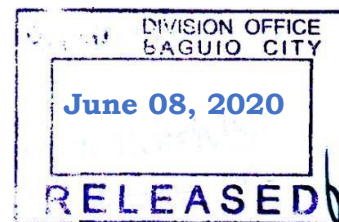




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY



Office of the Schools Division Superintendent

June 5, 2020

**Schools Division Memorandum No. 234, S. 2020**

**2020 DIVISION BRIGADA ESKWELA AND OPLAN BALIK  
ESKWELA RELATIVE TO COVID-19 SITUATION**

To: Chief Education Supervisors  
Identified Schools Division Personnel  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
District Information Officers and ICT Coordinators  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 53, S. 2020 Re: *Joint Implementing Guidelines - 2020 Brigada Eskwela and Oplan Balik Eskwela Relative to Covid-19 Situation* dated May 28, 2020, Schools Divisions Brigada Eskwela and Oplan Balik Eskwela will be undertaken from June 1, 2020 to August 29, 2020.
2. To ensure the smooth conduct of activities, the following matrix shall serve as a guide:

| ACTIVITY   | OBJECTIVES   | PERSONS INVOLVED  | SCHEDULE                          |
|--|--|---|-----------------------------------|
| Advocacy Campaign for Oplan Balik Eskwela and Brigada Eskwela 2020   | To prepare and implement information and advocacy campaign programs to increase awareness of stakeholders and gather resource support for basic education through Brigada Eskwela. | SDS<br>ASDS<br><br>Chief Education Supervisors<br><br>Public School District Supervisors<br><br>Division Information Officer<br><br>District Information Officers | June 1 - August 29, 2020          |
| Virtual Orientation on the DepEd Memorandum No. 53, s, 2020 re: Joint Implementing Guidelines on the 2020 Brigada Eskwela and Oplan Balik Eskwela Relative to COVID-19 Situation | To orient identified participants regarding DepEd Memo No. 53 S. 2020  | Public School District Supervisors<br><br>Public Elementary and Secondary School Heads  | June 9, 2020<br>9:00 am via Zoom  |
| Virtual Orientation on OBE Ticketing System and  | To monitor and submit relevant findings  | Division Information Officer  | June 10, 2020<br>1:30 pm via Zoom |

|  |  |  |                                    |
|--|--|--|------------------------------------|
| Information Action Center via Zoom   | /issues from public schools  | District Information Officers<br><br>School OBE PACC |                                    |
| Virtual Division Brigada Eskwela , Oplan Balik Eskwela and Parents Academy Kick-off via Zoom | <ul style="list-style-type: none"> <li>a) To orient the participants on the COVID-19 situation and scenarios;</li> <li>b) To discuss the Learning Continuity Plan (LCP);</li> <li>c) To give new direction in engaging partners in investment in education through parents academy;</li> <li>d) To discuss the basic roles and responsibilities of partners, including parents; and;</li> <li>e) To debrief learners, among others.</li> </ul> | Teaching and Non-teaching personnel in SDO Baguio    | June 18, 2020<br>10:00 am via Zoom |
| Virtual Division OBE Post Conference   | To present findings during the OBE for appropriate action during flag ceremony   | All Schools Division Personnel                       | September 4, 2020                  |

3. The **Schools Division Oplan Balik Eskwela Information and Action Center Committee (SD-OBEIACC)** is composed of the following:

| <b>Schools Division Oplan Balik Eskwela Information and Action Center Committee (SD-OBEIACC)</b>   |  |  |  |
|--|--|--|--|
| <b>NAME</b>  |  | <b>TERMS OF REFERENCE</b>  |  |
| <b>Chairperson:</b><br><b>MARIE CAROLYN B. VERANO, CESO V,</b><br><i>School Division Superintendent</i>  |  | a) Provide Technical Assistance to School Heads;<br><br>b) Provide immediate solution to major issues & concerns that are classified as urgent.<br><br>c) Debrief members of Schools Division OBEIAC as needed |  |
| <b>Vice-chairperson:</b><br><b>SORAYA T. FACULO, PhD.,</b><br><i>Assistant Schools Division Superintendent<br/>           OIC – Chief Education Supervisor, SGOD</i> |  |  |  |
| <b>A.</b>  | <b>Public Assistance Hotline (Landline, Messenger)</b> |  |  |
|  | <b>NAME</b>  | <b>TERMS OF REFERENCE</b>  |  |
| 1  | Judy Paran   |  |  |

