



Office of the City Schools
Division Superintendent

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



Tel. (082) 553-8375 |
553-8376 | 553-8396
Fax. (082) 553-8376

May 30, 2019

DIVISION MEMORANDUM

No. 394, series of 2019

**2019 OPLAN BALIK ESKWELA (OBE) MONITORING AND COMPOSITION OF DIVISION
PUBLIC ASSISTANCE COMMAND CENTER (OBE-PACC)**

TO: Chief Education Supervisors (CID&SGOD)
Public Schools District Supervisors
Education Program Supervisors
All School Heads
Schools Division Office Personnel Concerned

1. Pursuant to DepEd Memorandum No. 029, s. 2019 dated March 13, 2019, re: "2019 Oplan Balik Eskwela" and Regional Memorandum No. 047, s. 2019 dated May 23, 2019, re: "2019 Regional Oplan Balik Eskwela (OBE) Monitoring, respectively, the field is hereby informed that there will be Regional monitoring to identified schools on June 3, 2019 and Division monitoring on June 3 – 14, 2019 to all schools.

2. This activity aims to ensure that learners are properly enrolled and able to attend school on the first day of classes and to address problems, queries, and other concerns relative to the opening of classes of both private and public schools for SY 2019-2020.

3. The members of the Regional Monitoring Team assigned in Digos City Division are the following, to wit:

	Name	Designation
Chairperson	Dr. Lorna F. Mapinogos	Chief, HRDD
Member	Dr. Danilo Dohinog	EPS
Member	Ms. Janice Gamalong	AOV

4. The Division Monitoring Teams shall team up with the Regional Monitoring Team during the conduct of the activity and attend the First Flag Ceremony on the school to be first visited. Moreover, the teams shall ensure that "No Collection Policy" is observed and that teachers are not compelled to spend for the Curriculum Guides and other school forms and documents which can be procured chargeable against School MOOE.

5. Further, the Schools Division Office shall set up 2019 Oplan Balik Eskwela (OBE) Public Assistance Command Center at the Division Conference Room. Likewise, a Help Desk shall be set up at the lobby to cater the 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.

Encls: As stated
References: As stated

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

GOVERNANCE 2019 OBE MONITORING & PACC
ROM: 2019 Oplan Balik Eskwela (OBE) Monitoring and Division Public Assistance Command Center (OBE-PACC)
30 May, 2019



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6. Attached are the List of Division Monitors and the 2019 Monitoring Tool for the said activity and the composition and directory of the 2019 Oplan Balik Eskwela Public Assistance Command Center.
7. Travel expenses and other incidental expenses of the Division Monitors will be charged to local funds subject to the existing accounting and auditing rules and regulations.
8. For immediate dissemination, and compliance with by all concerned.


WINNIE E. BATON, EdD
Officer-In-Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
1905-1025
DATE: 30 MAY 2019 TIME: 4:48
BY: 

Encls: As stated
References: As stated

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2019 OPLAN BALIK ESKWELA DIRECTORY

OPLAN BALIK ESKWELA PUBLIC ASSISTANCE COMMAND CENTER (OBE-PACC)

