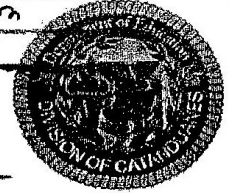




Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes

RELEASED
 Health-Division of Catanduanes
 RECORDS SECTION
 Date **MAY 12 2014**
 Time **9:45 am**



May 9, 2014

DIVISION MEMORANDUM
 No. 32, s. 2014

CREATION OF DIVISION INFORMATION AND ACTION CENTER

TO: OIC-Asst. Schools Division Superintendent
 Education Program Supervisors and Division Coordinators
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Division Section Chiefs

- Consistent with the mandate of DepEd Memorandum No. 42, s. 2014 on Oplan Balik Eskwela primarily to address the problems encountered in connection with the opening of classes at the start of the school year, the Division Information and Action Center (IAC) is hereby created to be composed of the following:

IAC TEAM

Mariano B. De Guzman
 Gina B. Pantino
 Nelja O. Tan
 Romel G. Petajen
 Mary Jean S. Romero

SUPPORT STAFF

Rodger Matienzo
 Julius Sorra
 Ruel Balane
 Glenn Camacho
 Rey Aldea

- The IAC will serve as the Information and Complaints processing and routing mechanism starting on May 26 until June 7, 2014. Specifically, the IAC shall discharge the following functions:
 - Set-up hotlines to receive calls, text messages, fax messages, and emails on complaints, requests and suggestions from parents, students and other concerned citizens;
 - Set-up a Help Desk to accommodate Walk-in concerns; and
 - Update/submit daily reports to the central office on the concerns mentioned every 11:00AM and 5:00PM.
- Concerns with the IAC may be referred to the following hotlines:

09175064528
 09399234191
 09107407971
 09996926479
 09076033381
- All expenses to be incurred during this activity, including payment for the services by the concerned personnel during the Oplan Balik Eskwela(OBE), in addition to or over and above their regular workload shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
- All field and school officials are enjoined to support this campaign to ensure a smooth school opening.
- Immediate dissemination of this memorandum is desired.

JOSE L. DONCILLO, CESO VI
 Schools Division Superintendent

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

ENROLMENT PROJECTS SCHOOLS COMMITTEES