

Division Memorandum
No. 389 s. 2019

IMPLEMENTATION OF OPLAN BALIK ESKWELA 2019

To : **Curriculum and Implementation Division (CID) Personnel**
Schools Governance and Operation Division (SGOD) Personnel
Elementary and Secondary School Heads
This Division

1. Relative to DepEd Memorandum No.029 s. 2019, entitled 2019 OPLAN BALIK ESKWELA, the field is hereby directed to adhere on the attached **Standard Policies on School Opening** to ensure smooth opening of classes.
2. To address the problems commonly encountered at the start of the school year, School Heads shall install **OBE Help Desk** at the entrance part of the school to accommodate walk-in concerns and set up hotlines to receive calls, text, and emails of the complaints, requests and suggestions, which said report shall be submitted to the Division office thru email: jeanloquillanocdo@gmail.com effective May 27 to June 7, 2019 utilizing the standard attached **templates (Enclosure 2 &3)**. The said report shall likewise be forwarded to Regional and Central office; hence, immediate compliance shall be considered.
3. All schools are enjoined to create a school OBE Support Personnel to oversee the implementation of the activity.
4. School Heads are further enjoined to hang the 2019 Oplan Balik Eskwela (OBE) tarpaulin in their respective school, which design can be downloaded from DepEd website.
5. See the following attached enclosures for your reference:
 - a. Enclosure 1- Policies on School Opening
 - b. Enclosure 2- 2019 Oplan Balik Eskwela Inquiry Form
 - c. Enclosure 3- 2019 Oplan Balik Eskwela (OBE) Summary Report
6. Widest dissemination and compliance of this Memorandum is directed.


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

Encls.: As stated
Reference: Unnumbered DepEd Memorandum 029 S. 2019
To be indicated in the Perpetual Index under the following subjects:
ACTIVITIES PARTNERSHIPS PROGRAM PROJECT

JTL/sgod

POLICIES ON SCHOOL OPENING

QUESTION/CONCERN	ANSWER	REFERENCE
What are the documentary requirements upon enrollment?	Birth Certificate If not available during early registration, the birth certificate must be submitted within the school year.	
Who may enroll in Kindergarten?	-5 years old by the end of August Requirements: -Presentation of birth or baptismal certificate (may be submitted within the school year) -Affidavit of identity of the learner, if birth or baptismal certificate is not available	DO 47 s. 2016 & DO 6, s. 2017
Who may enroll in Grade 1?	-Completers of DepEd-accredited Kindergarten programs -Kindergarten Catch-Up Education Program (KCEP) completers and passed the Philippine ECD checklist -Children who completed alternative Kindergarten programs and passed the validating test (PVT)	DO 47 s. 2016
Who are the priority learners for admission in a public school?	Priority preference for admission to new entrants who are residents of the locality where the school is located, subject to the maximum class size (Grade 1 to 4 – maximum of 40 learners per class; Grade 5 to 12 – 15 students to a maximum of 60 per class) is maintained. However, excess entrants (new or old), who are residents of the locality where the school is located shall be admitted, subject to the provisions of alternative delivery modes and adoption of double shift policy.	DO 32 s. 2003
Will the school accept transferees without transfer requirements?	Learners from either public or private school who wish to transfer to a public school shall bring their Form 138 (Report Card) to the school where they intend to transfer. If this document is not available, the child can be admitted on the condition that the Report Card shall be submitted not later than the end of the First Grading Period (August).	
Can a student get clearance even if the authorized school contributions, such as BSP, GSP, Red Cross, Anti-TB Fund and PTA, were not paid?	DO 41, s. 2012 stressed that in no case shall non-payment of voluntary contributions or membership fees be made a basis for non-admission, non-promotion or non-issuance of clearance to a student by the school concerned.	DO 41 s. 2012
TRANSFER OF LEARNERS	-Learner Information System (LIS) as platform in the request and release of learner’s school records. -School to school transfer of Form 137 (permanent records) should not be hand carried by either the parent or learner	DO 54 s. 2016
WEARING OF UNIFORMS AND IDs	-School uniforms are not required -IDs will be provided by the school at no cost	DO 41 s. 2012
	For Kinder to Grade 4 levels » NO collection of any fees For Grade 5 to High School levels	

