



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 400, s. 2018

May 11, 2018

2018 OPLAN BALIK ESKWELA PUBLIC ASSISTANCE COMMAND CENTER

To: **OIC-ASDS**
CHIEFS - CID and SGOD
PUBLIC SCHOOLS DISTRICT SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
CONCERNED PERSONNEL

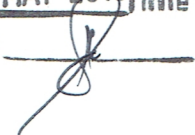
1. Pursuant to the unnumbered Memorandum issued on May 9, 2018 by Atty. Alberto T. Escobarte, CESO III, Regional Director, DepEd Region XI Office, reiterating Memorandum No. OM OAGA-2018-0052 issued by Assistant Secretary G.H. S. Ambat entitled: **"2018 OPLAN BALIK ESKWELA (OBE) DIRECTORY,"** attached with a copy of D.O. No. 50, s. 2018 and its Terms of Reference which provide the guidelines for the launching and implementation of **Oplan Balik Eskwela (OBE) for School Year (SY) 2018-2018**, you shall compose the focal persons and information officers for the Oplan Balik Eskwela Public Assistance Command Center (OBE-PACC) of the Schools Division of Digos City.
2. Another memorandum with details on OBE-PACC shall be issued after the national orientation. Kindly refer to the attached Terms of Reference for your corresponding duties and functions.
3. For your guidance and compliance.


WINNIE E. BATOON, Ed. D.
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division Office - Digos City

RELEASED 18-8201

DATE: 15 MAY 2018 TIME: 10:00 AM

BY: 

Encls: as stated
References: Regional Memorandum dated May 9, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: SGOD, CID, ADMIN,

admin5: 2018 Oplan Balik Eskwela Directory
11 May 2018

2018 OPLAN BALIK ESKWELA DIRECTORY

SCHOOLS DIVISION OF DIGOS CITY PUBLIC ASSISTANCE COMMAND CENTER						
Designation	Name			Position/Office	Mobile Number/s	Email Address
Chairperson	MELANIE	P.	ESTACIO	OIC-ASDS	09189084800/ 09285075975	mpe_davaocity@yahoo.com
Members	BEVERLY	S.	DAUGDAUG	Chief - CID	9292384605	bevs111166@yahoo.com
	SOLLIE	B.	OLIVER	Chief - SGOD	09085151277/ 09496389075	sollie.oliver@yahoo.com
OBE Hotline / Media Affairs						
	LUZMINDA	B.	JASMIN	EPS	9184457331	luzmindaj@yahoo.com
	JOAN	M.	NIONES	EPS	9199927538	joan.niones@deped.gov.ph
	PETER-JASON	C.	SENARILLOS	EPS II	9985691866	PJSENARILLOS@GMAIL.COM
	STEPHEN	R.	PASCUAL	ITO I	9081537916	stepdarl@yahoo.com
	JULIE ANNE	N.	POSADAS	PDO I	9075189150	julianne.posadas@deped.gov.ph
Information and Action Center / Quick Response Team						
	XAVIER	S.	FUENTES	EPS II	9075940405	xavier.fuentes@deped.gov.ph
	MARY GLOR	D.	TABANAO	EPS	9505803367	maryglor.tabanao@deped.gov.ph
	VICENTE	C.	LABURADA, JR.	EPS	9202744381	v_laburada@yahoo.com.ph
	IMELDA	T.	CARDINES	EPS	9982882369	imeldacardines04@yahoo.com
	AIRON	M.	ALEJANDRO	PO III	9187020545	ivory2485@yahoo.com.ph
	REYZEN	O.	MONSERATE	PDO II	8484860897	reyzen.monserate@deped.gov.ph
	JOSE ISRAEL	M.	MARAVILLES	PDO I	9469634460	joseisrael.maravilles001@deped.gov.ph
	RONALD	B.	DEDACE	SEPS	9189624948	ronald.dedace@deped.gov.ph
Monitoring						
Mount Apo District						
	ELY	G.	CATALUÑA	PSDS	9098180520	ely.cataluña@deped.gov.ph
	ARLENE	P.	BARBA	PSDS	9321633932	arlene.barba@deped.gov.ph
	VALERIANO	Y.	DELOS REYES	PSDS	9182087746	val_delos@yahoo.com.ph
	HELEN	N.	FRANCONAS	ENGINEER III		helen.franconas@deped.gov.ph
	JOEL	B.	GOMITO	NURSE II	9238833181	jg_dada@yahoo.com
	DHELMIE CHRISTINE	S.	PEÑAS	NURSE II	9212770445	heirsofgod1202@gmail.com



