DIVISION MEMORANDUM
OSDS-SGOD-DM: 1388, 2020

May 28, 2020

2020 OPLAN BALIK ESKWELA

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Planning and Research Section
Information Technology Officer
Senior Education Program Specialist (Soc. Mob.)
Education Program Specialist II (Soc. Mob. Net.)
Education Program Specialist II (ALS Focal)
Education Program Specialist II (ALS)
All concerned

1. Pursuant to DepEd Memorandum No. 014 s. 2020 dated February 04, 2020. The Schools Division Office of Catanduanes supports the National Oplan Balik Eskwela (OBE) for School Year (S/Y) 2020-2021. The Oplan Balik Eskwela is the Deped’s Annual initiative to engage agencies, organizations, and other stakeholders in preparation for the opening of the school year. This will run from June 01, 2020 to August 29, 2020

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

3. Schools are required to establish an OBE Public Assistance Command Center on their district and schools.

3. See attached 2020 Composition of the Division Oplan Balik Eskwela (OBE) Public Assistance Command Center (PACC)

4. For information, guidance, and compliance.

[Signature]
DANILITO DESPI
Schools Division Superintendent
## 2020 COMPOSITION OF THE DIVISION OPLAN BALIK ESKWELA (OBE) PUBLIC ASSISTANCE COMMAND CENTER (PACC)

(lifted from DM. 014 s. 2020 dated Feb.4, 2020)

**Chairman:** Danilo E. Despi  
School Division Superintendent

**Vice-Chairman:** Ma. Luisa T. Dela Rosa  
Assistant School Division Superintendent  
CP # 09476099689

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>TASKS</th>
<th>TERMS OF REFERENCE</th>
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</thead>
</table>
| Rey Bonayon  
CP # 0905286683 | **A. Teleresponders** | ➢ Attend callers with queries, complaints, problems or request concerning school opening and other, education matters  
➢ Provide immediate appropriate actions/solutions for issues/concerns received from callers  
➢ Refer complaints/cases that need immediate investigations to the legal team if necessary, and  
➢ Submit the required daily monitoring and afternoon reports to the secretariat for consolidation and evaluation |
| Raquel L. Pahuyo  
CP # 09288572295 | **B. Email and Text Messaging Services and Social Media (Facebook, Messenger, Twitter and Instagram)** | ➢ Reply/respond to messages received and print the messages if necessary,  
➢ Refer complaints’ cases that need immediate investigation to legal team if necessary, and  
➢ Submit the required daily morning and afternoon reports to the secretariat for consolidation and evaluation |
| Jennifer B. Mata  
CP # 09291363262 | ➢ Attend to issues/concerns/complaints of walk-in clients  
➢ Prepare endorsement letters/communications to schools concerned;  
➢ Provide information needed by the clients; and  
➢ Submit the required daily morning and afternoon reports to the secretariat for consolidation and evaluation |
| Mary Jean S. Romero  
CP # 0998863521 | **C. Walk-in Assistance** | ➢ Provide immediate resolution to complaints that are classified as urgent;  
➢ Conduct on-the-spot investigation and monitoring of schools as the need arises; and |
| Rosario B. Vegim  
CP # 09107100554 | ➢ Attend to issues/concerns/complaints of walk-in clients  
➢ Prepare endorsement letters/communications to schools concerned;  
➢ Provide information needed by the clients; and  
➢ Submit the required daily morning and afternoon reports to the secretariat for consolidation and evaluation |
| Eva T. Carriño Jra.  
CP # 09484982674 | **D. Legal Assistance** | ➢ Provide immediate resolution to complaints that are classified as urgent;  
➢ Conduct on-the-spot investigation and monitoring of schools as the need arises; and |
| Ma. Luisa T. Dela Rosa  
CP #09476099689 | ➢ Prepare endorsement letters/communications to schools concerned;  
➢ Submit the required daily morning and afternoon reports to the secretariat for consolidation and evaluation |
| Attty. Marriane Tud | ➢ Provide immediate resolution to complaints that are classified as urgent;  
➢ Conduct on-the-spot investigation and monitoring of schools as the need arises; and |
<table>
<thead>
<tr>
<th>CP # 09291383252</th>
<th>➢ Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.</th>
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</thead>
<tbody>
<tr>
<td>Miguel C. Ogalinola CP # 09982739458</td>
<td>➢ Oversee and supervise the daily operations of the activity;</td>
</tr>
<tr>
<td>Mary Jean S. Romero CP # 09988653521</td>
<td>➢ Prepare the daily reports for the Secretary’s Superintendent’s information based on the submitted reports of the teams;</td>
</tr>
<tr>
<td>Nieva DJ. Tuibeo (OIC-District Supervisor) Bagamanoc South CP # 09077424502</td>
<td>➢ Make print and video documentation;</td>
</tr>
<tr>
<td>Jose Tapia (OIC-District Supervisor) Baras North CP # 09277781033</td>
<td>➢ Gather and consolidate data from the different committees and generate daily reports;</td>
</tr>
<tr>
<td>Erlinda Borbe (District Supervisor) Baras South CP # 09288368254</td>
<td>➢ Document and finalize the 2019 Oplan Eskwela Narrative Report;</td>
</tr>
<tr>
<td>Miguelito Rodriguez (District Supervisor) Bato East CP # 09207693952</td>
<td>➢ Provide the technical needs of the team; and</td>
</tr>
<tr>
<td>Ruth P. Sorrier (OIC-District Supervisor) Bato West CP # 09103833952</td>
<td>➢ Assist all teams is necessary.</td>
</tr>
<tr>
<td>Delfin De Leon (OIC-District Supervisor) Caramoran North &amp; South CP # 09079291292</td>
<td>➢ Set and coordinate schedule for press conference;</td>
</tr>
<tr>
<td>Henry Marin (District Supervisor) Gigmoto CP # 09561509679</td>
<td>➢ Prepare media advisories, letters and briefs for the activity for the Executive Committee and Stakeholders;</td>
</tr>
<tr>
<td>Nelson Isorena (District Supervisor)</td>
<td>➢ Coordinate the media and assist the media;</td>
</tr>
</tbody>
</table>
Pandan East & West  
CP # 09202389563

