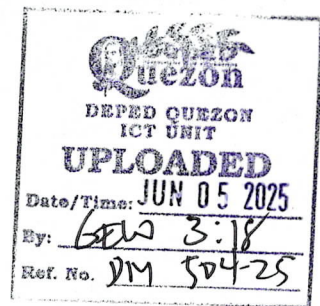




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



04 June 2025

DIVISION MEMORANDUM
DM No. 504, s. 2025

2025 DIVISION OPLAN BALIK ESKWELA (OBE)

To: Assistant Schools Division Superintendents
Division Chiefs
Section/ Unit Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Other Concerned

1. In line with the preparation of the opening of classes, this Office announces the conduct of Oplan Balik Eskwela from June 9 -20,2025. It aims to ensure that all learners are properly enrolled and to address problems, queries and other concerns commonly encountered by the public at the start of the school year.
2. Anent to this, the **Division OBE Public Assistance Command Center (OBE-PACC)** is hereby organized with the following composition and contact details for concerns/ queries during the OBE:

	Name	Position	DepEd Email	Contact Number
Chair	Rommel C. Bautista, CESO V	SDS	sdo.quezon.sds@deped.gov.ph	(042)784-0366, loc. 101
Co-Chair	Roselyn Q. Golfo	ASDS	roselyn.golfo@deped.gov.ph	(042)784-0366, loc 106
Vice-Chair	Jackqueline D. Nuyda	DPAC	pac.sdoquezonprovince@deped.gov.ph	09918245527
Members	Lorena S. Walangsumbat	CID Chief	lorena.walangsumbat@deped.gov.ph	09171539925

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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	Juanito A. Merle	SGOD Chief	juanito.merle@deped.gov.ph	09171740516
	Wilbert B. Porteza	ITO I/ DIO	wilbert.porteza@deped.gov.ph	(042)784-0321, loc. 100
	Michelle G. Duma	SEPS	sdo.quezon.smme@deped.gov.ph	(042)784-0366, loc. 115
	Paul Clifford N. Marquez	SEPS	paulclifford.marquez@deped.gov.ph	09567597388
	Marbin Jeramil D. Fragata	PO III	marbin.fragata@deped.gov.ph	(042)784-0366, loc. 165
	Asuncion C. Ilao	EPS	asuncion.ilao@deped.gov.ph	09512166584
	Walter F. Galarosa	EPS	walter.galarosa@deped.gov.ph	09175588919
	Jaime F. Zara Jr.	EPS	jaime.zarajr@deped.gov.ph	09765522193

3. Schools and the public may also communicate with the following hotlines:

OBE- PACC Hotline	
Official Facebook Page	www.facebook.com/DepEdTayo Quezon
Oplan Balik Eskwela	09918245527
For LIS / LRN Concerns	(042)784-0366, loc. 165
For ALS Concerns	09512166584
For Private School Concerns	09567597388

4. At the school level, the OBE-PACC duties and responsibilities shall be limited to receiving, processing, and responding to simple queries, information request, and complaints from the general public. It shall only performed during the actual conduct of OBE-PACC 2025.
5. Please be guided by the following composition of the OBE-PACC at the school level as per Deped Memorandum No. 045, s. 2025:

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SCHOOL LEVEL	
Chair	School Head or Assistant Principal
Members	School non-teaching personnel

6. There shall be a **minimum of three and maximum of five OBE members per school**, depending on the school population. The OBE members in schools must have proper knowledge on the correct enrollment process and other relevant school information.
7. The conduct of the OBE shall adhere to existing relevant policies of DepEd in conducting activity inside the school premises.
8. Non-teaching personnel shall be granted Compensatory Time-Off (CTO) for all services rendered during weekends as members of the OBE working committees and / or voluntary services in the OBE activities. Eight hours of accumulated services are equivalent to one-day CTO.
9. All expenses incurred related to the conduct of the OBE shall be charged to the usual accounting and auditing rules and regulations.
10. Immediate dissemination of this Memorandum is desired.





ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

osdsfrit06/04/2025

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