



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

2 April 2019

DIVISION MEMORANDUM

DM No. 95, s. 2019

OPLAN BALIK ESKWELA 2019

To: Assistant Schools Division Superintendent, Curriculum Implementation Division, School Governance and Operations Division, Public Schools District Supervisors, Elementary and Secondary School Principals, Head Teachers, Teachers-In-Charge, and All Concerned

1. Pursuant to DepEd Memorandum No. 029 s. 2019 re: **Oplan Balik Eskwela (OBE) 2019**, the Schools Division of Quezon announces this annual initiative which shall run from May 27 – June 7, 2019.
2. Oplan Balik Eskwela (OBE) shall primarily address commonly encountered problems at the start of the School Year to ensure that the learners are properly enrolled and able to attend school on the first day of classes.
3. Anent to this, the local OBE Public Assistance Command Center (OBE – PACC) is hereby setup with the following composition:

Chairperson : **Gerlie M. Ilagan**
OIC – Assistant Schools Division Superintendent

Members : **Lorena S. Walangsumbat**
OIC Chief, Curriculum Implementation Division

Elizabeth M. De Villa
Chief, Schools Governance and Operations Division

Marbin Jeramil D. Fragata
Planning Officer III

Ma. Dolores D. Atienza
Administrative Officer V

Paul Clifford N. Marquez
Senior Education Program Specialist

4. The Division OBE – PACC is advised to refer to the enclosure of DepEd Memorandum No. 029 s. 2019 for the Terms of Reference (TOR)
5. The Division OBE – PACC shall oversee the implementation of this initiative to address local concerns. For queries and clarifications during the course of the OBE, you may contact any of its members as shown in the attached list.

DEPEDQUEZON-TM-SDS-04-009-001

Email address: quezon@deped.gov.ph
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)
Cell No: 09175824629

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DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time:	4/1/2019 11:13 AM
By:	<i>Kay</i>
Ref. no.	DM 95, s. 2019



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6. If any, email on complaints, requests and suggestions from parents, students and other concerned citizen shall be sent to depedquezon2019obe@gmail.com for appropriate action. Updates on OBE activities and other concerns maybe posted on a special Facebook Group named, DepEd Quezon – OBE 2019. The Public Assistance Desk (PAD) shall be maximized to accomodate walk-in concerns. Importantly, the Division OBE – PACC shall submit daily reports to the DepEd Central Office every 11am and 4pm.
7. Travel expenses of concerned Division Personnel in the monitoring of OBE shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. All Field and School Officials are enjoined to support this campaign.
9. Immediate and widest dissemination of this Memorandum is desired.


MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

smnpcnm04/02/2019

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2019 Division Oplan Balik Eskwela – Public Assistance Command Center May 27 – June 7, 2019

NAME	POSITION	CONTACT NUMBER
Chairperson: Gerlie M. Ilagan	OIC – Assistant Schools Division Superintendent	09063744676
Members:		
Lorena S. Walangsumbat	OIC Chief, Curriculum Implementation Division	09063744981
Elizabeth M. De Villa	Chief, Schools Governance and Operations Division	09175609134
Marbin Jeramil D. Fragata	Planning Officer III	09063744975
Maria Dolores D. Atienza	Administrative Officer V	09176205587
Paul Clifford N. Marquez	Senior Education Program Specialist	09567597388


MERTHEL M. EVARDOME, CESO VI
 Schools Division Superintendent

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2019 Division Oplan Balik Eskwela Field Monitoring School Year 2019 – 2020

