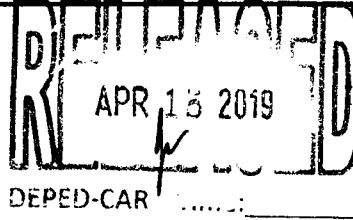




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLEA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



Website: www.depedcar.ph | Email: ftad.depedcar@gmail.com



April 15, 2019

REGIONAL MEMORANDUM

NO. 134-2019

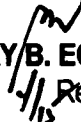
CONDUCT OF THE 2019 REGIONAL OPLAN BALIK ESKWELA

**TO: Assistant Regional Director
Regional Office Chiefs and Unit Heads
Schools Division Superintendents
All Others Concerned**

1. Pursuant to DepEd Memorandum No. 029, s. 2019 or the 2019 Oplan Balik Eskwela, the Regional Office will conduct the 2019 Oplan Balik Eskwela from **June 3 to 7, 2019** in all Schools Divisions in time for the opening of School Year 2019 – 2020.
2. The objectives of this activity are highlighted as:
 - a. To engage agencies, organizations, and other stakeholders in preparation for the opening of the school year;
 - b. To address problems, queries, and other concerns commonly encountered by the public schools at the start of the school year; and
 - c. To ensure that all learners of school age are properly enrolled and are able to attend school on the first day of classes.
3. To ensure smooth conduct of activities, the following matrix shall serve as guide:

NO	ACTIVITY	OBJECTIVES	STRATEGY/IES	SCHEDULE
1	Review of OBE Tool	To refine indicators of the tool and check relevance to the objectives of the OBE	Workshop	May 7 to 10, 2019
2	Orientation with SDOs and Agreements on: -School Maintenance Week (Brigada Eskwela) -Monitoring and Evaluation: Class Opening -Project MAIDEN of Divisions	To finalize and polish plans before the conduct of the OBE	Meeting with RO Teams	May 10, 2019
3	Conduct of OBE	To monitor opening of classes in all Divisions	Monitoring and Evaluation	May 20 – Brigada Eskwela June 3 to 7, 2019 – Class Opening
4	Post Conference	To present findings during the OBE for appropriate action	Meeting with all RO personnel	June 10, 2019 (Monday Announcements)

4. Relative to this activity, all Schools Division Offices are requested to list down schools to be visited. The schools must not have been visited during the 2018 OBE. Each team will be divided into sub-teams. Each sub-team will visit two to three schools per day depending on the accessibility of the schools.
5. The Regional Public Affairs Unit shall lead in the organization of the Regional OBE-Public Assistance Command Center. The OBE-PACC shall be in-charge of receiving school and stakeholder concerns during the opening of classes and transmit these issues to concerned Offices for appropriate action.
6. The Regional PAU shall likewise organize a Kapihan or Regional OBE Inter-agency Task Force Command Conference before the actual conduct of OBE to ensure stakeholder support in this undertaking and to relay important information for the guidance of the public.
7. Attached in Enclosure 1 is the Term of Reference for each team and in Enclosure 2 is the team composition per Division. Also attached is DepEd Memo 029 for your reference.
8. Travel expenses and per diem of all RO and DO participants for the whole monitoring duration shall be charged to RO and DO MOOE respectively, based on EO 77, s. 2019 and subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of and strict compliance to this Memorandum is directed.


