting conducted by the School Head/ PSDS regarding their work assignment, reporting system, schedule of work, roles, responsibilities, expected outputs, and other pertinent matters.
5. PSDSs are likewise directed to **submit potential number of Teacher Volunteers** in their respective DLCs to participate in the Division Brigada Pagbasa Orientation which will be conducted in May 2023. Google link shall be provided via Messenger for **submission of data on May 9, 2023**.
6. All schools implementing Brigada Pagbasa shall prepare a Brigada Pagbasa Report containing the Official Master List of their volunteer teachers, number of months rendered, number of learner-tutees, pretest and posttest results. Upon completion of the volunteer work, the school shall also issue Certificate of Recognition to all volunteer-teachers for their support to the program. The number of months rendered by the respective volunteer-teachers shall be indicated in the certificate.
7. Attached are the Volunteer Agreement form and template of the report of deployment of volunteer-teachers (*Enclosures to Regional Memorandum No. 355, s. 2023*).
8. Immediate dissemination of this Division Memorandum and compliance thereto are highly desired.

  
**JUDELLA RUIZ- LUMPAS EdD, CESO VI**  
 Schools Division Superintendent



Schools Division of Tacloban, Brgy. 54, Real  
 Street, Tacloban City  
 Telephone Number: 053-832-9204  
 Email address: [sdotaclobancity@gmail.com](mailto:sdotaclobancity@gmail.com)  
 SocMobUnit/snc/2023

**BRIGADA PAGBASA (BP) VOLUNTEER FORM**

This agreement is hereby made between **(Name of Volunteer)** (referred to as "hereafter referred to as "the Volunteer") and **(Name of School Head)** of **(Name of School)** (hereafter referred to as "the Representative") from \_\_\_\_\_ to \_\_\_\_\_.

The Volunteer hereby agrees to donate his/ her time, effort, and services to **(Name of School)** in a volunteer capacity. The Volunteer understands that no compensation of any kind will be given in exchange for these services and that no employer-employee relationship shall arise therefrom.

The Volunteer will participate in volunteer work for a minimum of 1 hour per day or 5 hours a week from the execution of this agreement. The volunteer further agrees to track their work hours through the teacher's logbook and submit them to the Representative at the end of each month.

The Volunteer agrees to undergo all necessary capacity development activities to perform their duties. The volunteer will be engaged primarily to assist regular teachers in the implementation of Brigada Pagbasa.

The Volunteer agrees to abide by the rules, regulations, orders, and requests as provided in DepEd Orders, Memoranda, and other issuances as well as those promulgated by the Civil Service Commission. Failure to do so may result in the termination of this agreement.

The Representative agrees to issue a Certificate of Recognition upon completion of the Volunteer work.

The Volunteer or the Representative may terminate this agreement at any time, for any valid reason, without penalty.

**IN WITNESS WHEREOF**, the parties hereto have signed this on \_\_\_\_\_ of \_\_\_\_\_, 2023 at \_\_\_\_\_.

\_\_\_\_\_  
Volunteer's Signature over Printed Name

\_\_\_\_\_  
Representative's Signature over Printed Name

Approved by:

\_\_\_\_\_  
Public Schools District Supervisor

Witnessed by:

\_\_\_\_\_

SUBSCRIBED and SWORN to before me, in \_\_\_\_\_,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by competent proof of identity issued on  
\_\_\_\_\_ at \_\_\_\_\_.

NOTARY PUBLIC

Until December 31, 20\_\_\_\_

Doc. No. ;

Page No. ;

Book No. ;

Series of 20\_\_\_\_

## REPORT TO DEPLOYMENT

[illegible]

Prepared by:

Public Schools District Supervisor