	Name	Designation	Contact Number	Email Address
Chairperson	Melanie P. Estacio, PhD	OIC-ASDS	09189084800/ 09285075975	mpe_davaocity@yahoo.com
Members	Beverly S. Daugdaug, EdD	Chief ES - CID	09957568286	bevs111166@yahoo.com
	Sollie B. Oliver, JD, MATE	Chief ES - SGOD	09381540946	sollie.oliver@yahoo.com
OBE Hotline/Media Affairs				
	Xavier S. Fuentes	SEPS - PRS	09075940405	xaver.fuentes@deped.gov.ph
	Jullie Anne N. Posadas	PDO I - YFD	09075189150	julianne.posadas@deped.gov.ph
	Jose Israel Maravilles	PDO I - YFD	09469634460	joseisrael.maravilles@deped.gov.ph
	Daissy Jane P. Sanoy	Nurse II	09198639535	daissyjane.sanoy@deped.gov.ph
	Dheltmie Christine S. Peñas	Nurse II	09212928977	dheltmiechristine@deped.gov.ph
	Jasmine Asarak	Dentist II	09212531479	jasmine.asarak@deped.gov.ph
Information and Action Center/Quick Response Team				
	Peter-Jason C. Senarillos	SEPS - SMN	09985691866	peterjason.senarillos@deped.gov.ph
	Hazel Marie L. Escabillas	Nurse II	09171183070	hazelmarie.escabillas@deped.gov.ph
	Airon M. Alejandro	PO III	09187020545	airon.alejandro@deped.gov.ph
	Joel B. Gomito	Nurse II	09238833181	joel.gomito@deped.gov.ph
	Cecil Uy	EPS II - HRD	09335089035	cecil.uy@deped.gov.ph
	Ronald Dedace	SEPS - HRD	09189624948	ronald.dedace@deped.gov.ph
	Irene P. Dandoy	Nurse II	09088837893	ireene.dandoy@deped.gov.ph
	Myracel Dalope	Dentist II	09997968043	myracel.dalope@deped.gov.ph
	Kristine Marie Y. Bejarin	Nurse II	09433819638	kristinemarie.bejarin@deped.gov.ph
	Frances Millicent Durano	Nurse II	09466689824	francesmillicent.durano@deped.gov.ph
	Helen N. Franconas	Engineer III	09477287253	helen.franconas@deped.gov.ph
Online Monitoring and Evaluation				
	Stephen Pascual	ITO I	09081537916	stephen.pascual@deped.gov.ph
	Reyzen O. Monserate	SEPS - SMM&E	09487681219	reyzen.monserate@deped.gov.ph
	Eleser P. Mateo	EPS II- SMM&E	09090811695	eleser.mateo@deped.gov.ph



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2019 OPLAN BALIK ESKWELA DIRECTORY

Field Monitoring				
Digos Oriental District				
	Patriotiso O. Peñas	PSDS	09308638603	patriotiso.peñas@deped.gov.ph
	Cherry Rossette E. Oliva	PSDS	09099615153	cherry.oliva@deped.gov.ph
	Eppie Grace E. Presto	EPS	09088138359	eppiegrace.presto@deped.gov.ph
	Tito M. Endrina	EPS	09778554719	tito.endrina@deped.gov.ph
Digos Occidental District				
	Zenaida G. Guya	PSDS	09281871109	zenaida.guya@deped.gov.ph
	Rosalinda C. Adlaon	PSDS	09302997150	rosalinda.adlaon@deped.gov.ph
	Joan Niones	EPS	09199927538	joan.niones@deped.gov.ph
	Imelda T. Cardines	EPS	09982882369	imelda.cardines@deped.gov.ph
Digos South District				
	Helen A. Casimiro	PSDS	09501250044	helen.casimiro@deped.gov.ph
	Ferna Renira T. Alde	PSDS	09330386168	fernarenira.alde@deped.gov.ph
	Valeriano Delos Reyes	EPS	09182087746	valeriano.reyes@deped.gov.ph
	Mary Glor Tabanao	EPS	09505803367	mary.tabanao@deped.gov.ph
Mt. Apo District				
	Ely G. Cataluña	PSDS	09098180520	ely.cataluña@deped.gov.ph
	Arlene P. Barba	PSDS	09321633932	arlene.barba@deped.gov.ph
	Luzminda B. Jasmin	EPS	09184457331	luzminda.jasmin@deped.gov.ph
	Ronilyn Nieves	EPS	09093414596	ronilyn.nieves@deped.gov.ph
Digos City National High School				
	Ida I. Juezan	PSDS	09308560140	ida.juezan@deped.gov.ph
	Neil D. Bongcayao	PSDS	0987388771	neil.bongcayao@deped.gov.ph



