



DM-05-161  
-DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: MAY 22 2019 TIME: 1:20  
[Signature]

Republic of the Philippines  
**Department of Education**  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City  
Telefax #088-314-0094, Malaybalay.city@deped.gov.ph

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**DIVISION MEMORANDUM**

No. 161 s. 2019

TO : OIC-Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Education Program and District Supervisors  
Elementary and Secondary School Personnel  
All Other Concerned Personnel  
This Division

From: **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent  
[Signature]

Re: **Composition and Functions of the Malaybalay City Division Oplan Balik Eskwela and Action Center (DOBEAC) 2019 Task Force**

Date: May 22, 2019

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1. Pursuant to the Regional Memorandum No. 276, s. 2019, the Malaybalay City Division Oplan Balik Eskwela and Action Center (MCDOBEAC) 2019 Task Force is hereby constituted as follows:

**Division Level**

Chairman: **Rebonfamil R. Baguio**, Schools Division Superintendent  
Co-Chairman: **Sunny Ray F. Amit**, OIC-ASDS  
Members: **Lorenzo O. Capacio**, Chief Education Supervisor, SGOD  
**Ralph T. Quirog**, Chief Education Supervisor, CID  
**Jutchel Nayra**, Administrative Officer V  
**Atty. Wincerbogne L. Pesisano**, Legal Officer II  
**Susan S. Olana**, School Principal IV, DAPSSHI President  
**Narita T. Padua**, School Principal II, PESHA President  
**John Paul T. Arias**, Division ITO

**District 1**

Chairman: **Jesus V. Muring**, PSDS  
Consultant: **Jasmin J. Adriatico**, EPS  
Members: All Elementary and Secondary School Heads

**District 2**  
Chairman: **Manny B. Pimentel, PSDS**  
Consultant: **Luis S. Alajar, EPS**  
Members: **All Elementary and Secondary School Heads**

**District 3**  
Chairman: **Liza Balintongog, PSDS**  
Consultant: **Imelda S. Bentillo, EPS**  
Members: **All Elementary and Secondary School Heads**

**District 4**  
Chairman: **Coslita K. Muring, PSDS**  
Consultant: **Lou Ann J. Cultura, EPS**  
Members: **All Elementary and Secondary School Heads**

**District 5**  
Chairman: **Aba Q. Allaba, PSDS**  
Consultant: **Analy L. Ocier, EPS**  
Members: **All Elementary and Secondary School Heads**

**District 6**  
Chairman: **Jovy G. Molina, PSDS**  
Consultant: **Virgilin R. Pizarro, EPS**  
Members: **All Elementary and Secondary School Heads**

**District 7**  
Chairman: **Noel A. Tan Nery, PSDS**  
Consultant: **Ma. Concepcion S. Reyes, EPS**  
Members: **All Elementary and Secondary School Heads**

**District 8**  
Chairman: **Bonifacio M. Palo, Jr., PSDS**  
Consultant: **Rachel R. Valde, EPS**  
Members: **All Elementary and Secondary School Heads**

**District 9**  
Chairman: **Romil T. Jabonero, PSDS**  
Consultant: **Josie D. Zamora, EPS**  
Members: **All Elementary and Secondary School Heads**

**District 10**  
Chairman: **Ferdinand V. Mortera, PSDS**  
Consultant: **Purisima J. Yap, EPS**  
Members: **All Elementary and Secondary School Heads**

2. The MCDOBEAC shall serve as an information and complaints processing and routing mechanism. It shall perform the following functions:

- a) Provide the public with important information through press releases, media interview, website posting (official website and Facebook page);

- b) Receive, process and respond to simple queries, information requests, and complaints from the general public, including those forwarded by the Central and Regional Offices;
  - c) Assist in the dissemination and clarification of DepED policies, programs, projects and processes, particularly those relevant to the opening of classes;
  - d) Correctly identify and coordinate any concern that requires a district's office or school's specific action;
  - e) Monitor, document and submit reports on all issues and concerns received, including action taken.
3. The MCDOBEAC shall ensure that the following are available to the public for the duration of the OBE:
- a) Hotlines (Division, District and School Level)
  - b) Email, Social Media (Facebook, Messenger, Twitter) and Text Messaging Service;
  - c) Walk-in Assistance and
  - d) Legal Assistance (if applicable)
4. All MCDOBEAC Division District Level officials and members are directed to attend the Division Orientation on May 27, 2019 at 9:00 o'clock in the morning at the Division Multipurpose Hall.
5. All expenses incurred during this activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
6. All Division personnel are enjoined to support this activity to ensure the smooth opening of classes.
7. For more information, contact:
- Office of the Assistant Schools Division Superintendent  
Telephone No. 088-314-0094  
Mobile No. 0995-538-0601  
Email: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com)
8. Immediate and wide dissemination of this memorandum is desired.