POLICIES ON SCHOOL OPENING

QUESTION/CONCERN	ANSWER	REFERENCE
NO COLLECTION POLICY	<ul style="list-style-type: none"> » NO collection of any type during enrolment period up to the first (1st) month of classes. » Starting second (2nd) month of every school year, authorized contributions may be collected but on a voluntary basis only. • No teacher, school officials nor school personnel, shall collect fees or contributions, nor shall they be entrusted with the safekeeping and disbursement of collections made by the PTA. • In no case shall non-payment of voluntary school contributions or membership fees be made a basis for non-admission, non-promotion or non-issuance of clearance to a student by the school concerned. 	DM 143 s. 2016 / DO 41 s. 2012
Private Schools	<ul style="list-style-type: none"> • Establishment of a private school shall be subject to prior approval of the Department thru its Regional Director having jurisdiction over the place where the school or branch shall be established. • Two kinds of authority to operate: <ul style="list-style-type: none"> - Permit – valid for one school year - Recognition – valid for an indefinite period provided that the requirement of law, rules, and standards will be satisfied. • A student is deemed officially enrolled after s/he has submitted his/her appropriate admission or transfer credentials, has made an initial payment of his school fees which has been accepted by the school, and has been authorized to attend classes in the school 	DO 88, s. 2010
Private Schools	<ul style="list-style-type: none"> • A pupil or student enrolled in one school is entitled to transfer to another school, provided s/he has no unsettled obligations with the school s/he was enrolled in. • The release of the transfer credentials of any student may be withheld for reasons of suspension, expulsion, or nonpayment of financial obligations or property responsibility of the student in the school. The credentials shall be released as soon as his obligation is settled or the penalty of suspension or expulsion has been lifted. • In meritorious cases as may be determined, a student without any appropriate admission or transfer credentials may be provisionally enrolled, allowed to attend classes, and to earn credits for the subjects enrolled during the school year given s/he submits his/her valid admission or transfer credentials on or before the last day of the school year. • Each private school shall determine its rate of tuition and other school fees or charges. • Any private school which desires to revise its rates of tuition or other school fees or charges shall file an application with the Regional Director. • The increase in tuition or other school fees as well as new fees or charges shall be subject to the following conditions: <ul style="list-style-type: none"> - Consultation with duly organized student government, parents, 	DO 88, s. 2010

POLICIES ON SCHOOL OPENING

QUESTION/CONCERN	ANSWER	REFERENCE
	<ul style="list-style-type: none"> -No increase in tuition or other school fees shall be approved -In no case shall the return to investments exceed 12% 	
Teacher Hiring	<ul style="list-style-type: none"> •Applicants shall register to the DepEd’s online system and select the schools division where they want to be ranked, an applicant number will be issued. •An applicant shall submit to the head of school where a vacancy exists with the required documents. •The applicants shall be evaluated and assessed. •For the required documents and evaluation criteria, DepEd Hiring Guidelines are as follows: <ul style="list-style-type: none"> - DO 7, s. 2015 (Hiring Guidelines for Teacher I Positions) - DO 22, s. 2015 (Hiring Guidelines for the Remaining Teaching Positions) - DO 3, s. 2016 (Hiring Guidelines for SHS Teaching Positions) - DO 49, s. 2016 (Guidelines for Hiring Contractual [Full-Time and Part-Time) in SHS) - DO 50, s. 2016 (Hiring Guidelines for Teacher I Positions Implementing IP Education) •Registry of Qualified Applicants (RQA) is the list of qualified applicants for appointment. Cut-off score for inclusion is 70 points. •RQAs should be ready on the last week of April of every year so that qualified applicants may be appointed by May 1. The RQA is valid for a period of one school year. 	
Field Trips	<ul style="list-style-type: none"> •In line with the review of DepEd’s policies on field trips, a moratorium on field trips is currently in effect. DepEd officials and personnel shall not endorse any plans, proposals, and intentions relative to the conduct of the field trips. •Schools where all arrangements have been set up including approved permits prior to the moratorium may proceed provided that existing guidelines are strictly observed. 	DM 47, s. 2017
What are the activities in preparation to school opening?	<p>Early Registration</p> <ul style="list-style-type: none"> • last Saturday of January to the last Friday of February of each year <p>Brigada Eskwela May 20-25,2019</p> <ul style="list-style-type: none"> •Bringing together of all education stakeholders to participate and contribute to prepare public school facilities before the opening of classes <p>Oplan Balik-Eskwela</p> <ul style="list-style-type: none"> •Ensure smooth opening of classes 	<p>DO No. 6, s. 2017</p> <p>DM No. 036, s. 2019</p> <p>DM No. 029, s. 2019</p>

