

DepEd-UN Date: May 25, 2019
 CAGAYAN DE ORO CITY
RELEASED
 DATE: May 27 2019
 BY: [Signature]

Division Memorandum
 No. 380 s. 2019

COMPOSITION OF 2019 DIVISION OPLAN BALIK ESKWELA INFORMATION AND ACTION CENTER (OBEIAC) TASK FORCE AND SUPPORT TEAMS

To : Curriculum and Implementation Division (CID) Personnel
 Schools Governance and Operation Division (SGOD) Personnel
 Office of the Schools Division Superintendent (OSDS) Personnel
 Elementary and Secondary School Heads
 This Division

- Pursuant to DepEd Memorandum No.029 s. 2019, entitled OPLAN BALIK ESKWELA, this office hereby informs the composition of Division **OPLAN BALIK ESKWELA INFORMATION AND ACTION CENTER (OBEIAC) Task Force** for SY 2019-2020.

Chairperson : **ALICIA E. ANGHAY, PhD, CESE (0967-218-7830)**
 Assistant Schools Division Superintendent

- Members** :
- Rosalio R. Vitorillo (0917-710-5665)**
SGOD Chief Supervisor
 - Lorebina C. Carrasco (0917-542-0336)**
CID Chief Supervisor
 - Jean T. Loquillano, PhD (0917-677-1868)**
Senior Education Program Specialist (SocMob)
 - Raul Dechosa, PhD (0926 678 9647)**
Senior Education Program Specialist (M&E)
 - Mark John Gabule (0935-635-0738)**
Research Coordinator
 - Rodulfo Bayeta Jr. (0917-677-1875)**
Planning Officer
 - Atty. Laurence del Puerto (0906-478-5831)**
Division Legal Officer

- The aforesaid OBEIAC shall oversee the implementation of the project and address local concerns. It shall set up hotlines to receive calls, text messages, and emails on complaints, requests and suggestions from parents and students; set up a help desk to accommodate walk-in concerns and update/ submit daily reports to DepEd Regional and Central office.
- See attached **enclosure 1** for the composition of **Division OBEIAC SUPPORT TEAMS and ASSIGNED TASKS.**
- Widest dissemination and compliance of this Memorandum is directed.

JONATHAN S. DELA PEÑA, PhD, CESO V *[Signature]*
 Schools Division Superintendent

OPLAN BALIK ESKWELA INFORMATION AND ACTION CENTER (OBEIAC) SUPPORT TEAMS AND ASSIGNED TASKS

May 27, 2019 to June 7, 2019 (7:00 AM to 6:00 PM, Monday to Friday)

FAX NUMBER: 855 0048
Landline: 855-00048/ 8550049

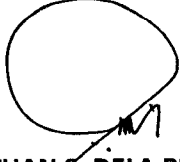
Facebook page: DepEd-CDO Oplan Balik Eskwela
Hotline No: 0956 522 2467