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OBE CID Monitors:

MONITOR	DISTRICT	CLUSTER	SCHOOLS
PATRIOTISO O. PEÑAS EPPIE GRACE E. PRESTO	Digos Oriental District	1	Don Mariano Marcos ES, Abalayan ES, Dawis ES, Dawis HS, P. Garcia ES, Kibanban ES
CHERRY ROSSETTE E. OLIVA TITO M. ENDRINA		2	Ramon Magsaysay CES, Aplaya NHS, Cogon ES, Aplaya ES, Badiang ES
ZENAIDA G. GUYA JOAN NIONES			
ROSALINDA C. ADLAON IMELDA T. CARDINES	Digos Occidental District	1	Digos Central ES, Mahayayhay ES, J. Alberca ES, Ranao ES, Balabag NHS, Balabag ES
		2	Dulangan ES, Damñas ES, Alferez ES, Ruparan ES, Goma NHS, Ruparan JHS, Ruparan SHS, P. Basalan ES
HELEN A. CASIMIRO VALERIANO DELOS REYES	Digos South District	1	Abawag ES, Colorado ES, Maniapao ES R. Saplala ES, Matti NHS, Matti SHS, Digos City SHS - Stand Alone
FERNA RENIRA T. ALDE MARY GLOR TABANAO		2	Igpit ES, Igpit HS, San Miguel ES, Bagumbuhay ES, C. Nonol ES, Lungag ES, Digos City SHS - Stand Alone
ELY G. CATALUÑA LUZMINDA JASMIN	Mt. Apo District	1	Apolandia ES, Marawer ES, N. Isidro ES, Rizal CES, Kapatagan NHS/SHS
ARLENE P. BARBA RONILYN P. NIEVES		2	G. Reusora CES, Soong ES, Soong Annex NHS, Binaton ES, Matti ES
IDA I. JUEZAN NEIL D. BONGCAYAO			Digos City NHS



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SGOD 2019 OBE MONITORING		
Name	Designation	Assigned Schools
1. Evangeline A. Hernan	EPS-SGOD	Ramon Magsaysay Central ES, G. Reusora Central ES, Kapatagan NHS, Matti NHS, Jolencio Alberca ES, Domingo Abawag ES, Senior High School in Digos City, Remedios Sapla ES, Dulangan ES
2. Reyzen O. Monserate	SEPS-SMM&E	
3. Julie Anne Posadas	PDO I -YFD	
4. Xavier S. Fuentes	SEPS - PRS	
5. Eleser D. Mateo	EPS II - SMM&E	Don Mariano Marcos ES, Apolandia ES, Marawer ES, Aplaya ES, Aplaya HS, , Ruparan ES, Ruparan NHS, Igpit ES, Igpit HS, Colorado ES
6. Cecil Uy	EPS II - HRD	
7. Airon Alejandro	PO III	
8. Peter-Jason Senarillos	SEPS - SMN	
9. Kristin Marie Y. Bejarin	Nurse II	
10. Daisy Jane P. Sanoy	Nurse II	Digos City Central ES, Soong ES, Soong HS, Balabag ES, Balabag HS, Cogon ES, Mahayahay ES, Pedro Basalan ES, Bagumbuhay ES
11. Dhelmie Christine Peñas	Nurse II	
12. Jasmine Asarak	Dentist II	
13. Ronald Dedace	SEPS - HRD	
14. Hazel Marie L. Escabillas	Nurse II	Digos City National High School, Dawis ES, Dawis HS, Necensio Isidro, Binaton ES, Isaac Abalayan ES, Maniapao ES, San Miguel ES, Badiang ES
15. Frances Millicent Durano	Nurse II	
16. Ireene P. Dandoy	Nurse II	
17. Myracel Dalope	Dentist II	
18. Erlito Damo	Principal III	
19. Joel Gomito	Nurse II	Rizal Central ES, Matti ES, Pedro Garcia ES, Kibanban ES, Federico Alferez ES, Goma NHS, Damñas ES, Casildo Nonol ES, Lungag Es
20. Helen Franconas	Engr. III	
21. Jose Israel Miravilles	PDO I - YFD	
22. Rofelia De Mesa	Guidance Coordinator II	