MAY B. ECLAR, Ph. D., CESO V
Regional Director

TERMS OF REFERENCE FOR THE OPLAN BALIK ESKWELA TEAMS

ROLE	RESPONSIBILITY	MEMBERS
Team Leader	Leads the team during the pre-monitoring conference with SDS or ASDS; Leads the RO and DO team in the monitoring activity for the whole OBE schedule; Reminds the team on agreed-upon mechanics for monitoring; Sees to it that all members accomplish expected tasks as members and as sub-team leaders; Guides the documenter in consolidating team report; Monitors assigned schools, acts appropriately on urgent school concerns, leads post-conference with school personnel to report significant findings; Leads exit conference with SDS or ASDS to report significant findings after the monitoring activity.	Regional Office Chiefs
Documenter	Consolidates reports from each sub-team following agreed-upon format or template; goes with the team leader and assists him or her in the monitoring activity.	Assigned personnel from Regional Office
Sub-team leader	Leads the sub-team in attaining expected monitoring tasks in the assigned schools for the whole OBE duration; Whenever capable, appropriately acts on school issues and concerns needing attention or response; Gathers and reports significant findings needing urgent attention by the Regional and Division Offices; Prepares sub-team report following provided tool; Leads the post-conference with school personnel to report significant and relevant findings.	Regional Office Team members as identified per team
Sub-team Members	Identifies schools to be visited; Monitors with the RO team leader and sub-team leader; Submits relevant findings or issues and concerns to sub-team leader.	Division Office personnel: CID and SGOD Chiefs; SDO EPS of CID and SGOD; PSDS; SOCMOB; SMME; Health

2019 OPLAN BALIK ESKWELA TEAM COMPOSITION
(May 20 and June 3 to 7, 2019)

DIVISION	TEAM LEADER	MEMBERS/ SUB-TEAMS	SUB-TEAM PARTNERS	ISSUES TO BE ADDRESSED
Abra	Atty. Sebastian G. Tayaban Documenter: Jefferson A. Villena Plus 3 partners from SDO	Edgar H. Madlaing plus 3 from SDO	CID and SGOD Chiefs; All EPS; All PSDS; 1 SOCMOB 1 SMME 1 Health Personnel	*Teachers' Welfare *Curriculum Matters: MG, MTB-MLE, Contextualization, Inclusive Education, LRMD *Finance *Legal Matters: CPC, School Site School Buildings/ Equipment/ Furniture *ESSD: WINS, School Canteen *PPRD: Research
		Eleonor A. Albidas plus 3 from SDO		
		Denia O. Tamate, Ph. D. plus 3 from SDO		
		Janet Ambucay plus 3 from SDO		
		Erniely G. Dul-ang plus 3 from SDO		
		Asterio C. Madalla, Ed. D. plus 3 from SDO		
Apayao	Edgardo T. Alos Documenter: Kevin Tadao Plus 3 partners from SDO	Engr. Christopher B. Hadsan plus 3 from SDO	CID and SGOD Chiefs; All EPS; All PSDS; 1 SOCMOB 1 SMME 1 Health Personnel	
		Jumar B. Yago-an plus 3 from SDO		
		Romulo B. Basa plus 3 from SDO		
		Manuel S. Dangawen, DDM plus 3 from SDO		

DIVISION	TEAM LEADER	MEMBERS/ SUB-TEAMS	SUB-TEAM PARTNERS	ISSUES TO BE ADDRESSED
Baguio City	Jennifer P. Ande	Patricio T. Dawaton plus 3 from SDO	CID and SGOD Chiefs; All EPS; All PSDS; 1 SOCMOB 1 SMME 1 Health Personnel	*Teachers' Welfare *Curriculum Matters: MG, MTB-MLE, Contextualization, Inclusive Education, LRMD *Finance *Legal Matters: CPC, School Site School Buildings/ Equipment/ Furniture *ESSD: WINS, School Canteen *PPRD: Research
	Documenter: Charlene T. Balahyas	Annie Rose Cayasen plus 3 from SDO		
	Plus 3 partners from SDO	Marites Calica plus 3 from SDO		
		Angeline F. Calatan, MD plus 3 from SDO		
		Daisy P. Eswat plus 3 from SDO		
Benguet	Agustin B. Gumuwang	Ethielyn E. Taqued, Ed. D. plus 3 from SDO	CID and SGOD Chiefs; All EPS; All PSDS; 1 SOCMOB 1 SMME 1 Health Personnel	
	Documenter: Jennelyn B. Kitongan	Cynille Gay B. Miranda plus 3 from SDO		
	Plus 3 partners from SDO	Evangeline P. Maag plus 3 from SDO		
		Maksim Botillas plus 3 from SDO		
		Atty. Vanessa B. Flora plus 3 from SDO		
Ifugao	Pio D. Ecuana, Ed. D.	Clemente D. Bandao plus 3 from SDO	CID and SGOD Chiefs; All EPS; All PSDS; 1 SOCMOB 1 SMME 1 Health Personnel	
	Documenter: Waryl E. Kindiawan	Engr. Cullen S. Wegiyon plus 3 from SDO		
	Plus 3 partners from SDO	Jeanie Claire Y. Piggangay, Ph. D. plus 3 from SDO		
		Frema Paclos plus 3 from SDO		
		Rosmarie B. Dalang plus 3 from SDO		