First Congressional District	Monitoring Official
Pagbilao, Lucban	EPS Raul Agaran
Sampaloc, Mauban	EPS Angelina Belmonte
Real, Infanta	EPS Jee-Ann Borines
General Nakar	EPS Walter Galarosa
Polillo, Panukulan	EPS Asuncion Ilaa
Burdeos, Patnanungan, Jomalig	SEPS Oscar Duma, Jr.
Second Congressional District	
Sariaya, Candelaria	EPS Carmela Ezel Orogo
Tiaong, San Antonio, Dolores	PDO II Mary Joyce Salamat
Third Congressional District	
Padre Burgos, Catanauan	EPS Joseph Jarasa
Agdangan, Mulanay	EPS II Gilbert Alva
Unisan, San Francisco	EPS Celestina Alba
Pitogo, San Narciso	EPS II Marck Andro Bernabe
Macalelon, San Andres	EPS Fernando Seno
General Luna, Buenavista	EPS II Michelle Duma
Fourth Congressional District	
Atimonan, Plaridel, Gumaca	EPS Joan Alejaida Mauhay
Lopez, Calauag	SEPS Regina Marino
Tagkawayan, Guinayangan	EPS Rejulios Villenes
Alabat, Perez, Quezon	SEPS Juanito Merle


MERTHEL M. EVARDO, CESO VI
Schools Division Superintendent

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Republic of the Philippines
Department of Education

DepEd MEMORANDUM
 No **029** s. 2019

13 MAR 2019

2019 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) will launch the National **Oplan Balik Eskwela (OBE) for School Year (SY) 2019-2020** on May 27, 2019, 8:00 a.m. at the *Bulwagan ng Karunungan*, DepEd Central Office, Pasig City. The OBE is DepEd's annual initiative to engage agencies, organizations, and other stakeholders in preparation for the opening of the school year. This will run from May 27 to June 7, 2019.

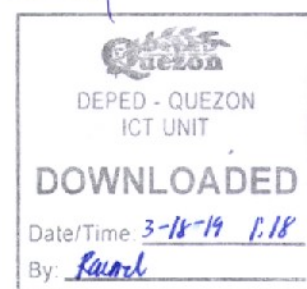
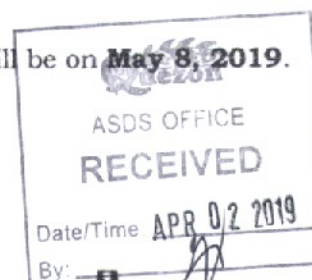
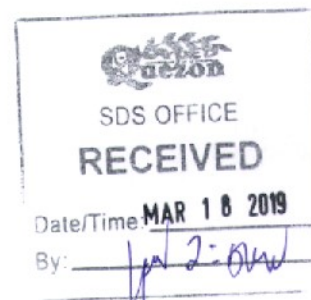
2. The OBE is part of the Department's efforts to ensure that learners are properly enrolled and able to attend school on the first day of classes. The OBE aims to address problems, queries and other concerns commonly encountered by the public at the start of the school year.

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. Department of Transportation (DOTr);
- ix. Manila Electric Company (MERALCO);
- x. Metropolitan Waterworks and Sewerage System (MWSS);
- xi. Metro Manila Development Authority (MMDA);
- xii. Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA); and
- xiii. Philippine National Police (PNP).

The OBE-IATF meeting and orientation will be on **May 8, 2019.**



- b. **Command Conference.** A Command Conference among the DepEd officials, partner agencies from the public and private sectors, media, and other stakeholders will be held at the *Bulwagan ng Karunungan*, DepEd Central Office (CO) on **May 27, 2019**.
- 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 through its Public Affairs Unit (PAU).

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:

- (1) Receive, process, and respond to simple queries, information requests, and complaints from the general public, including those forwarded by other DepEd offices;
- (2) Assist in the dissemination and clarification of DepEd policies, programs, projects, and processes, particularly those relevant to the opening of classes;
- (3) Correctly identify and coordinate with the concerned DepEd offices on complex concerns that will require the specific offices' appropriate action; and
- (4) 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:

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

iii. **Composition of OBE-PACC at the Central Office (CO)**

The DepEd CO OBE-PACC shall be set up on **May 25, 2019, Saturday** at the *Bulwagan ng Karunungan*, DepEd CO. The following offices/units are enjoined to actively participate and assign representative(s):

- (1) **Office of the Secretary Leonor Magtolis Briones**
 - (a) Internal Audit Service
 - (b) International Cooperation Office