FOCAL PERSONS	ASSIGNED TEAM AND TASKS	EXPECTED OUTPUT
<p>Focal Persons:</p> <p>Dr Margie Galvadores Dr Jerry Roble Dr Derrold Marl Aves Mila Recamadas</p> <p>Members:</p> <p>Leah Manzano Efren Facun Alvic Salcedo Irene Lofranco</p>	<p>A. Public Assistance Hotline</p> <p>1. Attend to callers with queries, complaints, problems, requests, among others concerning school opening and other education matters.</p> <p>2. Provide immediate appropriate actions/ solutions for issues/concerns received from callers.</p> <p>3. Refer complaints/cases that need immediate investigation to the Quick Response Team.</p> <p>4. Submit the required daily morning and afternoon reports to the Monitoring Unit for consolidation and evaluation.</p> <p>B. Email/DEText (Text Messaging) Service</p> <p>1. Print email/ text messages received.</p> <p>2. Reply/ respond to text messages received.</p> <p>3. Refer complaints/cases that need immediate investigation to the Quick Response Team.</p> <p>4. Submit the required daily morning and afternoon reports to the Monitoring Unit for consolidation and evaluation.</p>	<p>1. Daily report for submission to the Monitoring Unit for consolidation</p>
<p>Focal Persons:</p> <p>Joel D. Potane, PhD Jinky Arnejo, PhD Engr. Rodolfo Bayeta</p>	<p>C. Walk-In Assistance</p> <p>1. Attend to issues/concerns/complaints of walk-in clients.</p> <p>2. Prepare endorsement letters/ communications to schools concerned.</p> <p>3. Provide information needed by the clients.</p> <p>4. Submit the required daily morning and afternoon reports to the Monitoring Unit for consolidation and evaluation.</p>	<p>1. Daily report for submission to the Monitoring Unit for consolidation.</p>
<p>Focal Persons:</p> <p>Atty. Laurence del Puerto Romeo B. Aclo Romiel S. Vallente</p>	<p>D. Quick Response Team</p> <p>1. Provide immediate resolution to complaints that are classified as urgent.</p> <p>2. Conduct on-the-spot investigation and monitoring of schools as the need arises.</p> <p>3. Submit the required daily morning and afternoon reports to the Monitoring Unit for consolidation and evaluation.</p>	<p>Daily report for submission to the Monitoring Unit for consolidation.</p>
<p>Focal Persons:</p> <p>Raul Dechosa, PhD Eleanor Rollan</p>	<p>E. Monitoring Unit</p> <p>1. Gather and encode data from the different units of the OBEIAC, and generate all reports daily.</p> <p>2. Prepare daily reports, and update data for the Secretary's information.</p> <p>3. Submit the required consolidated daily report to the Secretariat.</p>	

	<p>4.Document and finalize the 2019 Oplan Balik Eskwela Narrative Report. 5.Submit all the reports immediately.</p>	
<p>Focal Person: Mark John Gabule Members: 1. Jimboy Eugenio 2. Jairus Gochuco 3. Lanie Signo</p>	<p>F. Secretariat/Officer of the Day 1.Handle/ process the daily reports for the Secretary's Information, based on the submitted reports of the Monitoring Unit. 2.Handle print/ video documentation. 3.Oversee the general flow of the Oplan Balik Eskwela—Information and Action Center (OBE—IAC).</p>	
<p>Focal Persons: Jean T. Loquillano, PhD Jimboy Eugenio Leah Manzano Information Officers Dr Jean Mcasero & Dr Janry Colonia SHS and ALS Concerns</p>	<p>G. Media Relations 1.Send invitations to the members of the OBE Interagency Task Force. 2.Set and coordinate schedules for press conferences. 3.Prepare media advisories and briefers. 4.Handle the daily issues/ concerns of the media. 5.Attend to media requests for data and interviews.</p>	<p>1. Daily report for submission to the Monitoring Unit for consolidation. 2. Invitations 3. Press Conference/Interviews 4. Media Advisories and briefers</p>
<p>Focal Persons: Laverne Mercado Elizabeth Dangazo Members: Gleven Chito Manaug Anecleto Palomero Ignacio Gabule Jr.</p>	<p>H. Logistics and Support Unit The Logistics and Support Unit 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. 3 Physical Arrangement/ Set-up, Security, Sound System and Transportation. Set up the OBE Command Center. 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.</p>	<p>1.Daily report for submission to the Monitoring Unit for consolidation. 2. Installation of OBEIAC Center 3. Logistics 4. Suppliers/ Equipment 5.</p>

In compliance to **DM 29 s. 2019**, please be guided with your assigned tasks including the expected outputs and the consolidation by the Monitoring Unit and the Secretariat during the duration period of the project OBEIAC from May 27, 2019 to June 7, 2019 to ensure smooth opening of classes for SY 2019-2020.

Immediate compliance is desired.


JONATHAN S. DELA PEÑA, PhD, CESO V
 Schools Division Superintendent