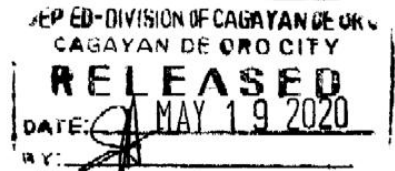




Republic of the Philippines  
**Department of Education**  
REGION X  
**DIVISION OF CAGAYAN DE ORO CITY**

Office of the Schools Division Superintendent

Date: May 18, 2020



**Division Memorandum**  
No. 250 s. 2020

**COMPOSITION OF DIVISION OPLAN BALIK ESKWELA (OBE) INFORMATION AND ACTION CENTER (OBEIAC) AND SUPPORT TEAMS**

To : CID Personnel  
SGOD Personnel  
OSDS Personnel  
Elementary and Secondary School Heads  
**This Division**

Pursuant to **DepED Order No.007 S. 2020**, the office hereby informs that the Oplan Balik Eskwela (OBE), which aims to address problems, queries and concerns that are encountered by the public at the start of the school year, will be conducted on July 1 to 31, 2020.

The OBE under the New Normal ensures that all learners are properly enrolled as part of learning continuity plan (LCP) and able to continue their education amidst health crisis condition. Thus, a composition of Division OBE committee and Information and Action Center (OBEIAC) support teams and assigned tasks are hereby considered to ensure that all concerns during the opening of classes will be addressed.

The OBEIAC and its support team shall receive, process and respond to queries, information request, grievance and shall serve as an information and complaints processing and routing mechanism. It shall likewise assist in the dissemination and clarification of DepED policies, programs, projects and processes particularly those relevant to the opening of classes, monitor, and submit reports on all issues and concerns received daily including the action taken to the Central Office.

See **Enclosure 1** (Composition of Division Oplan Balik Eskwela Information and Action Center (OBEIAC) and **Enclosure 2** OBEIAC Support Teams and assigned tasks for your information, guidance and compliance.

Widest dissemination of this Memorandum is desired.

  
**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (08822)-8550048



Republic of the Philippines  
**Department of Education**  
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Office of the Schools Division Superintendent

**Division Oplan Balik Eskwela Information and Action Center (Division OBEIAC)**  
SY 2020-2021

**Chairperson:**      **CHERRY MAE L. LIMBACO, PhD, CESO V (0917-716-2916)**  
Schools Division Superintendent

**Co-Chair**      :      **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

**Christian Murillo (0917-677-1868)**  
Division Information Officer

**Jean T. Loquillano, PhD (0917-677-1868)**  
Senior Education Program Specialist (SocMob)

**Eleanor Rollan (0917-719-5774)**  
Senior Education Program Specialist (M&E)

**Joel D. Potane (0917-677-1881)**  
Senior Education Program Specialist (Research)

**Rodulfo Bayeta Jr. (0917-677-1875)**  
Planning Officer

**Atty. Laurence del Puerto (0906-478-5831)**  
Division Legal Officer



**OPLAN BALIK ESKWELA INFORMATION AND ACTION CENTER (OBEIAC) SUPPORT TEAMS AND ASSIGNED TASKS**  
 July 1-31,2020 (7:00 AM to 5: 00 PM, Monday to Friday)

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

Facebook page: DepEd-CDO Oplan Balik Eskwela  
 Hotline No:

