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Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

July 18, 2024

DIVISION MEMORANDUM

No. 340, s. 2024

**COMPOSITION OF THE 2024 OPLAN BALIK ESKWELA PUBLIC ASSISTANCE
COMMAND CENTER (OBE-PAAC)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum No. 035 s. 2024 titled 2024 National Oplan Balik Eskwela, this Office announces the composition of the **2024 Oplan Balik Eskwela Public Assistance Command Center (OBE-PACC)** at the **Division Level**.

Chairperson : SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Co-Chairperson : CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent

Vice-Chairperson : ATTY. NORLITO JR. P. AGUNDAY
Attorney-III/ Designated DPAC

Members : EVA S. TOLENTINO
Administrative Officer V
ROMEL G. PETAJEN
Chief Education Supervisor-CID
JENIFER B. METICA
Information Technology Officer I
MA. GINA M. TEMPLONUEVO
EPS/ Designated Division Information Officer
REY C. BONAYON
Planning Officer III

At the **School Level**, the OBE-PAAC shall be composed of the following:

Chairperson : School Head or Assistant Principal
Members : School non-teaching personnel

2. The OBE shall run from **July 22 to August 2, 2024**. The OBE-PAAC shall serve as an information and complaints processing and routing mechanism. It shall perform the following functions:

a. Receive, process, and respond to simple queries, information requests, and complaints from the general public, including those forwarded by other DepEd Offices;





Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

- b. Assist in the dissemination and clarification of DepEd policies, programs, projects, and processes, particularly those relevant to the opening of classes;
 - c. Correctly identify and coordinate with the concerned DepEd officers on complex concerns that will require the specific offices' appropriate action; and
 - d. Monitor, document, and submit reports on all issues and concerns received by the OBE-PACC, including the action taken.
3. Each OBE PACC shall ensure that the following are available to the public for the duration of OBE:
 - a. Hotlines
 - b. Emails (e.g. Hotline 8888, CSC, PCC, PMS, FOI, ARTA, and depedactioncenter@deped.gov.ph)
 - c. Short Messaging Services (e.g., Smart and Globe);
 - d. Social Media (Facebook)
 - e. Letters and endorsement and
 - f. walk-in
4. The conduct of the OBE shall adhere to existing relevant policies of DepEd in conducting activity inside the school premises.
5. In the conduct of their duties as OBE Chair, no teachers shall be subjected to administrative work as stipulated in DepEd Order No. 002 s 2024 titled immediate removal of administrative tasks of public School Teacher.
6. The template of the report is enclosed for submission to the Division Public Assistance Coordinator through the DPAC email address @ pac.sdocatanduanes@deped.gov.ph
7. All expenses incurred during this activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum is directed.

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Enclosure: As stated
DepEd Memorandum No. 35 s. 2024

Reference:
DepEd Memorandum No. 35 s. 2024

To be indicated in the Perpetual Index
under COMMITTEES



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo-Region V - Catanduanes



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Enclosure 1 to DM 340, 2024

2024 Oplan Balik Eskwela
Public Assistance Command Center (OBE-PACC)

DAILY REPORT

Name of School : _____

Date	Name	Contact Details	Nature of Concern*	Concern Category**	Details	Remarks/Status****

Prepared by:

OBE-PAAC Member/Chairperson

***Nature of Concern:** query, request, complaint, suggestion, commendation

****Concern Category:** enrollment concern, school policy, and operations, personnel, Learning Continuity Plan, SHS concerns, programs and projects, examinations, finance, physical facilities/resources, legal issues, & others

******Remarks/Status:** resolved, referred, pending

Consolidated reports shall be submitted to the Division Public Assistance Coordinator through the DPAC email address @ pac.sdocatanduanes@deped.gov.ph

OBE 2024 Tarp & other materials *may be downloaded at:*

https://drive.google.com/drive/folders/1hDN41u8i5jb8IDUoH5oPe-6if8YM01f4?fbclid=IwZXh0bgNhZW0CMTAAR0QdcmlZPDYlBfdC7Nc6dCoy2jHnL3iV1AD1YviNbnkA9hhkIWJnSfEsY_aem_P-Gzql4aKX1wrRh8SSXwsg



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Department of Education

JUL 17 2024

DepEd MEMORANDUM
No. **035**, s. 2024

2024 NATIONAL OPLAN BALIK ESKWELA

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) shall conduct the **2024 National Oplan Balik Eskwela** (OBE) to engage agencies, organizations, and other stakeholders in preparation for the opening of the School Year (SY). For **SY 2024–2025**, the OBE shall run from **July 22 to August 2, 2024**.

2. The OBE is part of the Department's effort to ensure that learners from public and private schools are properly enrolled. It aims to address problems, queries, and other concerns commonly encountered by the public at the start of the SY.

