



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Arch. Gabriel M. Reyes St., Kalibo, Aklan



May 25, 2017

**DIVISION MEMORANDUM**  
No. 112, s. 2017

**COMPOSITION OF OPLAN BALIK ESKWELA (OBE) 2017 TASK FORCE**

To: **Education Program Supervisors/Coordinators**  
**Senior/Education Program Specialists**  
**Public Schools District Supervisors (PSDSs)/Principals/Head Teacher In-Charge of the District (PIDs/HTID)**  
**Division Office Personnel**  
**Public and Private Elementary, Secondary and Integrated School Heads**  
**All Others Concerned**

1. In preparation for the opening of classes for School Year 2017-2018 and in compliance with DepEd Memorandum No. 55 s. 2017 entitled "2017 Oplan Balik Eskwela," to date are the following Division Office personnel that shall compose the OBE Information and Action Center (IAC):

Date	Senior Action Officer	Support Personnel	Contact Number
25 May 2017	SEPS Mar Bien Gregory Parel	AO V Patrocenia Mamburam	268-4235
26 May 2017	EPS Johann Cawaling	Accountant III Marissa Jizmundo	268-4235
29 May 2017	MO III Rhoby Fernandez, MD	AO V Bella Suante	268-4235
30 May 2017	SEPS Edna Ayon	ITO I Floradel Pelayo	268-4235
31 May 2017	PO III Milgie Villareal	PDO II Apple Gay Oquendo	268-4235
05 June 2017	SEPS Mar Bien Gregory Parel	AO V Patrocenia Mamburam	268-4235
06 June 2017	EPS Johann Cawaling	Accountant III Marissa Jizmundo	268-4235
07 June 2017	MO III Rhoby Fernandez, MD	AO V Bella Suante	268-4235
08 June 2017	SEPS Edna Ayon	ITO I Floradel Pelayo	268-4235
09 June 2017	PO III Milgie Villareal	PDO II Apple Gay Oquendo	268-4235

*"May katawhayan ag kalipayan sa among mga eskuelahian."*

13 June 2017	SEPS Mar Bien Gregory Parel	AO V Patrocenia Mamburam	268-4235
14 June 2017	EPS Johann Cawaling	Accountant III Marissa Jizmundo	268-4235
15 June 2017	MO III Rhoby Fernandez, MD	AO V Bella Suante	268-4235
16 June 2017	SEPS Edna Ayon	ITO I Floradel Pelayo	268-4235

2. The concerns received by a support personnel (receiving officer) must be referred to the senior action officer who will judiciously and expeditiously act on the concern/s, and/or refer the concern/s to the appropriate officer.
3. The senior action officer prepares and submits report at 11 o'clock AM and 5 o'clock PM daily to CO-IAC.
4. As part of the 2017 *Oplan Balik Eskwela (OBE)* activities for SY 2017-2018, all schools should activate their respective OBEIAC up to June 16, 2017, to be chaired by the school head and to be manned by one (1) or more teachers every day.
5. A school head shall assign his/her teacher/s on rotation basis and they will man the OBEIAC; stay in the school center starting 8:00 o'clock AM up to 5:00 o'clock PM.
6. The Task Force will perform the following functions:
  - a. Set up hotlines and receive calls, text messages, fax messages and email on complaints, requests and suggestions from parents, students and concerned stakeholders;
  - b. Put-up a help desk to accommodate walk-in concerns;
  - c. When necessary, take appropriate actions to respond to complaints, requests and suggestions;
  - d. Submit reports as to major findings and recommendations (actions, steps and policy) of the activity;
  - e. Ensure that help desks are manned at all times during office hours;
  - f. Information Officers – consolidate reports for submission to higher Office and prepare reports for media;
  - g. Support Staff – provide secretarial and logistical assistance work to the Task Force.
7. The Task Force shall be active effective immediately up to June 16, 2017.

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8. Report of the names of the school-organized OBEIAC members shall be submitted to the Division Office on or before May 31, 2017, attention: Arch. Mar Bien Gregory G. Parel.
9. Related expenses to be incurred shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
10. Widest dissemination of this memorandum is strongly desired.

**Dr. ERNESTO F. SERVILLON, Jr., MNSA**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent *hde*

Reference: DepEd Memorandum No. 55, s. 2017

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

**ADMISSION OR ENROLLMENT**

**BUREAUS AND OFFICES**

**CAMPAIGN**

**CENTER**

**COMMITTEES**

**PROJECTS**

**SCHOOLS**

/mgp

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