



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
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**Division Memo No. 146 s. 2019**

Name of Office:  
**SGOD-SMME**

**To: All Functional Division Chiefs  
 Section/Unit Heads  
 Public Schools District Supervisors/Coordinating Principals  
 Others Concerned**

**From: MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent

MAY 13 2019

**SUBJECT: CONDUCT OF THE 2019 DIVISION OPLAN BALIK ESKWELA**

**DATE: MAY 14, 2019**

1. Pursuant to Department of Education Memorandum no. 29, s. 2019 entitled 2019 Oplan Balik Eskwela, the Schools Division of Benguet will launch the Oplan Balik Eskwela (OBE) for School Year (SY) 2019-2020 on May 29-June 7, 2019.
2. The OBE aims to address the problems commonly encountered at the start of the school year to ensure that learners are already properly enrolled and able to attend school by the first day of classes.
3. The Division Office Oplan Balik Eskwela (OBE) Information and Action Center (DOBEIAC) will oversee the implementation of the project and address local concerns. It shall set-up an information and action center with hotlines to receive calls, text messages, fax messages, and emails on complaints, requests and suggestions from parents, students, and other concerned citizens; and set-up a help desk to accommodate walk-in concerns, and updates. Refer to Enclosure 1 of this memo for the list of personnel involved and the terms of reference.
4. To ensure the smooth conduct of activities, the following matrix shall serve as guide:

No.	ACTIVITY	OBJECTIVES	PERSONS INVOLVED	SCHEDULE
1	Conduct of Oplan Balik Eskwela (OBE) Information and Action Center	To address problems, queries and other concerns commonly encountered by the public schools at the start of the school year	All committees	May 29-June 7, 2019
2	Oplan Balik Eskwela Monitoring with	To monitor and submits relevant findings /issues from public schools	Regional and Division Monitoring	June 3-7, 2019

	the Regional Team Leader and Sub Team Leader		Team	
3	Division OBE post conference	To present findings during the OBE for appropriate action during flag ceremony	All Division Personnel	June 10, 2019

5. Wide dissemination and participation of all concerned to this activity is enjoined.

SMMEers

**Division 2019 Balik Eskwela (OBE) Information and Action Center Committee (DOBEIAC)**

Consultant: MARIE CAROLYN B. VERANO, CESO VI

Chairperson: NESTOR L. BOLAYO, OIC, Office of the ASDS

**A. PUBLIC ASSISTANCE HOTLINE**

Name	Terms of Reference
1. Nestor Bolayo (OSDS)	a. Attend to callers with queries, complaints, problems, requests among others concerning school opening and other education matters;
2. Rose Anapen (CID)	b. Provide immediate appropriate actions/solutions for issues/concerns received from callers;
	c. Refer complaints/cases that need immediate investigation to the Quick Response Team;
3. Jeanette Kiong (SGOD)	d. Submit the required daily morning and afternoon reports to the Monitoring Unit for consolidation and evaluation.

**B. SOCIAL MEDIA (FB MESSENGER) EMAIL and TEXT MESSAGING SERVICES**

1. Eric Wanson	a. Reply/respond to messages received and print the messages if necessary;
	b. Refer complaints/cases that need immediate investigation to legal team if necessary, and
2. Anafe Anton	c. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.

**C. WALK-IN ASSISTANCE**

1. Nestor Bolayo (OSDS)	a. Attend to issues/concerns/complaints of walk-in clients;
	b. Prepare endorsement letters/communications to school concerned;
2. Rose Anapen (CID)	c. Provide information needed by the clients;
	d. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.
3. Jeanette Kiong (SGOD)	

**D. LEGAL ASSISTANCE**

Curriculum Implementation	a. Provide immediate resolution to complaints that are classified as urgent;
Division Concerns	b. Conduct on-the-spot investigation and monitoring of schools as the need arises; and
1. Rizalyn A. Guznian	
2. Warden Baltazar	c. Submit the required daily reports to the Secretariat for consolidation and evaluation.
School Governance and	
Operations Division	
1. Lucio Alawas	
2. Jeanette Kiong	
Office of the Schools Division	
Superintendent	
1. Atty. Nover Singgangan	
2. Glenn Duguis	