3. The OBE 2024 has the following components:

- a. **Convergence.** Members of the OBE Inter-Agency Task Force (IATF) shall focus on their respective preparations and initiatives for SY 2024–2025. The member agencies will perform a critical role by providing guidelines on health and safety, peace and order, and transportation, among others when the school year opens. These agencies include:
 - i. Department of Energy (DOE);
 - ii. Department of the Interior and Local Government (DILG);
 - iii. Department of Health (DOH);
 - iv. Department of Public Works and Highways (DPWH);
 - v. Department of Social Welfare and Development (DSWD);
 - vi. Department of Trade and Industry (DTI);
 - vii. Department of Transportation (DOTr);
 - viii. Department of Information and Communications Technology (DICT);
 - ix. Manila Electric Company (MERALCO);
 - x. Metropolitan Waterworks and Sewerage System (MWSS);
 - xi. Metropolitan Manila Development Authority (MMDA);
 - xii. Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA);
 - xiii. Philippine National Police (PNP);

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 regular concerns that will...

iii. **Composition of OBE-PACC at the Central Office**

The OBE implementation shall be under the general supervision of the **Undersecretary and Chief of Staff** and **Undersecretary for Operations** as co-chairs and the **Assistant Secretary for Operations (Field Operations)** as vice-chair of the 2024 OBE. This will be in coordination with all offices in the Central Office.

iv. **Composition of OBE-PACC at the region, division, and school levels**

(1) **Regional Office**

Chair : Regional Director
Co-Chair : Assistant Regional Director
Vice Chair : Regional Information Officer/
Regional Public Assistance Coordinator
Public Affairs Unit
Members : Legal Unit
Administrative Division
Curriculum and Learning Management
Division
*(Other relevant offices may be included)

(2) **Schools Division Office**

Chair : Schools Division Superintendent
Co-Chair : Assistant Schools Division
Superintendent
Vice Chair : Designated Division Public Assistance
Coordinator
Members : Legal Section **or** its equivalent
Administrative Section **or** its equivalent
Curriculum Implementation Division
*(Other relevant offices may be included)

(3) **School Level**

Chair : School Head **or** Assistant Principal
Members : School nonteaching personnel

4. The conduct of the OBE shall adhere to existing relevant policies of DepEd in conducting activity inside the school premises.

5. In the conduct of their duties as OBE Chair, no teachers shall be subjected to administrative work as stipulated in DepEd Order No. 002, s. 2024 titled Immediate Removal of Administrative Tasks of Public School Teachers.

6. The Terms of Reference (TOR) for the different Committees are enclosed.

7. All expenses incurred related to the conduct of the OBE shall be charged to Education Information and Communication Services (EICS) Funds for the Central Office, and local funds for regional and schools division offices, subject to the usual accounting and auditing rules and regulations.

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

OR

9. For more information, please contact:

The Office of the Secretary

Strategic Management-Public Affairs Service

Department of Education Central Office

DepEd Complex, Meralco Avenue, Pasig City

Telephone Number: (02) 8633-1942

Mobile Phone Numbers: 0919-456-0027 and 0995-921-8461

Email Addresses: depedactioncenter@deped.gov.ph

pas.cd@deped.gov.ph

pas.od@deped.gov.ph

10. Immediate dissemination of this Memorandum is desired.



By Authority of the Secretary:

ATTY. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff

Encl.:

As stated

References:

DepEd Order (No. 002, s. 2024)

DepEd Memorandum No. 048, s. 2023

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

ADMISSION
BUREAUS AND OFFICES
CAMPAIGN
COMMITTEES
LEARNERS
OFFICIALS
PROJECTS
SCHOOLS

01



**2024 DEPED OPLAN BALIK ESKWELA
PUBLIC ASSISTANCE COMMAND CENTER**

TERMS OF REFERENCE

1. Teleresponders

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

2. Emails, Short Messaging Service (SMS), and Social Media (Facebook)

- 2.1. Reply/respond to messages received and print the messages, if necessary;
- 2.2. Refer complaints/cases that need immediate investigation to the Legal Team, if necessary; and
- 2.3. Submit the required daily monitoring and afternoon reports to the Secretariat for consolidation and evaluation.

3. Secretariat and Monitoring

- 3.1. Oversee and supervise the daily operations of the activity;
- 3.2. Prepare the daily reports for the Secretary's information based on the submitted reports of the teams;
- 3.3. Make print and video documentation;
- 3.4. Gather and consolidate data from the different committees and generate daily reports;
- 3.5. Document and finalize the 2024 *Oplan Balik Eskwela* Terminal Report;
- 3.6. Provide the technical needs of the team; and
- 3.7. Assist all teams, if necessary.

4. Logistics and Support

The Logistics and Support Team shall be composed of the following sub-committees:

4.1. Finance

Handle OBE financial requirements.

4.2. Food

Take charge of the food to be served during the conduct of OBE and all OBE activities.

4.3. Physical Arrangement/Setup, Security, Sound System, and Transportation

- 4.3.1. Set up the OBE Command Center at a designated location following the floor plan;
- 4.3.2. Maintain the cleanliness and orderliness of the OBE Command Center; and
- 4.3.3. Ensure peace and order during the OBE.

4.4. **Registration and Attendance**

- 4.4.1. Record all guests and participants in OBE; and
- 4.4.2. Take daily attendance of committee members.

4.5. **Supplies and Equipment**

Provide the materials and equipment needed for OBE.