DIVISION MEMORANDUM
No. 246, series of 2016.

TO: Chiefs, CID and SGOD
   Education Program Supervisors
   Public Schools District Supervisors
   Chiefs of Sections/Units
   Public Elementary and Secondary School Heads

FROM: DEE D. SILVA, DPA, CESO VI
      Schools Division Superintendent

SUBJECT: Implementation of Oplan Balik Eskwela (OBE) 2016

DATE: May 13, 2016

1. Pursuant to DepEd Memorandum No. 68, series of 2016, Unnumbered Memorandum dated May 3, 2016 from the Office of the Assistant Secretary Jesus L. R. Mateo, and Regional Memorandum No. 48, series of 2016, it is hereby directed that the Oplan Balik Eskwela (OBE) and the Public Assistance Station (PAS) be activated on May 28 – June 18, 2016 to ensure the smooth conduct of the opening of classes and to address common problems encountered during the start of the school year.

2. The Division Office shall set up the Oplan Balik Eskwela Information and Action Center (OBEIAC) at the lobby of the new division office building. A tarpaulin shall be hung outside the Division Office to inform the public of the names and contact details of the members of the OBE Hotline. Likewise a Help Desk shall be set up at the lobby to cater to concerns and queries regarding the opening of classes. All school heads are also directed to set up a Help Desk within the vicinity of the school nearest to the entrance gate.

3. The composition of the Division OBEIAC is as follows:

   Chair: Mr. Emmanuel P. Hugo – Chief, SGOD
   Members

   A. Curriculum Implementation Division
B. School Governance and Operations Division

- Planning and Research Section
- Social Mobilization and Networking Section
- School Management, Monitoring and Evaluation Section
- Education Facilities Section
- School Health and Nutrition Section

C. Legal Unit

4. A Convergence shall be established to coordinate with national government agencies involved in school opening matters and create the OBE Inter-Agency Task Force (OBE-IATF).

5. A monitoring tool shall be developed by the School Management, Monitoring and Evaluation Section to be used during the implementation of OBE 2016. Report forms are provided in the attachments. All team leaders are required to submit a daily, weekly, and terminal report to the SM, M & E section.

6. All expenses incurred during this activity including payment for the services by the concerned personnel during OBE, in addition to, or over and above their regular workload shall be charged to local funds subject to the usual accounting and auditing rules and regulations. OBEIAC members who will man the help desk and action center during weekends are granted one day Compensatory Overtime Credit.

7. For wide dissemination and compliance.
1. OBE Hotline / Media Affairs

Team Leader: Ms. Luzminda B. Jasmin – EPS, SHS Coordinator
Members:
Dr. Joan M. Niones – EPS, K to 12 Coordinator
Mr. Peter-Jason C. Senarillos – EPS II, Information and Action Officer

2. Help Desk / Information and Action Center

Team Leader: Mr. Xavier Fuentes – SEPS, Planning and Research
Members:
Ms. Imelda Cardines, EPS – SHS/ADM Coordinator
Ms. Mary Glor Tabanao – Preschool Coordinator
Ms. Sollie Oliver – IPEd Coordinator
Mr. Vicente Laburada – EPS/ALS Coordinator
Atty. Gerwin Ryan Rabaya – Attorney III
Ms. Anamerthyl Regala – SEPS
Mr. Airon Alejandro – Planning Officer III
Mr. Reyzen Monserate – ADA VI

3. Monitoring

Mount Apo District

Team Leader: Dr. Elsie Dagoy, PSDS
Ms. Arlene Barba, PSDS
Mr. Valeriano De los Reyes – EPS Math
Engr. Helen Franconas, Engineer III
Mr. Ysrael Miro, Nurse II

Digos Oriental

Team Leader: Mr. Patriotiso Peñas, PSDS
Ms. Cherry Rosette Oliva, PSDS
Ms. Marilyn Jairal, PSDS
Ms. Eppie Grace Presto, EPS MAPEH
Ms. Maria Jadloc – EPS II, SM, M & E
Ms. Sarah Gretchen A. Adeva, PDO II

Digos Occidental

Team Leader: Ms. Zenaida Guya, PSDS
Ms. Rosalinda Adlaon, PSDS
Ms. Helen Casimiro, PSDS
Ms. Analiza Almazan, EPS
Mr. Albert Espino – SEPS, SM, M & E
Ms. Daissy Jane Sanoy, Nurse II
DicNHS

Ms. Ida Juezan, PSDS
Ms. Ferna T. Alde, PSDS
REGIONAL MEMORANDUM!
No. O98, s. 2016

MONITORING ON THE OPLAN BALIK ESKWELA AND OPENING OF CLASSES FOR SY 2016-2017

To: Schools Division Superintendents
    Chiefs of Divisions/Units/Sections

1. The Oplan Balik Eskwela (OBE) and the Public Assistance Station (PAS) for SY 2016-2017 shall be activated on May 28-June 18, 2016 to ensure the smooth opening of classes.