## **E. SECRETARIAT**

1. Janet Laruan
  - a. Oversee and supervise the daily operations of the activity;
  - b. Prepares the daily reports for the Schools Division Superintendent's information based on the submitted reports of the team;
  - c. Make print and video documentation;
  - d. Gather and consolidate data from the different units of the OBEIAC, and generate all reports;
  - e. Document and finalize the 2019 OBE Narrative Report;
  - f. Provide the technical needs of the team; and
  - g. Assist all teams if necessary.
2. Christine Damoslog
3. Anfe Calapen
4. Lizelle Lupante

## **F. MEDIA RELATIONS**

1. Stephen Bulalin
  - a. Set and coordinate schedules for press conferences;
  - b. Prepare media advisories and briefers for the activity for the committee and stakeholders;
  - c. Facilitate the press conference and assist the media;
  - d. Attend to media requests for data and interviews; and
  - e. Coordinate with the partners and stakeholders.
2. Nerissa Barbosa
3. Francis Peckley
4. Macarthy Malanes

## **G. MONITORING UNIT**

NAME	POSITION	ROLE
Agustin B. Gumuwang	Chief	Regional Team Leader
Jennelyn B. Kitongan		Regional Documenter
May Claire Jimenez	SEPS-SOCMOB	SDO Partner
Stephen Bulalin	EPSP II-SOCMOB	SDO Partner
Virginia Basatan	SEPS-SMME	SDO Partner

### **CLUSTER 1: BOKOD, KABAYAN, ATOK**

Ethielyn E. Taqued, Ed. D. Regional Assistant Team Leader

1. Virginia Basatan
2. Florabel Balanon
3. Stephen Bulalin/ Arch. Denver Sin-ot
4. CID - Gloria Suayan/ Joseph Pacpaco/ Simon Backian
5. OSDS – Bookkeepers assigned in the District

### **CLUSTER 2: TUBA, ITOGON I, ITOGON II, SABLAN**

Cyrille Gay B. Miranda Regional Assistant Team Leader

1. Dr. Joan Bumanghat
2. Elmer Sagubo
3. Corazon Quipot
4. CID – William Abance/ Rosita Dayag/ Ambrosio Atew/ Jonathan Sadey
5. OSDS – Bookkeepers assigned in the District

### **CLUSTER 3: LA TRINIDAD, KAPANGAN, TUBLAY**

Evangeline P. Malag Regional Assistant Team Leader

1. Arvin Doman
2. Nerissa Barbosa
3. Rodriguez Belino/ Engr. Melba Himoldang

4. CID – Melchor Tican/ Aladin Dobinto
5. OSDS – Bookkeepers assigned in the District

**CLUSTER 4: MANKAYAN, BUGUIAS**

Maksim Botilas Regional Assistant Team Leader

1. Ceasar Luma-ang
2. Lester Balagot
3. Joven Agtani/ Engr. Aries Manabat
4. CID – Dela Rosa Delmas/ Onofre Limpayos
5. OSDS – Bookkeepers assigned in the District

**CLUSTER 5: KIBUNGAN, BAKUN**

Atty. Vanessa B. Flora Regional Assistant Team Leader

1. May Claire Jimenez
2. Engr. Ferdinand Sangcaan/ Engr. Haila Lacasandile
3. Kenneth Kelcho
4. CID – Ludinia Sano-an/ Molly Ablaza
5. OSDS – Bookkeepers assigned in the District

**EXECUTIVE RAPID ASSESSMENT ACTION & DEBRIEFING**

Members:

1. Mary Carolyn B. Verano SDS
2. Nestor L. Bolayo OIC, OASDS
3. Lucio B. Alawas CES-SGOD
4. Rizalyn A. Guznian, Ed. D. CES-CID
5. Glenn N. Duguias AO V