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 DepEd Region X – Northern Mindanao



May 21, 2019

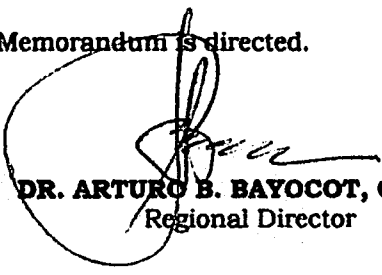
MAY 21 2019  
**RELEASED**

**REGIONAL MEMORANDUM**  
 No. 29, s. 2019

**2019 REGIONAL OPLAN BALIK ESKWELA (OBE) ORIENTATION**

**To: Schools Division Superintendents**  
**Assistant Schools Division Superintendents**  
**Divisional OBE Coordinators**  
*This Region*

- In consonance with preparations for the upcoming opening of classes in June, this Office invites all **divisional OBE coordinators** to attend the **2019 REGIONAL OPLAN BALIK ESKWELA (OBE) ORIENTATION** at the **Regional Office Conference Room, Ground Floor, Masterson Avenue, Zone 1, Upper Balulang, Cagayan de Oro City, on May 24, 2019.**
- The orientation is aimed at orienting the participants on the Oplan Balik Eskwela Information System (OBEIS) and addressing the concerns commonly encountered at the start of the school year and ensuring that learners are properly enrolled and are able to attend school particularly during the first day of classes.
- The participants are advised to take with them soft copies of (1) the composition of the Divisional Oplan Balik Eskwela and Action Center (DOBEIAC) Task Force (indicating the rules/functions/job descriptions of each member), (2) OBE reports (2018 accomplishments, challenges, and 2019 action plans), (3) laptops, and (4) extension cords.
- Please text the complete name, position, mobile number, Facebook account, and email address of the participant to Ramon G. Abrera Jr., Public Affairs Unit (PAU), Office of the Regional Director (ORD), at 0917-670-1374. Registration starts at 7:30 a.m.
- Travel, accommodation, and other expenses of the participants shall be charged to local funds while breakfast, lunch, and two snacks shall be charged to Regional Office (RO) funds, subject to the existing accounting and auditing rules and regulations.
- Immediate and wide dissemination of this Memorandum is directed.

  
**DR. ARTURO B. BAYOCOT, CESO V**  
 Regional Director

Encls. Program of Activity DM No. 29, s. 2019

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

**PUBLIC AFFAIRS OPLAN BALIK ESKWELA**

PAU-ORD/moon



*The LEARNER: The heart of DepEd Region X.*

**AJA VAB**  
 Accredited by  
 Cerd Rate Number AJA18-0170

Regional Office 10-Northern Mindanao  
 (088) 850-7072, 630-7072 (630) 7072  
 deped10@region10@deped.gov.ph



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
DepEd Region X – Northern Mindanao



**2019 REGIONAL OPLAN BALIK ESKWELA (OBE) ORIENTATION**

**PROGRAM**

7:30 – 8:00 A.M.	Registration and Breakfast
8:00 – 9:00 A.M.	Preliminaries
	• Invocation
	• National Anthem
	• Welcome Remarks
	• Message – DR. ARTURO B. BAYOCOT, CESO V
9:00 – 12:00 N.	Presentation of Reports (accomplishments, challenges, action plans) and DOBEIAC Task Force by Division
12:00 – 1:00 P.M.	Lunch Break
1:00 – 3:00 P.M.	Continuation of Presentations
3:00 – 4:00 P.M.	OBEIS Orientation
4:00 – 5:00 P.M.	Awarding of Certificates of Participation
5:00 P.M.	Home Sweet Home



Certificate Number AJA18-0170

*The LEARNER: The heart of DepEd Region X.*

Regional Office 10-Northern Mindanao, Zone 1, Upper Bahulang, Cagayan de Oro City  
(088) 880-7072, 880-7073 (08822) 72-26-51  
deped10@region10@deped.gov.ph



Republic of the Philippines  
**Department of Education**

13 MAR 2019

DepEd MEMORANDUM  
No **029** s. 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 *Bulwagan 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 *Bulwagan 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 *Bulwagan 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. Dino**
- (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. Marlbojoc**
- (11) Office of OIC-Assistant Secretary Rhoan G.L. Orebila**
  - (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 *Bulwagan 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 Eskuela 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@deped.gov.ph](mailto:action@deped.gov.ph); [beverly.berame@deped.gov.ph](mailto:beverly.berame@deped.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	LEARNERS
BUREAUS AND OFFICES	MEETINGS
CAMPAIGN	OFFICIALS
CENTER	PROJECTS
COMMITTEES	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.