2. The OBE and PAS aim to address the problems commonly encountered at the start of the school year to ensure that learners are already properly enrolled and able to attend school by the first day of classes.

3. The Waling-Waling Conference Hall of the Regional Office will be turned into Oplan Balik Eskwela Information and Action Center (OBEIAC) from May 28-June 18, 2016. A help desk in the lobby with OBE tarpaulin will also be installed c/o the Supply Section. The attached form will be used as a monitoring report to any information/issue/concern referred to in the OBEIAC.

4. As per DepEd Memorandum No. 68, s. 2016 regarding the 2016 Oplan Balik Eskwela and unnumbered Memorandum regarding submission of names of the Senior Action Officers and Support Personnel for the OBE and PAS, all schools division superintendents are directed to organize their local OBEIACs to set-up hotlines to receive calls/text messages, fax messages, and emails on complaints, requests, and suggestions from parents, students, and concerned citizens and help desk to accommodate walk-in concerns. Daily reports shall be submitted every 10:00 AM and 4:00 PM at depedxpublicaffairsunit@yahoo.com following the attached template. A copy of the Terms of Reference is enclosed in the DepEd Memorandum.

5. The list of the Regional-OBEIAC is enclosed with their corresponding schedules and assignments.

6. All expenses incurred during this activity, including payment for the services by the concerned personnel during the OBE, in addition to, or over and above their regular workload, shall be charged to local funds, subject to the usual accounting and auditing rules and regulations. Further, OBEIAC members who will man the help desk and Action Center during weekends are granted one day Compensatory Overtime Credit.

7. For wide dissemination and compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO IV
Director IV

Reference: DepEd Memorandum No. 68, s. 2016
To be indicated in the Perpetual Index:
OBE
OPENING OF CLASSES
MONITORING EDUCATIONAL DEVELOPMENTS for IMMEDIATE ACTION (MEDIA)

MEDIA MONITORING REPORT

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Action Officer:
COMPOSITION OF REGIONAL OBEIAC

Chair: ARD Teresita G. Tambunan

Members by Team

Team Leader: Dr. Janette G. Veloso - Chief, CLMD
Members: Dr. Brenda A. Jacobo - EPS, FTAD
         Mrs. Maflor Dingal - EPS, QAD
         Mrs. Pedelina Huevos - EPS, CLMD
         Dr. Danilo Dohinog - EPS, CLMD
         Mr. Jeoffrey L. Bernabe - EPSp, PPRD
         Mr. Ric Quinto - Head, ICT
         Mr. Pocholo Hernandez - Computer Programmer, ICT

Team Leader: Dr. Marilyn Madrazo - Chief, PPRD
Dr. Basilio Mana-ay Jr. - EPS, FTAD
Mr. Alfeo Ingay - EPS, QAD
Dr. Maricel Langahid - EPS, CLMD
Mrs. Cielo Estrada - EPS, CLMD
Dr. Manuel Vallejo - EPS, CLMD
Ms. Cecille Maria Sherah Balbas - Investigator, Legal Unit
Mr. Lawrence Esmeralda - Statistician, PPRD

Team Leader: Mr. Roy Enriquez - OIC Chief, QAD
Dr. Melanie Estacio - EPS, CLMD
Ms. Isidra Despi - EPS, PPRD
Mr. Antonio Pasquitos - EPS, CLMD
Dr. Maria Lizta Berando - EPS, CLMD
Dr. Maria Gemima V. Apilang - Head, Public Affairs Unit
Ms. Mary Ann Daria - Teaching Aid Specialist, CLMD
Ms. April Parac - Administrative Assistant II, Public Affairs Unit

Team Leader: Dr. Mary Jeanne B. Alieguer - Chief, FTAD
Mr. Jenielito Atioll - EPS, QAD
Ms. Jeselyn Dela Cuesta - EPS, CLMD
Dr. George Wong - EPS, CLMD
Atty. Lalaine Javing - Head, Legal Unit
Ms. Carmelita Cenita - Planning Officer, PPRD
Mr. Karlo Esmeralda - Computer Technician, ICT
MEMORANDUM