DIVISION	TEAM LEADER	MEMBERS/ SUB-TEAMS	SUB-TEAM PARTNERS	ISSUES TO BE ADDRESSED
Kalinga	Aida L. Payang, Ed. D.	Elfredo C. Dalang plus 3 from SDO	CID and SGOD Chiefs; All EPS; All PSDS; 1 SOCMOB 1 SMME 1 Health Personnel	*Teachers' Welfare *Curriculum Matters: MG, MTB-MLE, Contextualization, Inclusive Education, LRMD *Finance *Legal Matters: CPC, School Site School Buildings/ Equipment/ Furniture *ESSD: WINS, School Canteen *PPRD: Research
	Documenter: Vandolph B. Flora Plus 3 partners from SDO	Rosita C. Agnasi plus 3 from SDO Marcelo M. Talamayan plus 3 from SDO Cresencio T. Gamay, Ph. D. plus 3 from SDO Dalton Teliao plus 3 from SDO		
Mountain Province	Emilia M. Faustino	Angela K. Apopot plus 3 from SDO	CID and SGOD Chiefs; All EPS; All PSDS; 1 SOCMOB 1 SMME 1 Health Personnel	
	Documenter: Melandro L. Payang	Marjory T. Valdez plus 3 from SDO Mary O. Mendoza plus 3 from SDO		
	Plus 3 partners from SDO	Valentina Conchita S. Balura plus 3 from SDO Emmanuela M. Gabol plus 3 from SDO		
Tabuk City	Carmel F. Meris	Thelma T. Dalay-on, Ed. D. plus 3 from SDO	CID and SGOD Chiefs; All EPS; All PSDS; 1 SOCMOB 1 SMME 1 Health Personnel	
	Documenter: Janelle S. Dogao	Rafaela S. Gawigawen, Ed. D. plus 3 from SDO Florence E. Balictan, Ed. D. plus 3 from SDO		
	Plus 3 partners from SDO	Michelle B. Andaya plus 3 from SDO Fely B. Badival plus 3 from SDO		

Note: The RD and ARD will be visiting any of the identified schools in any Division. They shall be accompanied by the Regional PAU and DO personnel.

13 MAR 2019

2019 OPLAN BALIK ESKWELA

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) will launch the National **Oplan Balik Eskwela (OBE) for School Year (SY) 2019-2020** on May 27, 2019, 8:00 a.m. at the *Huwagan ng Karunungan*, DepEd Central Office, Pasig City. The OBE is DepEd's annual initiative to engage agencies, organizations, and other stakeholders in preparation for the opening of the school year. This will run from May 27 to June 7, 2019.

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

3. This year, OBE has the following components:

a. **Convergence.** The Department shall coordinate with the following government agencies involved in school opening matters to assemble the annual OBE Inter-Agency Task Force (OBE-IATF):

- i. Department of Energy (DOE);
- ii. Department of Interior and Local Government (DILG);
- iii. Department of Health (DOH);
- iv. Department of National Defense (DND);
- v. Department of Public Works and Highways (DPWH);
- vi. Department of Social Welfare and Development (DSWD);
- vii. Department of Trade and Industry (DTI);
- viii. Department of Transportation (DOTr);
- ix. Manila Electric Company (MERALCO);
- x. Metropolitan Waterworks and Sewerage System (MWSS);
- xi. Metro Manila Development Authority (MMDA);
- xii. Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA); and
- xiii. Philippine National Police (PNP).

The OBE IATF meeting and orientation will be on **May 8, 2019**.