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**2019 OPLAN BALIK ESKWELA(OBE)
MONITORING AND EVALUATION TOOL**
June 3 – June 14, 2019

Division: _____ Date of Monitoring: _____
Name of School _____ School ID: _____
Name of School Head/Principal: _____ Assistant Principal: _____
School Category: (Public/Private): _____
School Level: (Pls. check) Kindergarten ___ Elementary ___ JHS ___ SHS ___

Objectives:

1. To ensure that learners are properly enrolled and able to attend school on the first day of classes.
2. To address problems, queries, and other concerns commonly encountered by the public at the start of the school year.

Oplan Balik Eskwela Implementation: Check YES if the given indicator is evident in the school and NO if it is not evident during the Oplan Balik Eskwela.

A. Classroom Readiness Checklist

AREAS		YES	NO	Remarks
1.	CLASS INFORMATION FEATURES			
	1. Signage : " Welcome Back to School"			
	2. Class Schedule			
	3. Class list posted outside the door with name of teacher			
	4. Announcement Board/Paskilan			
	5. Calendar of Activities (Monthly)			
	6. Class rules/classroom child protection policy			
	7. Name tag of the learners			
	8. Teachers' ID (CSC prescribed)			
2.	DOCUMENTS FEATURES			
	1. School Forms (SF)			
	2. Class Records			
	3. Lesson Plan (DLL/DLP)			
	4. Curriculum Guide per learning area			
	5. Grade Book			
	6. Form 138 (Cards)			
	7. Form 137 (Permanent Records)			
	8. ECD Checklist & Progress Report for Kindergarten			
	9. PSA/NSO for new entrants learners			
	10. Classroom evacuation plan			
3.	PHYSICAL FACILITIES FEATURES			
	1. Standard height of chalkboard			
	2. Enough light and ventilation			
	3. Functional comfort room with water supply			
	4. Lavatories/sink with working functional faucet			
	5. Work and play area			
	6. Enough desk/armchairs/tables for the learners			
	7. First Aid kit			
	8. Personal care and grooming area			

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4.	9. Free from hazard			
	10. Garbage bins			
	11. Divan			
4.	LEARNING RESOURCE FEATURES			
	1. Reading area with enough reading materials			
	2. LM's/TG's per learning area			
	3. Manipulative toys, activity cards, books			
	4. Multimedia and computer aided materials			
5.	BASIC SCHOOL SUPPLIES (FOR TEACHERS ONLY)			
	1. Pencil with sharpener			
	2. Rubber eraser			
	3. Marking/pentel pens			
	4. Correction pen/tape			
	5. Adhesive/Scotch Tape			
	6. Push pins/thumb tacks			
	7. Pair of scissors			
	8. Stapler with staple wires			
	9. Folders and envelope			
	10. Chalk and chalkboard eraser			
	11. Glue/paste			
	12. Paper clips			
	13. Meeting/conference notebook			
	14. Bond Papers			
	15. Manila papers			
	16. Ruler			
	17. Crayon/coloring pen/pencil			
	18. Calendar and time piece			
	19. Meta cards			
	20. Colored/construction papers			

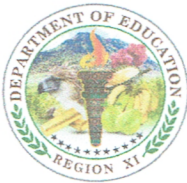
B. Teachers' Preparedness: Check YES if the statement is evident in the school, and NO if it is not evident in the school operations.