TO : ALL REGIONAL DIRECTORS

FROM : JESUS L.R. MATEO

Assistant Secretary
Oplan Balik Eskwela (OBE) Chairman

SUBJECT : Submission of names of the Senior Action Officers and Support Personnel for the Oplan Balik Eskwela (OBE) and Public Assistance Station (PAS), SY 2016-2017

DATE : 3 May 2016

In consonance with DepEd Memorandum No. 68, s. 2016 dated 29 April 2016, which states that:

"All Regional Directors (RDs) and Schools Division Superintendents (SDSs) are hereby directed to set up their local Information and Action Center (IACs)."

and that

"The names and contact details of the local OBEiAC chair and members shall be submitted to the OFD Regional Action Center on or before May 9, 2016."

In line with this, the Regional Directors are advised to submit a consolidated list of the 2016 Oplan Balik Eskwela (OBE) Task Force of their respective areas of jurisdiction following the attached template using the MS Excel file and send it through email at action@deped.gov.ph on or before the date stated. All division offices are advised to submit their OBE Task Force members to their respective regional offices for consolidation. Hence, only the lists submitted by the regional offices are considered official.

Please provide functional telephone numbers and email addresses to facilitate efficient communication networks during the conduct of the OBE and PAS.

For compliance,
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DepEd MEMORANDUM
No. 65, s. 2016

2016 OPLAN BALIK ESKWELA (OBE)

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

1. The Department of Education (DepEd) shall activate the Oplan Balik Eskwela (OBE) and the Public Assistance Station (PAS) for School Year (SY) 2016-2017 from May 28 to June 18, 2016 to ensure the smooth opening of classes this school year.

2. The OBE and PAS primarily aim to address the problems commonly encountered at the start of the school year to ensure that learners are already properly enrolled and able to attend school by the first day of classes.

3. The annual OBE and PAS shall include the following components:

   a. Convergence. This Department shall coordinate with the following government agencies involved in school opening matters to assemble every year's OBE Inter-Agency Task Force (OBE-IATF):

      i. Department of Energy (DOE);
      ii. Department of Interior and Local Government (DILG);
      iii. Department of Health (DOH);
      iv. Department of National Defense (DND);
      v. Department of Public Works and Highways (DPWH);
      vi. Department of Social Welfare and Development (DSWD);
      vii. Department of Trade and Industry (DTI);
      viii. Manila Electric Company (MERALCO);
      ix. Metropolitan Waterworks and Sewerage System (MWSS);
      x. Metro Manila Development Authority (MMDA);
      xi. Office of Civil Defense (OCD);
      xii. Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA); and
      xiii. Philippine National Police (PNP).

   The OBE-IATF meeting shall be done on May 20, 2016.
b. **Command Conference.** A Command Conference among the DepEd Officials, partner agencies, Presidential Management Staff (PMS), State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), private schools, K to 12 Champions, media, private corporations, and other stakeholders shall be held at the Bulwagan ng Karunungan, DepEd Central Office (CO) on **May 30, 2016**.

c. **Information Dissemination.** DepEd shall provide the public with important information through press releases, media interviews and social media.

d. **Information and Action Center.**

DepEd CO OBEIAC. The DepEd CO OBE Information and Action Center (OBEIAC) shall be set up on **May 28, 2016** at the Bulwagan ng Karunungan to serve as the information and complaints processing and routing mechanism for the duration of the project. To ensure the success of this project, the following offices/units are directed to actively participate and assign representative(s) to the OBEIACS:

**Office of the Assistant Secretary and Chief of Staff/Strategic Management**

i. Public Affairs Service
   - Communications Division
     - DEFtxt Action Center
   - Publications Division

ii. Planning Service
   - Policy Research and Development Division
   - Planning and Programming Division

iii. Information and Communications Technology Service

**Office of the Undersecretary for Curriculum and Instruction**

i. Bureau of Curriculum Development
ii. Bureau of Learning Delivery
iii. Bureau of Education Assessment
iv. Bureau of Learning Resources

**Office of the Undersecretary for Finance and Administration**

i. Finance Service
   - Accounting Division
   - Budget Division

ii. Administrative Service
   - Asset Management Division
   - Education Facilities Division
   - General Services Division
   - Personnel Division

**Office of the Undersecretary for Governance and Operations**

i. Office of the Assistant Secretary for Governance and Operations
ii. Bureau of Human Resource and Organizational Development
   - Employee Welfare Division
iii. Bureau of Learner Support Services
   School Health Division
iv. Project Management Service

Office of the Undersecretary for Legal and Legislative Affairs
i. Office of the Assistant Secretary for Legal and Legislative Affairs
ii. Legal Service