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI
Lungsod ng Dabaw



MEMORANDUM

To: ALL SCHOOLS DIVISION SUPERINTENDENTS

From: ATTY. ALBERTO T. ESCOBARTE, CESO III

Subject: 2018 Oplan Balik Eskwela Directory

Date: May 9, 2018

As per unnumbered Memorandum signed by Asec, G.H. Ambat regarding the 2018 Oplan Balik Eskwela (OBE) Directory, please be informed that the list of the division focal persons and information officers who will compose the OBE Public Assistance Command Center (PACC) shall be submitted to the Office of the Regional Director, soft copy to be sent via email to depedrpublicaffairsunit@deped.gov.ph on or before May 11, 2018.

The list shall include the following: name, designation, office landline number, mobile number, fax number, email address and official Facebook page, if there is any. Another memorandum with details on PACC will be issued after the national orientation on May 10-11, 2018.

Please refer to DepEd Memo No. 50, s. 2018 for the composition of the division OBE PACC. Attached is the list of the Regional OBE PACC.

For immediate compliance.

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

By: GA-2018-05-2329

Date: 5/9/18 Time: 5:03 PM

RDO5/mgyg

**REGIONAL OPLAN BALIK ESKWELA
PUBLIC ASSISTANCE COMMAND CENTER**

Designation	Name	Position / Office	Mobile Numbers	Email address
Chairperson	Atty. Alberto T. Escobarte	RD	9177297770	atescobarte@yahoo.com
Members	OIC-ARD Teresita G. Tambagan	OIC- ARD	9153842663	teresita.tambagan@deped.gov.ph
	Dr. Roy T. Enriquez	OIC- Chief/ QAD	9473086047	roy.enriquez@deped.gov.ph
	Mr. Jenielito S. Atillo	EPS / QAD	9393566894	jenielito.atillo@deped.gov.ph
	Dr. Janette G. Veloso	Chief/ CLMD	9289651390	janette.veloso@deped.gov.ph
	Dr. Maricel Langahid	EPS/ CLMD	9088811194	maricel.langahid@deped.gov.ph
	Dr. Marilyn B. Madrazo	Chief/ PPRD	9163733240	marilyn.madrazo@deped.gov.ph
	Ms. Isidra I. Despi	EPS/ PPRD	9218108633	isidra.despi@deped.gov.ph
	Dr. Jeoffrey D. Bernabe	Planning Officer III/ PPRD	9155192810	jeoffrey.bernabe@deped.gov.ph
	Dr. Walito E. Hua	Chief/ ESSD	9089674735	warlito.hua@deped.gov.ph
	Engr. Rene P. Agbayani	Engr. III/ ESSD	9167515321	rene.agbayani@deped.gov.ph
	Engr. Alim J. Maguindanao	PDO IV/ ESSD	9216994421	alim.maguindanao@deped.gov.ph
	Dr. Mary Jeanne B. Aldeguez	Chief/ FTAD	9322766685	maryjeanne.aldeguez@deped.gov.ph
	Atty. Richard B. Liban	Attorney IV/ORD- Legal Office	9155169544	rbl.lawofc@gmail.com
	Dr. Maria Gemima V. Galang	Administrative Officer V/ ORD- PAU	9260021323	gemima1031@yahoo.com
	Ms. Maria Perpetua G. Batibut	PDO II/ ORD	9179858589	maperpetua.batibut@deped.gov.ph
	Ms. Florence M. Alcazaren	Adm. Asst. III/ ORD	9186062636	florence.alcazaren@deped.gov.ph