|           |   |   |  |
|-----------|---|---|--|
|           |   | (SDS Office)<br>442-7819  | a) Attend to clients with queries, complaints, problems, requests among others concerning school opening and other education matters.  |
|           | 2   | Jesse Lance Dawaton<br>(Schools Governance and Operations Division)<br>446-1488 | b) Provide immediate appropriate actions/ solutions for issues/ concerns received from clients.  |
|           | 3   | Don Jose Tolentino<br>(Administrative Services)<br>244-0978                     | c) Refer complaints/ cases that need immediate investigation to the Quick Response Team  |
|           | 4   | Arlene Dacay<br>(Curriculum Implementation Division)<br>442-4393                | d) Reply/ respond to messages received and print the messages if necessary   |
|           | 5   | Nadine Bautista<br>(Records Office)<br>442-4326                                 | e) Refer complaints/ cases that need immediate investigation to Legal Team if Necessary  |
|           |   |   | f) Receive, process and respond to simple queries, information requests, and grievance from the general public. Complex issues and complaints shall be referred to the Legal Officer |
|           |   |   | g) Submit the required weekly monitoring unit for consolidation and evaluation.  |
| <b>B.</b> | <b>Advocacy and Information Campaign / Media Relations and Public Affairs</b> |   |  |
|           | 1   | Lillian S. Pagulongan   | a) Set and coordinate schedules for press conferences;   |
|           | 2   | Elaine B. Cabuag  |  |
|           | 3   | Joseph Estigoy / PESPA  | b) Prepare media advisories and briefers of the activity for the committee and stakeholders;   |
|           | 4   | Danilo Gayao / NAPSSHI  |  |
|           | 5   | Christopher David G. Oliva  | c) Facilitates the press conference and assist the media;  |
|           | 6   | Arian C. Bangse-il  |  |
|           | 7   | Harris Dizon  | d) Attend to media requests for data and interviews; and   |
|           |   |   | e) Coordinate with the partners and stakeholders;  |
|           |   |   | f) Assist in the dissemination and clarification of DepEd Policies, programs, projects, and processes, particularly those relevant to enrollment issues;                             |
|           |   |   | g) Prepare and implement information and advocacy campaign programs to increase awareness of stakeholders and gather resource support for basic education through Brigada Eskwela.   |
| <b>C.</b> | <b>Walk-in Assistance</b>   |   |  |
|           | 1   | Assigned Officer of the Day   | a) Attend to issues/ concerns/ complaints of walk-in clients   |
|           |   |   | b) Refer to the proper section / unit for appropriate action.  |

|  |                         |                       |  |
|--|-------------------------|-----------------------|--|
|  |                         |                       |  |
| <b>D.</b>  | <b>Legal Assistance</b> |                       |  |
| <b>Curriculum Implementation Division Concerns</b>   |                         |                       | a) Provide immediate resolution to complaints that are classified as urgent;<br>b) Conduct on-the-spot investigation and monitoring of schools as the need arises; and;<br>c) Submit the required daily reports to the Secretariat for consolidation and evaluation. |
|  | 1                       | Juliet Sannad, EdD    |  |
|  | 2                       | Fernando B. Eleponga  |  |
| <b>School Governance and Operations Division</b>     |                         |                       |  |
|  | 1                       | Jerry C. Ymson        |  |
|  | 2                       | Reynalyn T. Padsuyan  |  |
| <b>Office of the Schools Division Superintendent</b> |                         |                       |  |
|  | 1                       | Atty. Annette Doyaoen |  |
|  | 2                       | Nieves D. Ebanio      |  |

|           |   |  |  |
|-----------|---|--|--|
| <b>E.</b> | <b>Secretariat</b>  |  |  |
|           | Lead - Victor A. Fernandez  |  | a) Oversees and supervises the daily operations of the activity;<br>b) Prepares the daily reports for the Schools Division Superintendent's information based on the submitted reports of the team;<br>c) Makes print and video documentation;<br>d) Gathers and consolidates data from the different units of the OBEIAC, and generate all reports to be inputted in the OBE Ticketing System<br>e) Documents and finalizes the 2020 OBE Narrative report;<br>f) Provide the technical needs of the team; and;<br>g) Assist all teams if necessary. |
|           | Members:<br>Samuel Bab-anga<br>Lily M. Basigan<br>Denis Daniwis<br>Isheen Leva<br>Shay Posadas<br>Airah Naron<br>Fevie Cosi |  |  |

|          |                                      |                       |   |
|----------|--------------------------------------|-----------------------|---|
| <b>F</b> | <b>Division Information Officers</b> |                       |   |
|          | <b>NAME</b>                          | <b>ROLE</b>           | <b>TERMS OF REFERENCE</b>   |
|          | 1 Harris G. Dizon, Jr.               | Division ITO          | a) Assists and acts as point persons in addressing issues and concerns raised by the DepEd Central Office, the public, and the media involving their offices;<br>b) Informs the Schools Division Office regarding untoward incidents as reported by District Information Officers and submit detailed report within 24 hours to the SDO Executive Committee for appropriate action;<br>c) Promotes DepEd programs, projects, and activities in the official SDO social media platforms; |
|          | 2 Elaine B. Cabuag                   | DIO / SEPS – SocMob   |   |
|          | 3 Christopher David G. Oliva         | ADIO / PDO II - LRMSD |   |