REFERENCE NO : _____

Date _____

NAME _____ School: _____

INQUIRER TYPE

- Teacher
- Parent
- LGU
- Others
- Media
- Student
- Anonymous

ISSUE CONCERN

- ENROLLMENT CONCERN
 - Teacher Concern
 - Enrollment Process (K to 10)
 - Enrollment Process (SHS)
 - Enrollment Requirement
 - Others
- CONCERNS ON BASIC EDUCATION RESOURCES
 - Textbook
 - Classroom
 - Seats
 - Teachers / Personnel
 - Others
- DEPED PROGRAMS
 - PEPT, A & E Exam, NCAE, NAT
 - Special Education (SPED)
 - GASTPE, ESC, TSS
 - LIS/LRN
 - SHS Concerns
 - Alternative Learning Systems (ALS)
 - Others
- SHS CONCERNS
 - SHS Voucher Program
 - SHS Strand/Tracks
 - SHS Accredited School
 - Others
- SCHOOL POLICY & OPERATION
 - Schools Rules & Regulation
 - School Personnel Concern
 - Collection of Fees / Compulsary Contribution & Selling of workbook/Modules
 - School Operating without Permit
 - PTA Concerns
 - Others
- LEGAL MATTERS
- OTHERS

MEDIUM OF COMMUNICATIONS

- Facebook
- Email
- Acct. Name _____ email add : _____
- Twitter
- Voice Call
- Acct. Name _____ Phone No _____
- Text (SMS)
- Walk in
- Mobile Number _____ Contact Details _____

NATURE OF ASSISTANCE

- Query
- Request
- Complaint
- Suggestion

DETAILS

STATUS

- | | | |
|--|--|--|
| <input type="checkbox"/> Resolved | <input type="checkbox"/> Escalated to PEAC | <input type="checkbox"/> Escalated to OBE Command Center |
| <input type="checkbox"/> For Resolution | <input type="checkbox"/> Escalated to DepEd CO Focal Person | <input type="checkbox"/> Referred to Communications Division |
| <input type="checkbox"/> Escalated to PAAC | <input type="checkbox"/> Escalated to Regional / Division Office | |

FOR UPDATE (IF NEEDED)

STATUS

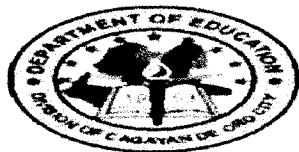
- | | | |
|--|--|--|
| <input type="checkbox"/> Resolved | <input type="checkbox"/> Escalated to PEAC | <input type="checkbox"/> Escalated to OBE Command Center |
| <input type="checkbox"/> For Resolution | <input type="checkbox"/> Escalated to DepEd CO Focal Person | <input type="checkbox"/> Referred to Communications Division |
| <input type="checkbox"/> Escalated to PAAC | <input type="checkbox"/> Escalated to Regional / Division Office | |

ACTION TAKEN

Action Officer

(Printed Name / Signature)

Enclosure 3



Republic of the Philippines
 Department of Education
 Region X - Northern Mindanao
DIVISION OF CAGAYAN DE ORO CITY
Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City



2019 OPLAN BALIK ESKWELA (OBE) SUMMARY REPORT

A.

BEST PRACTICES/INNOVATIONS	DESCRIPTIONS/DETAILS	REMARKS

B. (To fill-out, please refer to 2019 OBE Inquiry Form)

Issues/Problems/ Challenges	Nature of Assistance (Query, Request, Complaint, Suggestion)	Medium of Communication (walk-in, Text (SMS),Facebook, Email, voice call, twitter)	Comments/ Observations	Intervention/ Action Taken	Status/ Results (Resolved, For Resolution, Escalated to Central/ Regional/ Division office & others	Recommendation	Other Remarks