Regional and Division OBEIAC. All RDs and SDSs are hereby directed to set up the local OBEIACs, which shall be composed of the following:

i. Regional OBEIAC:
   Chair: Assistant Regional Director (ARD)
   Members: Public Affairs Unit
             Field Technical Assistance Division (FTAD)
             Policy, Planning and Research Division (PPRD)
             Quality Assurance Division (QAD) for Private Schools
             Curriculum and Learning Management Division (CLMD)
             Junior High School Local Person/s
             Legal Unit

ii. Division OBEIAC:
   Chair: Assistant Schools Division Superintendent (ASDS)
   Members: School Governance and Operations Division (SGOD)
             Curriculum Implementation Division (CID)
             Planning and Research Section
             Social Mobilization and Networking (SocMob)
             Legal Division

The names and contact details of the local OBEIAC chair and members shall be submitted to the DOST-Tac, Action Center on or before May 9, 2016.

The local OBEIAC shall oversee implementation of the project and address local concerns. It shall set-up hotlines to receive calls, text messages, fax messages, and emails on complaints, requests and suggestions from parents, students and other concerned citizens; set-up help desk to accommodate walk-in concerns; and update/submit daily reports to the DepEd CO every 11 AM and 5 PM. A copy of the Terms of Reference is enclosed.

5. The project shall be under the general supervision and control of the Office of the Secretary, with Assistant Secretary Jesus L.R. Mateo serving as the Optional Eskwela (OBE) Chairman.

6. All expenses incurred during this activity, including payment for the services by the concerned personnel during the OBE, in addition to, or over and above their regular workload, shall be charged to OSEC Funds for CO personnel and to local funds for regional and division personnel, subject to the usual accounting and auditing rules and regulations.
For more information, all concerned officials and individuals may contact:

**The DepEd Central Office - Information and Action Center**
(Deple DepEd CO - IAC)
Department of Education (DepEd) Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 656-1663
Fax No.: (02) 656-8641
Mobile Phone No.: 0919-455-0027
Email Address: action@deped.gov.ph

8. All field and school officials are enjoined to support this campaign to ensure a smooth school opening.

9. Immediate dissemination of this Memorandum is desired.

Encl.:  
As stated

Reference:
DepEd Memorandum No. 27, s. 2015

To be indicated in the Perpetual Index under the following subjects:

- ADMISSION OR ENROLMENT
- COMMISSIONS
- BUREAUS AND OFFICES
- PROJECTS
- CAMPAIGN
- SCHOOLS
- CENTER
- STRAND: Strategic Management

(Enclosure to DepEd Memorandum No. 68, s. 2016)

2016 DepED Oplan Balik Eskwela Information and Action Center
May 28 to June 18, 2016
6 AM – 6 PM

TERMS OF REFERENCE

A. DETxt (Text Messaging Service)

1. To print text messages received.
2. To reply/respond to text messages received.
3. To refer complaints/cases that need immediate investigation to the Quick Response Team.
4. To submit the required daily morning and afternoon reports to the Monitoring Unit for consolidation and evaluation.

B. PUBUC ASSISTANCE AND HOTLINE

1. To attend to callers with queries, complaints, problems, requests, etc. concerning school opening and other education matters.
2. To provide immediate appropriate actions/solutions with issues/concerns received from callers.
3. To refer complaints/cases that need immediate investigation to the Quick Response Team.
4. To submit the required daily morning and afternoon reports to the Monitoring Unit for consolidation and evaluation.

C. QUICK RESPONSE TEAM

1. To provide immediate resolution to complaints that are classified urgent.
2. To conduct on-the-spot investigation and monitoring of school as the need arises.
3. To submit the required daily morning and afternoon reports to the Monitoring Unit for consolidation and evaluation.

D. MONITORING UNIT

1. To gather and encode daily data from the different units of the OBE/AC and generate all reports.
2. To prepare daily reports and update data for the Secretary’s information.
3. To submit the required consolidated daily report to the Secretariat.
4. To document and finalize the 2016 Oplan Balik Eskwela Narrative Report. Submission immediately after the OBE.
E. SECRETARIAT / OFFICER OF THE DAY

1. To handle/process the daily reports for the Secretary's Information based on the submitted reports of the Monitoring Unit.
2. To handle print/video documentation.
3. To oversee the general flow of the Oplan Balik Eskwela Information and Action Center (OBE-IAC).

F. MEDIA RELATIONS

1. To handle the daily issues/concerns of the media.
2. To attend to media people for interview purposes (if any)