- (2) **Office of the Undersecretary Jesus L.R. Mateo**
 - (a) Planning Service
 - (b) Field Operations
(jointly with OIC-Undersecretary Revsee A. Escobedo)
 - (c) Bureau of Human Resource and Organizational Development
 - (i) Human Resource Development Division
 - (ii) Organization Effectiveness Division
 - (iii) School Effectiveness Division
- (3) **Office of the Undersecretary Lorna D. Dino**
- (4) **Office of Assistant Secretary Alma C. Torio**
 - (a) Bureau of Curriculum Development
 - (b) Bureau of Learning Delivery
 - (c) Bureau of Education Assessment
 - (d) Bureau of Learning Resources
 - (e) Teacher Education Council Secretariat
 - (f) Literacy Coordinating Council Secretariat
 - (g) Indigenous Peoples Education Office
- (5) **Office of OIC-Undersecretary Revsee A. Escobedo**
 - (a) Field Operations
(jointly with Undersecretary Jesus L.R. Mateo)
 - (b) Bureau of Human Resource and Organizational Development
 - (i) Personnel Division
 - (ii) Employee Welfare Division
- (6) **Office of Undersecretary Annalyn M. Sevilla**
- (7) **Office of OIC-Assistant Secretary Ramon Fiel G. Abcede**
 - (a) Finance Service
 - (b) Education Program Delivery Unit
- (8) **Office of Undersecretary Alain Del B. Pascua**
- (9) **Office of Assistant Secretary Salvador C. Malana III**
 - (a) Administrative Service
 - (b) Information and Communications Technology Service
 - (c) Bureau and Learner Support Services
 - (d) Disaster Risk Reduction and Management Service
- (10) **Office of OIC-Undersecretary Josephine G. Maribojoc**
- (11) **Office of OIC-Assistant Secretary Rhoan G.L. Orebia**
 - (a) Legal Service
 - (b) Sites Titling Office
- (12) **Office of Undersecretary Tonisito M.C. Umali**
 - (a) Legislative Liaison Office
 - (b) External Partnerships Service
 - (c) Project Management Service
- (13) **Office of Assistant Secretary G.H. S. Ambat**
 - (a) Public Affairs Service
 - (b) Alternative Learning System Program and Task Force
- (14) **Office of Assistant Secretary Salvador Malana III**
 - (a) Procurement Management Service

4. The participants or volunteers of the OBE are directed to attend the national orientation on April 15-16, 2019 at the *Bulwagan ng Karunungan*, DepEd CO, Pasig City.

5. 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 Program, and Task Force, G.H. S. Ambat**, as co-chairs of the *Oplan Balik Eskwela 2019*.

6. All expenses incurred during this activity shall be charged to General Administrative Support Services (GASS) 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.

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

8. For more information, contact:

Public Affairs Service-Communications Division

Department of Education Central Office

DepEd Complex, Meralco Avenue, Pasig City

Telephone Nos.: (02) 636-1663; (02) 633-7254

Telefax No.: (02) 638-8641

Mobile Phone No.: 0919-456-0027

Email Addresses: action@deped.gov.ph; beverly.berame@deped.gov.ph

9. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum No. 050, s. 2018

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

ADMISSION
BUREAUS AND OFFICES
CAMPAIGN
CENTER
COMMITTEES

LEARNERS
MEETINGS
OFFICIALS
PROJECTS
SCHOOLS

2019 DepEd Oplan Balik Eskwela (OBE) Public Assistance Command Center

May 27 to June 7, 2019

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

1. Attend to callers with queries, complaints, problems or request, 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 Legal Team if necessary; and
4. Submit the required daily monitoring and afternoon reports to the Secretariat for consolidation and evaluation.

B. Social Media (Facebook, Messenger) 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 Legal Team if necessary; and
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; and
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; and
3. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.

E. Secretariat and Monitoring

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. Make print and video documentation;
4. Gather and consolidate data from the different committees and generate daily reports;
5. Document and finalize the 2019 Oplan Balik Eskwela Narrative Report;
6. Provide the technical needs of the team; and
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 Executive Committee and stakeholders;
3. Facilitate the press conference and assist the media;
4. Attend to media requests for data and interviews; and
5. Coordinate with the partners and stakeholders.

G. 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 two-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; and
 - Ensure peace and order during the 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.