Indicators	YES	NO	MOVs
1. They are provided with Curriculum Guides which are clearly defined by the Department Heads/School Heads for effective delivery of instruction.			
2. Teachers prepared DLL regularly with complete parts.			
3. They wear complete and prescribed uniform with IDs.			
4. They have enough number of teaching loads and ancillary services.			
5. They are reporting to their respective classrooms.			
6. They prepared master list of students they handled.			
7. They ensure cleanliness and orderliness in classrooms.			
8. They are provided with school supplies.			
9. They prepared list of students with failing grades in the previous Grade Level			
10. They observe proper classroom structuring. (Updated posters, etc.)			

C. Physical Set-up/Layout and Basic Facilities and other Services

Indicators	YES	NO	Remarks
1. School Public Assistance Desk (SPAD) is present in the school premises to effectively receive feedback and monitor the over-all school operations.			

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2. School personnel assigned in the School Public Assistance Desk is present in the school premises to effectively receive process and respond to simple queries, information request and complaints from the general public.			
3. School has posted the DepED VMG and Core Values at a place visible to all stakeholders.			
4. School has a clear and understandable Citizen's Charter in a conspicuous area that leads clients to the steps and procedures of all transactions.			
5. School has a visible School ID.			
6. School has transparency Board displayed and can be viewed by all stakeholders.			
7. School has directional signage is provided in all offices and corridors particularly fire exits.			
8. School has available Evacuation Map/Plan in classrooms, offices, and conspicuous places.			
9. Classrooms are numbered, chairs are arranged, and provided with learners' master list to guide them in locating their classrooms. Class Program and teachers' teaching loads are also posted.			
10. Offices have names and labelled properly according to its roles and functions.			
11. School has necessary data (learners' previous data) and other services needed are accessible and available for release.			
12. Cleanliness and orderliness in all areas of the school are maintained at all times. (Garbage bins for segregation, etc.)			
13. Proper lighting and ventilation are provided to ensure a safe and healthy school environment and conducive for learning.			
14. Clean comfort rooms with enough water supply are available.			
15. Convenient waiting area and special lanes for the elderly and persons with disability and pregnant women are provided.			

D. Number of Teachers – Students Ratio (Actual No. of Teachers)

No. of Enrollees	M	F	Total	No. of teachers	M	F	Total	Teacher(Needs/lacking)	Remarks
Kindergarten									
Grade 1									
Grade 2									
Grade 3									
Grade 4									
Grade 5									
Grade 6									
Grade 7									
Grade 8									
Grade 9									
Grade 10									
Grade 11									
Grade 12									

E. Number of Temporarily Enrolled Students

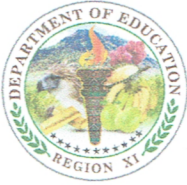
Elementary				Secondary			
Grade Level	M	F	TOTAL	Grade Level	M	F	TOTAL
Kindergarten				Grade 7			
Grade 1				Grade 8			
Grade 2				Grade 9			
Grade 3				Grade 10			

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Grade 4				Grade 11			
Grade 5				Grade 12			
Grade 6				Total			
Total							

Reasons:

F. School Library/Computer Laboratory/SHS Laboratories: Check YES if the statement is evident in the school, and NO if it is not evident in the school operations.

Indicators	Yes	No	Remarks
1.Does the school have functional library/School Learning Resource Center (Elementary, JHS, SHS)?			
2.Do students go to the library/School Learning Resource Center to do research and read books?			
3.Does the school have Computer Laboratory/E-classroom available for students?			
4. Do SHS students have enough laboratories necessary for the tracks and strands offered?			
5. Do school laboratories have facilities needed to develop the skills of competent students?			
6.Do SHS TVL tools/equipment provided by DepEd have been utilized according to its purpose?			
7.Do Science and Math equipment provided by DepEd have been utilized according to its purpose?			

G. School – Stakeholders Collaboration: Check YES if the statement is evident in the school, and NO if it is not evident in the school operations.