| <b>G. DISTRICT INFORMATION AND ACTION OFFICERS</b>                 |                      |                 |  |
|--|----------------------|-----------------|--|
|  | <b>Name</b>          | <b>Position</b> | <b>Role</b>                              |
| <i>Baguio Central District – Elementary</i>                        |                      |                 |  |
| 1  | Lourdes B. Lomas-e   | PSDS            | District Information Officer             |
| 2  | Leonila Catungal     | School Head     | Alternative District Information Officer |
| <i>Mabini District - Elementary</i>                                |                      |                 |  |
| 1  | Leticia C. Hidalgo   | PSDS            | District Information Officer             |
| 2  | Nixon C. Elahe       | School Head     | Alternative District Information Officer |
| <i>North Quezon District - Elementary</i>                          |                      |                 |  |
| 1  | Simeon Yangyang      | PSDS            | District Information Officer             |
| 2  | Jackson T. Caya-os   | School Head     | Alternative District Information Officer |
| <i>West Baguio Central District - Elementary</i>                   |                      |                 |  |
| 1  | Brendalee C. Awingan | PSDS            | District Information Officer             |
| 2  | Florida F. Cael      | School Head     | Alternative District Information Officer |
| <i>Quezon District - Elementary</i>                                |                      |                 |  |
| 1  | Julia L. Ladiong     | PSDS            | District Information Officer             |
| 2  | Estrella B. Bulay    | School Head     | Alternative District Information Officer |
| <i>Lucban District - Elementary</i>                                |                      |                 |  |
| 1  | Leonard N. Dawaton   | PSDS            | District Information Officer             |
| 2  | Alice B. Masidong    | School Head     | Alternative District Information Officer |
| <i>West Baguio Central and Baguio Central District - Secondary</i> |                      |                 |  |
| 1  | Santiago L. Bugtong  | PSDS            | District Information Officer             |
| 2  | Danilo P. Gayao      | School Head     | Alternative District Information Officer |
| <i>Lucban &amp; Mabini District - Secondary</i>                    |                      |                 |  |
| 1  | Brendalee C. Awingan | PSDS            | District Information Officer             |
| 2  | Ester L. Gallotan    | School Head     | Alternative District Information Officer |
| <i>Baguio City High School and Annexes - Secondary</i>             |                      |                 |  |
| 1  | Lourdes B. Lomas-e   | PSDS            | District Information Officer             |
| 2  | Julia Biligan        | School Head     | Alternative District Information Officer |
| <i>Quezon and North Quezon District - Secondary</i>                |                      |                 |  |
| 1  | Brendalee C. Awingan | PSDS            | District Information Officer             |
| 2  | Mary Jane N. Malihod | School Head     | Alternative District Information Officer |

| <b>TERMS OF REFERENCE: DISTRICT INFORMATION AND ACTION OFFICERS</b>   |
|---|
| <p>a. Assist and act as point person in addressing issues and concerns raised by the DepEd Central Office, Regional Office, Division Office, the public, and the media involving their offices;</p> <p>b. Inform the Regional Public Affairs Unit and the Division Information Unit of any untoward incidents in your district and submit detailed report within 24 hours to the SDO Information Officer;</p> <p>c. Provide news feeds (e.g. articles, photos) to the Regional Public Affairs Unit or Division Information Unit for possible inclusion in media releases to the local and national outlets, regional/division</p> |

publications, and social media. This does not preclude any contributions submitted to existing division newsletters;

- d. Coordinate with the Regional Public Affairs Unit and Division Information Unit on official statements and reactions on existing issues;
- e. Promptly assist the regional and division office during communication crises; and
- f. Perform the duties of a district lead information or action officer on top of your current duties.

4. This issuance further directs all public elementary and schools in the division to **set up a school-based OBE-IACC** Composition of the School based OBE-PACC shall fill-out the following Google Form with the link, <https://tinyurl.com/SchoolOBEPACC2020> on or before June 11, 2020.

|              |  |
|--------------|--|
| Chairperson: | School Head  |
| Members:     | 1. Head Teacher/ Master Teacher<br>2. School ICT Coordinator |

5. The School-Based OBE-IACC shall oversee implementation of the opening of classes and address local concerns; set up hotlines to receive calls, text messages, and emails on complaints, request and suggestions from parents, students and other stakeholders; set up help desk to accommodate walk-in concerns (after GCQ in the city is lifted); and update and submit daily reports and/or pictures in in soft copy through your PSDSs. PSDSs will submit an accomplishment report in the Division Information Officers' email addresses: [elaine.cabuag001@deped.gov.ph](mailto:elaine.cabuag001@deped.gov.ph) and [christoperdavid.oliva@deped.gov.ph](mailto:christoperdavid.oliva@deped.gov.ph)
6. For immediate dissemination and compliance.



**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent

Reference: DepEd Memorandum no. 53, s. 2020

SDO Baguio / Brigada Eskwela - Schools Division Oplan Balik Eskwela (OBE) Information and Action Center Committee (SDOBEIAC)  
2020

June 6, 2020