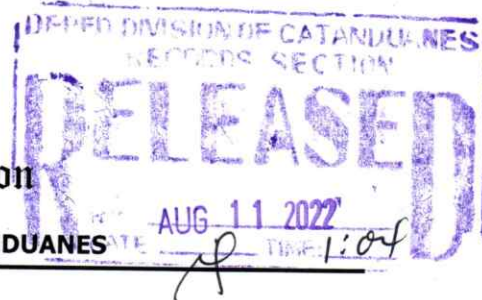




Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 11, 2022

DIVISION MEMORANDUM

No. 390, s. 2022

**COMPOSITION OF THE 2022 OPLAN BALIK ESKWELA PUBLIC ASSISTANCE
COMMAND CENTER (OBE-PACC)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Brigada Eskwela Focal Person
Public Assistance, ICT, and Information Coordinators
All Others Concerned

1. Pursuant to DepEd Order No. 63, s. 2022 titled 2022 Oplan Balik Eskwela, this Office announces the composition of the **2022 Oplan Balik Eskwela Public Assistance Command Center (OBE-PACC)** at the **Division Level**.

Chairperson	:	SUSAN S. COLLANO Schools Division Superintendent
Co-Chairperson	:	MA. LUISA T. DELA ROSA Assistant Schools Division Superintendent
Vice-Chairperson	:	JADE T. CONCEPCION Designated Division Public Assistance Coordinator
Members	:	NORLITO JR. P. AGUNDAY Attorney III EVA S. TOLENTINO Administrative Officer V JENNIFER B. METICA Information Technology Officer I ANJO G. TUGAY SEPS/Division Information Officer REY C. BONAYON Planning Officer III



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo - Region V - Catanduanes



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

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

Chairperson : Principal **or** Assistant Principal **or** Head Teacher
Vice-Chairperson : School Information Coordinator
Designated School Public Assistance Coordinator
Members : Administrative Officer and Other Staff

2. The OBE will run from August 15-26, 2022 and the OBE-PAAC will serve 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 office's appropriate action; and
- (4) Monitor, document, and submit reports on all issues and concerns received by the OBE-PACC, including the action taken.

All Schools are requested to submit the composition of the OBE-PAAC through the link, <https://forms.gle/rpwcNWyGPZBNTqWK6>.

3. The templates of the daily report and accomplishment report are enclosed for submission to the Division Public Assistance Coordinator.

4. All expenses incurred during the conduct of the activity shall be charged against local funds subject to usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum is directed.


SUSAN S. COLLANO, CESO V
Schools Division Superintendent



San Roque, Virac, Catanduanes
052 – 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo – Region V - Catanduanes



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure 1 to DM ___, s. 2022

DAILY REPORT TEMPLATE (SAMPLE)

Date	Reference No.	Name	Contact Details	Nature of Concern	Concern Category	Details	Remarks / Status

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, etc.

Remarks/Status: resolved, referred, pending

*Consolidated Reports to be appended in the Accomplishment/Narrative report for submission to the Division Public Assistance Coordinator

ACCOMPLISHMENT REPORT

Introduction

Rationale of OBE

Purpose/Objectives

Strategies

Setting Up of the OBE-PACC

Services/Channels of Communication

Committees

Summary of Report

Findings (bullet)

Recommendations (bullet)



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo - Region V - Catanduanes