



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

02 JUNE 2020

DIVISION MEMORANDUM
No. **105** s. 2020

**JOINT 2020 BRIGADA ESKWELA AND OPLAN BALIK ESKWELA
INFORMATION AND ACTION CENTER (OBEIAC) COMPOSITION PER SCHOOL**

To: OIC-Assistant Schools Division Superintendents
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to DepEd Memorandum OU-LAPP No. 0-229. s. 2020 entitled **GENERAL GUIDELINES ON THE JOINT IMPLEMENTATION OF THE 2020 BRIGADA ESKWELA AND OPLAN BALIK ESKWELA**, this office announces its explicit support to "**Bayanihan sa Paaralan**" which promotes sustainable and safe living and also highlights the application of knowledge and convergence of efforts to address health and social issues at home, in school, and in the community, relative to the new normal.
2. The program of Oplan Balik Eskwela and Brigada Eskwela 2020 under the new normal will start from June 1 until August 29, 2020. The activities will highlight partnership initiatives that complement the Department's efforts to ensure that quality basic education will continue despite the challenges in adapting to the COVID-19 situation, and to implement the Learning Continuity Plan (LCP)
3. The implementation of Brigada Eskwela (BE) and Oplan Balik Eskwela (OBE) includes the engagement of stakeholders and addressing problems, queries, and other concerns in preparation for the start of classes. The 2020 BE and OBE shall be adjusted to adapt to the new normal in public schools.
4. Relative to this, the composition of the Division OBEIAC (Oplan Balik Eskwela Information and Action Center), including their Terms of Reference, is hereby announced. (Please see Enclosure)
Likewise, each school is hereby mandated to constitute their SCHOOL OBEIAC.
5. SCHOOL OBEIAC must include at least the School Head, Brigada Eskwela Coordinator, IT Coordinator. However, the SHs may include additional members to the team, as they see fit. The composition shall be submitted to luzviminda.saludares@deped.gov.ph or at GC: SDO-SBM Team, not later than June 02, 2020. Information to be included: Complete name of member, deped email address, and contact number.



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773




tayabas.city@deped.gov.ph



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6. Orientation with the OBEIAC – both from SDO and School Level shall be conducted on June 03, 2020 at 3:00 PM. Link shall be communicated later.
7. Immediate and wide dissemination of this Memorandum is desired.


ANIANO M. OGAYON, CESO V
Schools Division Superintendents

Encl.:
As stated



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Division Oplan Balik Eskwela Information and Action Center (OBEIAC)

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2020 DepEd Oplan Balik Eskwela Information and Action Center

June 1- August 29, 2020

7:00 A.M. – 6:00 P.M.- Monday to Friday

8:00A.M.-5:00P.M.- Saturday and Sunday

TERMS OF REFERENCE

Name of Personnel	Schedule	Duties and Functions
Dr. Christian Bables Marife R. Lagar Maria Corazon Borbon Luzviminda E. Saludaes Joan Kathleen T. Brizuela Engr. Jaypee Escobar	June 1- August 29 2020	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
Dr. Christian Bables Marife R. Lagar Maria Corazon Borbon Luzviminda E. Saludaes	June 1- August 29 2020	4. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.
		B. Email and Text Messaging Service and Social Media (Facebook, Messenger, Twitter and Instagram)
		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



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Joan Kathleen T. Brizuela Engr. Jaypee Escobar		3. Submit the required daily morning and afternoon reports to the Secretariat for consolidation and evaluation.
		C. Walk-In Assistance
Dr. Christian Bables Marife R. Lagar Note: Members of the Team will be scheduled for Walk-In Assistance and for Saturday Schedules	June 1- August 29 2020	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
ASDS Maylani Galicia AO Conrad C. Gabarda Dr. Edwin R. Rodriguez Chief Imelda C. Raymundo	June 1- August 29 2020	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.