- b. **Command Conference.** A Command Conference among the DepEd officials, partner agencies from the public and private sectors, media, and other stakeholders will be held at the *Buluwagan ng Karunungan*, DepEd Central Office (CO) on **May 27, 2019**.
- c. **Communication.** DepEd shall provide the public with important information through press releases, media interviews, website posting, updates on the official DepEd Facebook and Twitter accounts, and other available media.
- d. **Client Assistance.** An OBE Public Assistance Command Center (PACC) shall be set up at the central, regional, and schools division offices through its Public Affairs Unit (PAU).
- i. **Functions of the OBE-PACC**
The OBE-PACC shall serve as an information and complaints processing and routing mechanism. It shall perform the following functions:
- (1) Receive, process, and respond to simple queries, information requests, and complaints from the general public, including those forwarded by other DepEd offices;
 - (2) Assist in the dissemination and clarification of DepEd policies, programs, projects, and processes, particularly those relevant to the opening of classes;
 - (3) Correctly identify and coordinate with the concerned DepEd offices on complex concerns that will require the specific offices' appropriate action; and
 - (4) Monitor, document, and submit reports on all issues and concerns received by the OBE-PACC, including the action taken.
- ii. **Services of the OBE-PACC**
Each OBE-PACC shall ensure that the following are available to the public for the duration of OBE:
- (1) Hotlines;
 - (2) Email, social media (Facebook, Messenger, Twitter), and Text Messaging Service;
 - (3) Walk in Assistance; and
 - (4) Legal Assistance (if applicable).
- iii. **Composition of OBE-PACC at the Central Office (CO)**
- The DepEd CO OBE PACC shall be set up on **May 25, 2019, Saturday** at the *Buluwagan ng Karunungan*, DepEd CO. The following offices/units are enjoined to actively participate and assign representative(s):
- (1) **Office of the Secretary Leonor Magtolis Briones**
 - (a) Internal Audit Service
 - (b) International Cooperation Office

- (2) **Office of the Undersecretary Jesus L.R. Mateo**
 - (a) Planning Service
 - (b) Field Operations
(jointly with OIC-Undersecretary Revsee A. Escobedo)
 - (c) Bureau of Human Resource and Organizational Development
 - (i) Human Resource Development Division
 - (ii) Organization Effectiveness Division
 - (iii) School Effectiveness Division
- (3) **Office of the Undersecretary Lorna D. Diao**
- (4) **Office of Assistant Secretary Alma C. Torio**
 - (a) Bureau of Curriculum Development
 - (b) Bureau of Learning Delivery
 - (c) Bureau of Education Assessment
 - (d) Bureau of Learning Resources
 - (e) Teacher Education Council Secretariat
 - (f) Literacy Coordinating Council Secretariat
 - (g) Indigenous Peoples Education Office
- (5) **Office of OIC-Undersecretary Revsee A. Escobedo**
 - (a) Field Operations
(jointly with Undersecretary Jesus L.R. Mateo)
 - (b) Bureau of Human Resource and Organizational Development
 - (i) Personnel Division
 - (ii) Employee Welfare Division
- (6) **Office of Undersecretary Annalyn M. Sevilla**
- (7) **Office of OIC-Assistant Secretary Ramon Fiel G. Abcede**
 - (a) Finance Service
 - (b) Education Program Delivery Unit
- (8) **Office of Undersecretary Alain Del B. Pascua**
- (9) **Office of Assistant Secretary Salvador C. Malana III**
 - (a) Administrative Service
 - (b) Information and Communications Technology Service
 - (c) Bureau and Learner Support Services
 - (d) Disaster Risk Reduction and Management Service
- (10) **Office of OIC-Undersecretary Josephine G. Maribojoc**
- (11) **Office of OIC-Assistant Secretary Rhoan G.L. Orebia**
 - (a) Legal Service
 - (b) Sites Titling Office
- (12) **Office of Undersecretary Tonisito M.C. Umali**
 - (a) Legislative Liaison Office
 - (b) External Partnerships Service
 - (c) Project Management Service
- (13) **Office of Assistant Secretary G.H. S. Ambat**
 - (a) Public Affairs Service
 - (b) Alternative Learning System Program and Task Force
- (14) **Office of Assistant Secretary Salvador Malana III**
 - (a) Procurement Management Service

4. The participants or volunteers of the OBE are directed to attend the national orientation on April 15-16, 2019 at the *Buluwagan ng Karunungan*, DepEd CO, Pasig City.

