

## Republic of the Philippines

## Department of Education

REGION I SCHOOLS DIVISION OFFICE OF ALAMINOS CI

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM** DM-2023-376

TO

: Assistant Schools Division Superintendent

Chief Education Supervisors-CID and SGOD

All School Heads of public elementary and secondary schools in the

2023 -08- 14

Division

All School Information Coordinators

SUBJECT

: SCHOOL OPLAN BALIK ESKWELA HELP DESK

**FROM** 

: Office of the Schools Division Superintendent

DATE

: August 10, 2023

- 1. To facilitate and to respond to simple queries, requests, suggestions, complaints and other concerns regarding the enrolment and the opening of classes, all school heads are enjoined to put up an Oplan Balik Eskwela (OBE) help desk in their respective assigned schools from August 14 to 26, 2023.
- 2. School heads are advised to assign teachers who will man the OBE help desk to disseminate and to clarify DepEd policies, programs, projects and processes particularly on issues and concerns relevant to the opening of the school year.
- 3. All School Information Coordinators are instructed to send updates and reports on the questions, requests, suggestions, complaints and other concerns on the opening of classes received by the school from the public. Updates and reports shall be forwarded to Mrs. Diana Marie G. Oiguan, Senior Education Program Specialist of the Human Resource Development with Planning and Research unit (contact no: 09094192520, email address: dianamarieoiguan@deped.gov.ph), every 10:00 AM and 03:00 PM, for consolidation and reporting to the Regional and Central Offices.
- 4. Please refer to the attached template to be used for updates and reporting.

5. For your information, guidance and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI

Assistant Schools Division Superintendent Officer-In-Charge Schools Division Superintendent

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan

Telephone Number: (075) 205 - 0644 Website: depedalaminoscity.com

## **OPLAN BALIK ESKWELA**



REFERENCE NO:	Date
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ENROLLMENT CONCERN	
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Enrollment Process (K to 10) Enrollment Requirement	LIS/LRN
Physical Faciliites & Furniture / Resources	
Chairs Classroom Computers	School Building
Textbook/Modules/Learning Materials	
DEPED PROGRAMS	Home Study Program
Special Education (SPED) Alternative Learning Systems (ALS)  GASTPE-ESC GASTPE-TSS GASTPE-SHS VP	Home Study Program
GASTPE-ESC GASTPE-TSS GASTPE-SHS VP	
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SHS CONCERNS	
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SCHOOL POLICY & OPERATION	
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MOOE Personnel Complaints Principal Compla	ints Private School Concern
PTA / GPTA School Accreditation School Activ	3 Million Contraction
School Calendar School Complain School ID	School Records
School Rules & Regulation School Uniform	Selling of Modules/Textbooks
Non-teaching Personnel Hiring Teacher Benefits Teacher	Hiring Tuition Fee
LEGAL ISSUES  Change of Personal Records  Child Protection Policy	Magna Carta for Teachers
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OTHER MATTERS	
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NATURE OF ASSISTANCE

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