Indicators	YES	NO	MOVs
1.The school has organized PTA.			
2.The school conducted PTA General Assembly before the start of the class.			
3.The school actively conducted Brigada Eskwela as a way of preparing the school for the opening of classes.			
4. Parents are oriented with the school policies for a smooth partnership of home and school.			
5. Parents and other stakeholders attend meetings/stakeholders' summit for School Improvement Planning (SIP).			

For Recognized Private Schools: No. of ESC Grantees and Voucher Recipients, SY 2018-2019

Grade Level	No. of ESC grantees		Total	Grade Level	No. of Voucher Recipients		Total
	Male	Female			Male	Female	
Grade 7				Grade 11			
Grade 8				Grade 12			
Grade 9							
Grade 10							

Monitored by:

Inspectorate Teams:(Region/Division) _____
Member _____ Chair _____

Conformed: School Principal: _____
Signature over printed name

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CLASSROOM READINESS CHECKLIST FOR INDIVIDUAL TEACHER

Teacher: _____
School: _____

Grade/Section: _____
Date Monitored: _____

AREAS		YES	NO	Remarks
1.	CLASS INFORMATION FEATURES			
	1. Signage : " Welcome Back to School"			
	2. Class Schedule			
	3. Class list posted outside the door with name of teacher			
	4. Announcement Board/Paskilan			
	5. Calendar of Activities (Monthly)			
	6. Class rules/classroom child protection policy			
	7. Name tag of the learners			
	8. Teachers' ID (CSC prescribed)			
2.	DOCUMENTS FEATURES			
	1. School Forms (SF)			
	2. Class Records			
	3. Lesson Plan (DLL/DLP)			
	4. Curriculum Guide per learning area			
	5. Grade Book			
	6. Form 138 (Cards)			
	7. Form 137 (Permanent Records)			
	8. ECD Checklist & Progress Report for Kindergarten			
	9. PSA/NSO for new entrants learners			
	10. Classroom evacuation plan			
3.	PHYSICAL FACILITIES FEATURES			
	1. Standard height of chalkboard			
	2. Enough light and ventilation			
	3. Functional comfort room with water supply			
	4. Lavatories/sink with working functional faucet			
	5. Work and play area			
	6. Enough desk/armchairs/tables for the learners			
	7. First Aid kit			
	8. Personal care and grooming area			
	9. Free from hazard			
	10. Garbage bins			
	11. Divan			
4.	LEARNING RESOURCE FEATURES			
	1. Reading area with enough reading materials			
	2. LM's/TG's per learning area			
	3. Manipulative toys, activity cards, books			
	4. Multimedia and computer aided materials			
5.	BASIC SCHOOL SUPPLIES			
	1. Pencil with sharpener			
	2. Rubber eraser			
	3. Marking/pentel pens			
	4. Correction pen/tape			
	5. Adhesive/Scotch Tape			
	6. Push pins/thumb tacks			
	7. Pair of scissors			
	8. Stapler with staple wires			
	9. Folders and envelope			
	10. Chalk and chalkboard eraser			
	11. Glue/paste			
	12. Paper clips			
	13. Meeting/conference notebook			
	14. Bond Papers			
	15. Manila papers			

	AREAS	YES	NO	Remarks
	16. Ruler			
	17. Crayon/coloring pen/pencil			
	18. Calendar and time piece			
	19. Meta cards			
	20. Colored/construction papers			
6.	Classroom Structuring/Different Corners (Note: Devices to be posted in different corners should be relevant, appropriate and meaningful to the learners.)			
	6.1 Subject Corner (with display of teacher-made posting devices or learner's outputs per subject area)			
	6.2 Reading Corner (for the implementation of Reading Program)			
	6.3 Health and Nutrition Corner (Handwashing Tips, etc.)			
	6.4 DRRM Corner			
	6.5 NDEP Corner			
	6.6 Signage/Labels (Comfort Room, Hand Washing Tips, Waste Segregation, etc. for Kindergarten to Gr. 6)			

Prepared by:

Adviser

Verified by:

School Principal

Validated by:

Division Monitor
(Signature Over Printed Name)