5. The OBE implementation shall be under the general supervision of the **Undersecretary for Planning and Field Operations, Jesus L.R. Mateo**, and the **Assistant Secretary for Public Affairs Service and Alternative Learning System Program, and Task Force, G.H. S. Ambat**, as co-chairs of the *Oplan Balik Eskwela 2019*.

6. All expenses incurred during this activity shall be charged to General Administrative Support Services (GASS) Funds, and the payment for the services of the concerned personnel during the OBE, in addition to their regular workload, shall be charged to OSEC Funds for CO personnel, and to local funds for regional and schools division personnel, subject to the usual accounting and auditing rules and regulations.

7. All DepEd personnel are enjoined to support this activity to ensure the smooth opening of classes.

8. For more information, contact:

Public Affairs Service-Communications Division

Department of Education Central Office

DepEd Complex, Meralco Avenue, Pasig City

Telephone Nos.: (02) 636-1663; (02) 633-7254

Telefax No.: (02) 638-8641

Mobile Phone No.: 0919 456-0027

Email Addresses: action@depd.gov.ph; beverly.berame@depd.gov.ph

9. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum No. 050, s. 2018

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

ADMISSION
BUREAUS AND OFFICES
CAMPAIGN
CENTER
COMMITTEES

LEARNERS
MEETINGS
OFFICIALS
PROJECTS
SCHOOLS

2019 DepEd Oplan Balik Eskwela (OBE) Public Assistance Command Center

May 27 to June 7, 2019

7:00 a.m-6:00 p.m. Monday to Friday

8:00 a.m-5:00 p.m. Saturday & Sunday

TERMS OF REFERENCE

A. Teleresponders

1. Attend to callers with queries, complaints, problems or request, concerning school opening and other education matters;
2. Provide immediate appropriate actions/ solutions for issues/ concerns received from callers;
3. Refer complaints/ cases that need immediate investigation to the Legal Team if necessary; and
4. Submit the required daily monitoring and afternoon reports to the Secretariat for consolidation and evaluation.

B. Social Media (Facebook, Messenger) Email and Text Messaging Service

1. Reply/ respond to messages received and print the messages if necessary;
2. Refer complaints/ cases that need immediate investigation to Legal Team if necessary; and
3. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.

C. Walk-In Assistance

1. Attend to issues/ concerns/ complaints of walk- in clients;
2. Prepare endorsement letters/ communications to schools concerned;
3. Provide information needed by the clients; and
4. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.

D. Legal Assistance

1. Provide immediate resolution to complaints that are classified as urgent;
2. Conduct on-the-spot investigation and monitoring of schools as the need arises; and
3. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.

E. Secretariat and Monitoring

1. **Oversee and supervise the daily operations of the activity;**
2. **Prepare the daily reports for the Secretary's information based on the submitted reports of the teams;**
3. **Make print and video documentation;**
4. **Gather and consolidate data from the different committees and generate daily reports;**
5. **Document and finalize the 2019 Oplan Balik Eskwela Narrative Report;**
6. **Provide the technical needs of the team; and**
7. **Assist all teams if necessary.**

F. Media Relations

1. **Set and coordinate schedules for press conferences;**
2. **Prepare media advisories, invites and briefers of the activity for the Executive Committee and stakeholders;**
3. **Facilitate the press conference and assist the media;**
4. **Attend to media requests for data and interviews; and**
5. **Coordinate with the partners and stakeholders.**

G. Logistics and Support

The Logistics and Support Team 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 two-week conduct of OBE and all OBE activities.
3. **Physical Arrangement/ Set-up, Security, Sound System and Transportation**
 - Set up the OBE Command Center at the Bulwagan ng Karunungan following the floor plan;
 - Maintain the cleanliness and orderliness of the OBE Command Center; and
 - Ensure peace and order during the 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.