



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 468, s. 2026

SEP 29 2026

IMPLEMENTATION OF TUPAD WORK FOR BRIGADA ESKWELA

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the implementation of the **Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers (TUPAD) Program for Brigada Eskwela**, this Office announces that the work period of the identified TUPAD beneficiaries shall commence on **September 30, 2026, and continue until October 13, 2026, on weekdays only**, to complete the required **ten (10) days** of work under the program.
2. TUPAD beneficiaries shall render **eight (8) hours of work per day** in their respective assigned schools. For proper monitoring of attendance, beneficiaries may be enrolled in the school's **biometric attendance system**, if available. Their attendance shall likewise be properly reflected in the prescribed Daily Time Record (DTR).
3. Each TUPAD beneficiary is required to **complete a total of ten (10) days of work**. In case a beneficiary incurs an absence during the scheduled work period, the **School Head shall immediately inform the Social Mobilization and Networking Section through Ms. Jessalyn Anne M. Linsangan** for proper coordination with the concerned **Department of Labor and Employment (DOLE) officers** regarding the completion of the beneficiary's required workdays. School Heads shall not independently determine or authorize make-up work schedules without prior coordination.
4. The **School Head shall be responsible for the supervision and monitoring of the TUPAD beneficiaries** assigned to their respective schools and shall ensure that beneficiaries are assigned appropriate tasks consistent with the approved program of work.
5. The following activities may be assigned to TUPAD beneficiaries:
 - Assisting as helpers/dishwashers in the School-Based Feeding Program;
 - Vegetation clearing and weeding;
 - Declogging of outdoor drainage systems and canals;
 - Basic school-ground sweeping and raking;
 - Sweeping, scrubbing, and washing of room floors;



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- Wiping down windows, doors, and blackboards;
 - Classroom decluttering and organizing;
 - Hauling and moving school furniture such as desks and chairs;
 - Arranging textbooks and learning materials;
 - Sorting and storing instructional supplies;
 - Minor touch-up painting of fences and gates;
 - Landscaping and planting of garden beds;
 - Final sorting and segregation of collected garbage; and
 - Proper disposal/hauling of waste to designated pick-up points.
6. The **School Head shall prepare a Daily Accomplishment Report** reflecting the actual tasks performed by the TUPAD beneficiaries. Each day's accomplishment shall be supported by **geotagged photographs showing the BEFORE, DURING, and AFTER stages** of the work undertaken. The **sample Accomplishment Report is attached to this Memorandum as an enclosure** for reference and guidance.
7. Upon completion of the required work period, the **Daily Time Record (DTR)** of each beneficiary shall be duly accomplished and signed by both the **TUPAD beneficiary and the School Head**. School Heads shall ensure the completeness and accuracy of all entries and supporting documents prior to submission.
8. The following documents shall be submitted in **three (3) copies** to the **Schools Division Office of Bataan, through the Social Mobilization and Networking Section, SGOD, 3rd Floor, on October 19, 2026**:
- Duly accomplished and signed Daily Time Record (DTR); and
 - Accomplishment Report with the required geotagged BEFORE, DURING, and AFTER photographs.
9. The **Accomplishment Report shall also be uploaded through the designated online submission link: <https://tinyurl.com/TUPADBrigadaEskwelaAR>**. School Heads shall ensure that the uploaded documents are complete, clear, and properly labeled.
10. Immediate dissemination of and compliance with this Memorandum are desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encl. As stated
Reference:
To be indicated in the Perpetual Index under
the following categories:

BRIGADA ESKWELA

TUPAD



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Enclosure No. 1 to Division Memorandum No. _____, s. 2026

TUPAD Completion Report

DOLE-Regional Office: III

Project Location: Name of School - (Barangay, Municipality, Province)

Period of Work: September 30, 2026 to October 13, 2026

A. ACCOMPLISHMENT REPORT

Period of Work	Actual Accomplishment
Day 1:	
Day 2:	
Day 3:	
Day 4:	
Day 5:	
Day 6:	
Day 7:	
Day 8:	
Day 9:	
Day 10:	

ASSIGNATORY

Designation



Republic of the Philippines
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DAY 1

BEFORE

DURING

AFTER



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DAY 2

BEFORE

DURING

AFTER



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DAY 3

BEFORE

DURING

AFTER



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DAY 4

BEFORE

DURING

AFTER



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DAY 5

BEFORE

DURING

AFTER



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DAY 6

BEFORE

DURING

AFTER



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DAY 7

BEFORE

DURING

AFTER



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DAY 8

BEFORE

DURING

AFTER



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DAY 9

BEFORE

DURING

AFTER



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DAY 10

BEFORE

DURING

AFTER