Republic of the Philippines
Department of Education
 2nd Floor, Rizal Building, DepEd Complex
 Meralco Avenue, Pasig City, Philippines
 Direct Line: (632) 631-8495 Telefax: (632) 636-6547
 Email: asscr.sais@deped.gov.ph | website: www.deped.gov.ph



Assistant Secretary for Public Affairs Service
 and Alternative Learning System

MEMORANDUM
 OM OAGA - 2018 - 0052

DEPARTMENT OF EDUCATION ROOM

RECEIVED

OFFICE OF THE ASSISTANT SECRETARY

FOR PUBLIC AFFAIRS SERVICE

4-25-18

2:44

TO : REGIONAL DIRECTORS

ATTN : REGIONAL INFORMATION OFFICERS AND/OR
 FOCAL PERSONS OF PUBLIC ASSISTANCE ACTION CENTERS

FROM : *G.H. S. AMBAT*
 G.H. S. AMBAT, Jr.
 Assistant Secretary

SUBJECT : 2018 OPLAN BALIK ESKWELA (OBE) DIRECTORY

DATE : April 24, 2018

The Public Affairs Service (PAS), through its Communications Division (CD), will facilitate the 2018 Oplan Balik Eskwela (OBE) in May 2018 including the national orientation for those who will participate in the three-week operations of the Public Assistance Action Center (PAAC) at the Central Office. This will also be participated by the Regional Information Officers and focal persons of PAAC. The OBE is our annual activity aimed at attending to the queries and other concerns of the general public to ensure the smooth opening of classes in June.

In line with this, we would like to request for the list of the following per region: names, designation, and contact numbers which include office landline, mobile, fax, email address and official Facebook page/address of the Regional and Division Information officers and focal persons of PAAC. This is for the purpose of maximizing the power of new technology particularly the social media in monitoring the exchange of communications on issues and concerns received by the Central Office and its field offices. The details will be discussed during the national orientation on May 10-11, 2018.

Please send the list per region to the Communications Division-Public Affairs Service through email pas.cd@deped.gov.ph (attention: Ms. Beverly Berame or Ms. Elenita Palomeno). For inquiries, you may call the DepEd Central Office in Pasig City at 02-6337254 or 02-6332120.

Thank you.



Republic of the Philippines
Department of Education

15 MAR 2018

DepEd MEMORANDUM
No. **050** s. 2018

2018 OPLAN BALIK ESKWELA

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

1. The Department of Education (DepEd) shall launch the National **Oplan Balik Eskwela (OBE) for School Year (SY) 2018-2019** on May 21, 2018, 8:00 a.m. at the Bulwagan ng Karunungan, DepEd Central Office. The OBE is DepEd's annual initiative to engage agencies, organizations, and all other stakeholders in preparation for the opening of the school year. This will run from May 21 to June 8, 2018.

2. The OBE is part of the Department's efforts to ensure that learners are properly enrolled and able to attend school on the first day of classes. The OBE aims to address problems, queries and other concerns commonly encountered by the public at the start of the school year.

3. This year, OBE has the following components:

a. **Convergence.** The Department shall coordinate with the following government agencies involved in school opening matters to assemble the annual 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. Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA); and
- xii. Philippine National Police (PNP).

The OBE-IATF meeting and orientation will be on **May 3, 2018**.

b. **Command Conference.** A Command Conference among the DepEd officials, partner agencies from the public and private sector, media, and other stakeholders will be held at the *Bulwagan ng Karunungan*, DepEd Central Office (CO) on **May 21, 2018**.