Brenda Villarey  
(District Supervisor)  
Panganiban  
CP # 09065869398

Edgar Rima  
(District Supervisor)  
San Andres East  
CP # 09093481199

Delia P. Lazaro  
(OIC-District Supervisor)  
CP # 09494623943

Belen Tapas (District Supervisor)  
San Miguel North & South  
CP # 09284807175

Joselito Ruiz  
(OIC-District Supervisor)  
Viga West  
CP # 09471470509

Elias Abundo  
(OIC-District Supervisor)  
Virac North  
CP # 09207554429

Merly Gonzales  
(District Supervisor)  
Virac South  
CP # 09085942653

Marife B. Brequillo  
CP # 09394513915

Aroline T. Borja  
CP # 09399914617

Gina B. Pantino  
CP # 09399234191

F. Media Relations  
➢ Set and coordinate schedules for press conference;  
➢ Prepare media advisories, invites and briefers of the activity for the Executive Committee and Stakeholders;  
➢ Facilitate the press conference and assist the media;
<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
<th>G. Logistics and Support</th>
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<tbody>
<tr>
<td>Eva Tolentino</td>
<td>CP # 0921327955</td>
<td>➢ Attend to media requests for data and interviews; and</td>
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<tr>
<td></td>
<td></td>
<td>➢ Coordinate with the partners and stakeholders.</td>
</tr>
<tr>
<td>Maria Imelda S. Abejo</td>
<td>CP# 09079504388</td>
<td>➢ Set up and take charge of the OBE command center of the SDO Lobby;</td>
</tr>
<tr>
<td>Angelo James O Aguinalde</td>
<td>CP # 09291383303</td>
<td>➢ Maintain cleanliness and orderliness of the OBE command center;</td>
</tr>
<tr>
<td>Ma. Cielo C. Tubale</td>
<td>CP # 0929136310</td>
<td>➢ Provide materials and equipment needed for OBE like tarpaulin, etc;</td>
</tr>
<tr>
<td>Sarah S. Chiong</td>
<td>CP # 09215650921</td>
<td>➢ Serves as Officers of the Day during the duration of the Oplan Balik Eskwela (OBE) – Public Assistance Command Center (PACC).</td>
</tr>
<tr>
<td>Medical Health Personnel</td>
<td></td>
<td>1. <strong>Finance</strong></td>
</tr>
<tr>
<td>Cristina T. Barrameda</td>
<td>CP # 09079205172</td>
<td>Handle OBE financial requirements</td>
</tr>
<tr>
<td>Joyce D. Gianan</td>
<td>CP # 09480620946</td>
<td>2. <strong>Food</strong></td>
</tr>
<tr>
<td>Rona Mel Suaiso</td>
<td>CP # 09481330153</td>
<td>Take charge of the food to be served during the two-week conduct of OBE and all OBE activities</td>
</tr>
<tr>
<td>Jekyll Kerr C. Ronavente</td>
<td>CP # 09285741853</td>
<td>3. <strong>Physical Arrangements/Set-up Security, Sound System and Transportation</strong></td>
</tr>
<tr>
<td>Dave T. Tantiado</td>
<td>CP # 09386525340</td>
<td>➢ Set up the OBE command center</td>
</tr>
<tr>
<td>Chona I. Arcilla</td>
<td>CP # 09125738612</td>
<td>➢ Maintain the cleanliness and orderliness of the OBE Command Center</td>
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<td></td>
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<td>➢ Ensure peace and order during the OBE</td>
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<td>4. <strong>Registration and Attendance</strong></td>
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<tr>
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<td>➢ Record all guests and participants in OBE, and</td>
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<td>➢ take daily attendance of committee members</td>
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<td>5. <strong>Supplies and Equipment</strong></td>
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<td></td>
<td></td>
<td>➢ Provide the materials and equipment needed for OBE</td>
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