FOCAL PERSONS	ASSIGNED TEAM AND TASKS	EXPECTED OUTPUT
<p><b>Focal Persons:</b></p> <p>Public School District Supervisors/                      Education Program Supervisors</p> <p><b>Members:</b>                      Jairus Gochuco                      Efren Facun                      Alvic Salcedo                      Irene Lofranco</p>	<p><b>A. Public Assistance Hotline</b></p> <ol style="list-style-type: none"> <li>Attend to callers with queries, complaints, problems, requests, among others concerning school opening and other education matters.</li> <li>Provide immediate appropriate actions/ solutions for issues/concerns received from callers.</li> <li>Refer complaints/cases that need immediate investigation to the Quick Response Team.</li> <li>Submit the required daily morning and afternoon reports to the Monitoring Unit for consolidation and evaluation.</li> </ol> <p><b>B. Email/DETxt (Text Messaging) Service</b></p> <ol style="list-style-type: none"> <li>Print email/ text messages received.</li> <li>Reply/ respond to text messages received.</li> <li>Refer complaints/cases that need immediate investigation to the Quick Response Team.</li> <li>Submit the required daily morning and afternoon reports to the Monitoring Unit for consolidation and evaluation.</li> </ol>	<ol style="list-style-type: none"> <li>Daily report for submission to the Monitoring Unit for consolidation</li> </ol>
<p><b>Focal Persons:</b></p> <p align="center"><b>James Sijo</b> ITO</p> <p align="center"><b>Christian Murillo</b> Div. Information Officer</p> <p align="center"><b>Engr. Rodulfo Bayeta</b> Planning Officer</p> <p>Members: Pureza Neri, Bob Gomez</p>	<p><b>C. New OBE Ticketing and Reporting System</b></p> <ol style="list-style-type: none"> <li>record OBE issues and concerns and forward to Region/ Central Office.</li> </ol> <p>-The data/ information will likewise be forwarded to EXECOM while a press briefer containing the highlights of the report will be shared to the media.</p>	<p>Online submission of OBE reports.</p>
<p><b>Focal Persons:</b></p> <p>Atty. Laurence del Puerto                      Romeo B. Aclo                      Romiel S. Vallente</p>	<p><b>D. Quick Response Team</b></p> <ol style="list-style-type: none"> <li>Provide immediate resolution to complaints that are classified as urgent.</li> <li>Conduct on-the-spot investigation and monitoring of schools as the need arises.</li> <li>Submit the required daily morning and afternoon reports to the Monitoring Unit for consolidation and evaluation.</li> </ol>	<p>Daily report for submission to the Monitoring Unit for consolidation.</p>
<p><b>Focal Persons:</b></p> <p>Eleanor Rollan                      Mary Sieras</p>	<p><b>E. Monitoring Unit</b></p> <ol style="list-style-type: none"> <li>Gather and encode data from the different units of the OBEIAC, and generate all reports daily.</li> <li>Prepare daily reports, and update data for the Secretary's information.</li> <li>Submit the required consolidated</li> </ol>	<p>Submission of Daily reports and updated data to the Secretariat</p> <p>Consolidated daily report</p> <p>OBE Narrative Report</p>

Enclosure No.2

	<p>4.Document and finalize the 2020 Oplan Balik Eskwela Narrative Report. 5.Submit all the reports immediately.</p>	
<p><b>Focal Persons:</b> <b>Derrold Marl Aves</b> <b>Mark John Gabule</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1. Gemma Pajayon</li> <li>2. Lanie Signo</li> </ol>	<p><b>F. Secretariat/Officer of the Day</b></p> <ol style="list-style-type: none"> <li>1.Handle/ process the daily reports for the Secretary's Information, based on the submitted reports of the Monitoring Unit.</li> <li>2.Handle print/ video documentation.</li> <li>3.Oversee the general flow of the Oplan Balik Eskwela –Information and Action Center (OBE—IAC).</li> </ol>	
<p><b>Focal Persons:</b> Christian Murillo Jean T. Loquillano Joel Potane Ryan Blanco Jimboy Eugenio</p> <p><b>Information Officers</b></p> <p><b>Jean Mcasero – SHS Concerns</b> <b>Gay Valenzona/ Janry Colonia/Juliet Dolero- ALS Concerns</b></p>	<p><b>G. Media Relations</b></p> <ol style="list-style-type: none"> <li>1.Send invitations to the members of the OBE Interagency Task Force.</li> <li>2.Set and coordinate schedules for press conferences.</li> <li>3.Prepare media advisories and briefers.</li> <li>4.Handle the daily issues/ concerns of the media.</li> <li>5.Attend to media requests for data and interviews.</li> </ol>	<ol style="list-style-type: none"> <li>1. Daily report for submission to the Monitoring Unit for consolidation.</li> <li>2. Invitations</li> <li>3. Press video Conference/ Interviews</li> <li>4. Media Advisories and briefers</li> </ol>
<p><b>Focal Persons: Laverne Mercado</b> <b>Elizabeth Dangazo</b></p> <p><b>Members:</b> Gleven Chito Manaug</p> <p>Ignacio Gabule Jr.</p>	<p><b>H. Logistics and Support Unit</b></p> <p>The Logistics and Support Unit shall be composed of the following sub-committees:</p> <ol style="list-style-type: none"> <li>1.<b>Finance.</b> Handle OBE financial requirements.</li> <li>2.<b>Food.</b> Take charge of the food to be served during the three-week conduct of OBE.</li> <li>3. Ensure peace and order during OBE.</li> <li>4.Supplies and Equipment. Provide the materials and equipment needed for OBE.</li> </ol>	<ol style="list-style-type: none"> <li>1.Daily report for submission to the Monitoring Unit for consolidation.</li> <li>2. Logistics</li> <li>3. Suppliers/ Equipment</li> </ol>

Immediate compliance is desired.

  
**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent