



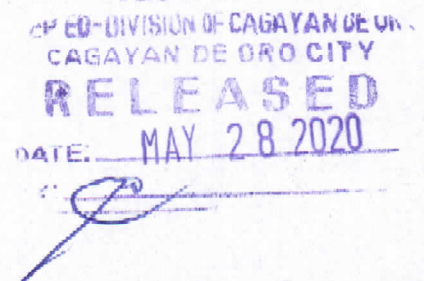
Republic of the Philippines  
**Department of Education**  
REGION X  
**DIVISION OF CAGAYAN DE ORO CITY**

Office of the Schools Division Superintendent

Date: May 27, 2020

**Division Memorandum**

No. 250 s. 2020



**ADDENDUM/CORRIGENDUM TO DIVISION MEMORANDUM NO.250 S. 2020 (RE:  
COMPOSITION OF DIVISION OPLAN BALIK ESKWELA INFORMATION AND ACTION  
CENTER (OBEIAC) AND SUPPORT TEAMS)**

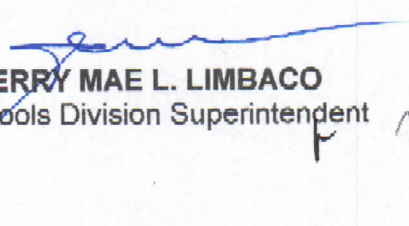
To :  
**CID Personnel**  
**SGOD Personnel**  
**OSDS Personnel**  
**Elementary and Secondary School Heads**  
This Division

Pursuant to Division Memorandum No.250 S. 2020 (Composition of Division Oplan Balik Eskwela Information and Action Center (OBEIAC) support team, you are hereby informed of the new OBEIAC composition and assigned tasks which can be found in the two (2) enclosures.

All other provisions stated in the said memorandum shall remain the same.

**See enclosures 1 & 2** for the final composition of Division OBEIAC and Support Teams and assigned tasks for your reference.

Compliance of this Memorandum is desired.

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

To be indicated in the Perpetual Index under the following subjects:  
OBE PROGRAMS



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



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

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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

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

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

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

**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>1.Attend to callers with queries, complaints, problems, requests, among others concerning school opening and other education matters.</li> <li>2.Provide immediate appropriate actions/ solutions for issues/concerns received from callers.</li> <li>3.Refer complaints/cases that need immediate investigation to the Quick Response Team.</li> <li>4.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>1.Print email/ text messages received.</li> <li>2.Reply/ respond to text messages received.</li> <li>3.Refer complaints/cases that need immediate investigation to the Quick Response Team.</li> <li>4.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>1. Daily report for submission to the Monitoring Unit for consolidation</li> </ol>
<p><b>Focal Persons:</b></p> <p><b>Joel D. Potane</b> Div. Information Officer</p> <p><b>Jean T. Loquillano</b> OBE Coordinator</p> <p><b>James Sijo-ITO</b></p> <p><b>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>1. 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>1.Provide immediate resolution to complaints that are classified as urgent.</li> <li>2.Conduct on-the-spot investigation and monitoring of schools as the need arises.</li> <li>3.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 Jun Suaner</p> <p><b>Members:</b> Jimboy Eugenio Mary Sieras Lanie Signo</p>	<p><b>E. Monitoring Unit</b></p> <ol style="list-style-type: none"> <li>1.Gather and encode data from the different units of the OBEIAC, and generate all reports daily.</li> <li>2.Prepare daily reports, and update data for the Secretary's information.</li> <li>3.Submit the required consolidated daily report to the Secretariat.</li> <li>4.Document and finalize the 2020 Oplan Balik Eskwela Narrative</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><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>Gemma Pajayon</li> <li>Shiela Lagrama</li> </ol>	<p><b>F. Secretariat/Officer of the Day</b></p> <ol style="list-style-type: none"> <li>Handle/ process the daily reports for the Secretary's Information, based on the submitted reports of the Monitoring Unit.</li> <li>Handle print/ video documentation.</li> <li>Oversee the general flow of the Oplan Balik Eskwela—Information and Action Center (OBE—IAC).</li> </ol>	
<p><b>Focal Persons:</b>          Joel Potane          Jean T. Loquillano</p> <p><b>Members:</b>  <b>Ryan Blanco</b>  <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>Send Invitations to the members of the OBE Interagency Task Force.</li> <li>Set and coordinate schedules for press conferences.</li> <li>Prepare media advisories and briefers.</li> <li>Handle the daily issues/ concerns of the media.</li> <li>Attend to media requests for data and interviews.</li> </ol>	<ol style="list-style-type: none"> <li>Daily report for submission to the Monitoring Unit for consolidation.</li> <li>Invitations</li> <li>Press video Conference/ Interviews</li> <li>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          Ignacio Gabule Jr.</p>	<p><b>H. Logistics and Support Unit</b>          The Logistics and Support Unit shall be composed of the following sub-committees:</p> <ol style="list-style-type: none"> <li><b>Finance.</b> Handle OBE financial requirements.</li> <li><b>Food.</b> Take charge of the food to be served during the four-week conduct of OBE.</li> <li>Ensure peace and order during OBE.</li> <li>Supplies and Equipment. Provide the materials and equipment needed for OBE.</li> </ol>	<ol style="list-style-type: none"> <li>Daily report for submission to the Monitoring Unit for consolidation.</li> <li>Logistics</li> <li>Suppliers/ Equipment</li> </ol>

Immediate compliance is desired.

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