- c. **Communication.** DepEd shall provide the public with important information through press releases, media interviews, website posting, updates on the official DepEd Facebook and Twitter accounts, and other available media.
- d. **Client Assistance.** An OBE Public Assistance Command Center (PACC) shall be set up at the Central, Regional, and Schools Division Offices.

i. Functions of the OBE-PACC

The OBE-PACC shall serve as an information and complaints processing and routing mechanism. It shall perform the following functions:

- Receive, process, and respond to simple queries, information requests, and complaints from the general public, including those forwarded by other DepEd offices;
- Assist in the dissemination and clarification of DepEd policies, programs, projects, and processes, particularly those relevant to the opening of classes;
- Correctly identify and coordinate with the concerned DepEd offices on complex concerns that will require the specific offices' appropriate action; and
- Monitor, document, and submit reports on all issues and concerns received by the OBE-PACC, including the action taken.

ii. Services of the OBE-PACC

Each OBE-PACC shall ensure that the following are available to the public for the duration of OBE:

- Hotlines;
- Email, social media (Facebook, Messenger, Twitter), and Text Messaging Service;
- Walk-in Assistance; and
- Legal Assistance (if applicable).

iii. Composition of OBE-PACC

Central Office (CO)

The DepEd CO OBE-PACC shall be set up on **May 19, 2018, Saturday** at the *Bulwagan ng Karunungan*, DepEd Central Office.

To ensure its success, the following offices/units are directed to actively participate and assign representative(s):

Office of the Assistant Secretary for Public Affairs Service and Alternative Learning System

- Public Affairs Service
 - Communications Division
 - Publications Division

Office of the Undersecretary for Planning and Field Operations

- Planning Service
 - Education Management Information System Division
 - Policy Research and Development Division

Office of the Undersecretary for Curriculum and Instruction

- Bureau of Curriculum Development
- Bureau of Learning Delivery
- Bureau of Education Assessment
- Bureau of Learning Resources

Office of the Undersecretary for Finance–Accounting and Employee Account Management

- Finance Service
 - Accounting Division
- Bureau of Human Resource and Organizational Development
 - Personnel Division
 - Employee Welfare Division

Office of the Undersecretary for Finance–Budget and Performance Monitoring

- Budget Division

Office of the Undersecretary for Administration

- Administrative Service
 - Asset Management Division
 - Education Facilities Division
 - General Services Division
- Information and Communications Technology Service
- Bureau and Learner Support Services
 - School Health Division
 - Youth Formation Division

Office of the Assistant Secretary for Procurement Service

- Project Management Service

Office of the Undersecretary for Legal Service

- Investigation Division
- Legal Division

Office of the Assistant Secretary for Legal Affairs

Regional Office (RO)/Schools Division Office (SDO)

The OBE-PACC in the ROs and SDOs shall be set up on May 21, 2018. All ROs and SDOs are hereby directed to set up their local OBE-PACCs, which shall be composed of the following:

• Regional OBE-PACC:

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)
Senior High School/K to 12 Focal Person/s
Legal Unit

• **Division OBE-PACC:**

Chair: Assistant Schools Division Superintendent (ASDS)
Members: School Governance and Operations Division (SGOD)
Curriculum Implementation Division (CID)

There will be an orientation for OBE-PACC representatives, the details of which are to be announced separately. The Terms of Reference (TOR) for OBE-PACC representatives shall be discussed at the said orientation.

iv. Terms of Reference for the OBE-PACC

The Terms of Reference (TOR) for OBE-PACC Operations is enclosed.

4. The names, designation, and contact details of the local OBE-PACC chairs and members shall be submitted to the Central Office through the Public Affairs Service-Communications Division on or before **March 1, 2018**, Thursday.

5. The Regional Directors (RDs) and Schools Division Superintendents (SDSs) shall oversee the implementation of their local OBE-PACC, and submit daily reports on their respective OBE-PACC's operations to the DepEd CO every 11 a.m. and 4 p.m.

6. The OBE implementation shall be under the general supervision of the **Undersecretary for Planning and Field Operations, Jesus L.R. Mateo**, and the **Assistant Secretary for Public Affairs Service and Alternative Learning System, G.H. S. Ambat**, as co-chairs of the *Oplan Balik Eskwela 2018*.

7. All expenses incurred during this activity shall be charged to Education Information and Communication Services (EICS) Funds, and the payment for the services of the concerned personnel during the OBE, in addition to their regular workload, shall be charged to OSEC Funds for CO personnel, and to local funds for regional and schools division personnel, subject to the usual accounting and auditing rules and regulations.

8. For more information, contact:

Public Affairs Service-Communications Division

Department of Education (DepEd) Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone Nos.: (02) 636-1663; 633-7254
Telefax No.: (02) 638-8641
Mobile Phone No.: 0919-456-0027
Email: action@deped.gov.ph; pas.cd@deped.gov.ph
Facebook: oplanbalikeskwela@depedcentraloffice

9. All DepEd personnel are enjoined to support this activity to ensure the smooth opening of classes.

10. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum No. 55, s. 2017

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

ADMISSION
BUREAUS AND OFFICES
CAMPAIGN
COMMITTEES
LEARNERS
OFFICIALS
PROJECTS
SCHOOLS

(Enclosure to DepEd Memorandum No. 050, s. 2018)

2018 DepEd Oplan Balik Eskwela Public Assistance Command Center

May 21-June 8, 2018

7:00 a.m.-6:00 p.m. Monday to Friday

8:00 a.m.-5:00 p.m. Saturday & Sunday

TERMS OF REFERENCE

A. Teleresponders through Hotlines

1. Attend to callers with queries, complaints, problems or requests, concerning school opening and other education matters.
2. Provide immediate appropriate actions/solutions for issues/concerns received from callers.
3. Refer complaints/cases that need immediate investigation to the Quick Response Team if necessary.
4. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.

B. Social Media (Facebook, Messenger, Twitter) Email and Text Messaging Service

1. Reply/respond to messages received and print the messages if necessary.
2. Refer complaints/cases that need immediate investigation to the Quick Response Team if necessary.
3. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.

C. Walk-In Assistance

1. Attend to issues/concerns/complaints of walk-in clients.
2. Prepare endorsement letters/communications to schools concerned.
3. Provide information needed by the clients.
4. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.

D. Legal Assistance

1. Provide immediate resolution to complaints that are classified as urgent.
2. Conduct on-the-spot investigation and monitoring of schools as the need arises.
3. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.

E. Secretariat

1. Oversee and supervise the daily operations of the activity.

2. Prepare the daily reports for the Secretary's information based on the submitted reports of the teams.
3. Do print and video documentation.
4. Gather and consolidate data from the different committees and generate daily reports.
5. Document and finalize the 2018 Oplan Balik Eskwela Narrative Report.
6. Provide the technical needs of the teams.
7. Assist all teams if necessary.

F. Media Relations

1. Set and coordinate schedules for press conferences.
2. Prepare media advisories, invites and briefers of the activity for the EXECOM and stakeholders.
3. Facilitate the press conference and assist the media.
4. Attend to media requests for data and interviews.
5. Coordinate with the partners and stakeholders.

G. NCR Representative

1. Attend to queries and other concerns related to NCR.
2. Submit daily report to the Secretariat.

H. Logistics and Support

The Logistics and Support Team shall be composed of the following sub-committees:

1. **Finance.** Handle OBE financial requirements.
2. **Food.** Take charge of the food to be served during the three-week conduct of OBE and all OBE activities.
3. **Physical Arrangement/Set-up, Security, Sound System and Transportation.** Set up the OBE Command Center at the Bulwagan ng Karunungan following the floor plan. Maintain the cleanliness and orderliness of the OBE Command Center. Ensure peace and order during OBE.
4. **Registration and Attendance.** Record all guests and participants in OBE, and take daily attendance of committee members.
5. **Supplies and Equipment.** Provide the materials and equipment needed for OBE.