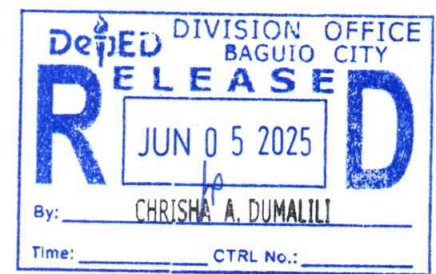




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



June 5, 2025

**DIVISION MEMORANDUM**

No. 343-2025

**OPERATIONAL GUIDELINES ON THE CONDUCT OF KEY ACTIVITIES  
FOR THE START OF SCHOOL YEAR 2025-2026**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Others Concerned

1. Pursuant to DepEd Order No. 12, s. 2025 or the Multi-Year Implementing Guidelines on the School Calendar and Activities, this Office highlights specific provisions for to SDO Baguio City public elementary and secondary schools and CLCs on activities relative to the opening of the new school year.
2. The SY 2025 – 2026 formally opens on June 16, 2025 and shall consist of 197 class days inclusive of the End-of-School Year (EOSY) Rites, or as may be determined by subsequent issuances in case of changes in the school calendar due to unforeseen circumstances. Public elementary and secondary schools and CLCs shall comply with the provisions stipulated under RA 11480, particularly the requirement of 180-day mandatory contact days for teachers and learners, as stipulated in DO 22, s. 2024.
3. In preparation for the opening of classes, the following activities are highlighted and reiterated for all public schools:
  - a. **Enrollment.** The enrollment period shall be conducted one week before the official start and opening of classes from June 9 to 13, 2025.
  - b. **Brigada Eskwela.** It shall also be conducted from June 9 to 13, 2025. SDO Baguio City shall hold its kickoff ceremony on June 9 at Pinget National High School.
  - c. **Conduct of Mandatory Learners' Health Assessment.** All learners shall undergo a mandatory health assessment during the Brigada Eskwela and up to three weeks after the start of classes, to be conducted by the designated health personnel of the school in coordination with class advisers. The assessments include a general physical examination, as well as evaluations of all systems, vision and hearing screening, oral health examination, immunization status, and review of medical and family history. **For this Schools Division, the schedule of MLHA shall be from June 9 to July 4, 2025. All Health personnel, including all Regular and SEF-paid Nurses, are mandated to be stationed in schools to facilitate coordination with class advisers in the conduct of Learners' MLHA.**
  - d. **Oplan Balik Eskwela (OBE).** SDO Baguio, through the personnel in-charge of Public Affairs, shall spearhead the OBE a week before and after the opening of classes from June 9 to 13 and June 23 to 27, 2025. This effort ensures the proper enrollment of learners in public and private schools and addresses common problems and concerns through the OBE Task Force. **Enclosure 1** provides the OBE Task Force members and terms of reference.





Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

4. The in-person learning delivery modality shall remain the primary learning delivery modality in all schools. In the event of a declaration of suspension or cancellation of in-person classes by authorized offices due to emergencies and hazards, as stipulated in DO 22, s. 2024, schools and CLCs shall automatically implement EiE-ADM or Education in Emergency-Alternative Delivery Modality, following their respective Learning and Service Continuity Plan (LSCP) through Distance Learning Delivery Modalities, whether Modular Distance Learning, Online Distance Learning, TV-Based Instruction, Radio-Based Instruction, or Blended Learning.
5. Relative to the implementation of EiE-ADM in case of f2f class suspensions and/or work suspensions, public schools and CLCs are required to initially develop their Learning Delivery Plans (LCPs) following the format presented in **Enclosure 2**. Submission of which shall be on or before **June 27, 2025** through the Office of the Curriculum Implementation Division (CID).
6. To be able to incorporate a balance of academic, social, and emotional learning activities to kickoff the new school year, activities for the first week of classes from June 16 to 20 are suggested in **Enclosure 3**.
7. The School Governance and Operations Division – School Management Monitoring and Evaluation Unit shall ensure effective and efficient implementation of activities before and during school opening. Monitoring Tools are attached in **Enclosure 4** for guidance and reference.
8. Immediate dissemination of and strict compliance with this Memorandum is enjoined.

**SORAYA T. FACULO REED, CESO VI**  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

**ENCLOSURE 1. OPLAN BALIK ESKWELA TASK FORCE**

**I. OBE Public Assistance Command Center Members at the Division Level:**

Chairperson: Soraya T. Faculo, CESO VI, Schools Division Superintendent  
 Co-Chair: Carmel F. Meris, OIC-ASDS  
 Vice Chair: Jerry Ymson, EPS-SGOD, DPAO  
 Members: Juliet Sannad, CES-CID  
 Niño Tibangay, CES-SGOD  
 Atty. Annette Doyaoen, Legal Officer  
 Nieves Ebanio, AO V  
 Secretariat: Arianne Bangsi-el, Records Officer

**II. OBE Public Assistance Command Center Members at the School Level:**

Chairperson: School Principal or Assistant School Principal  
 Members: School Administrative personnel and other staff

**III. Terms of Reference of OBE PACC:**

1. To serve as an information and complaint processing and routing mechanism for concerns received from June 9 to 13, June 16 to 20, and June 23 to 27, 2025;
2. It shall receive, facilitate, and respond to simple requests, information requests, and complaints from the general public;
3. It shall refer and coordinate with the concerned DepEd Offices on complex concerns that will require the specific office's appropriate action;
4. It shall further monitor, document, and generate reports on all issues and concerns received by the OBE-PACC, including the actions taken.
5. The OBE Secretariat shall prepare daily reports based on data generated from the PACC and from OBE Teams; prepare documentation; and submit reports to proper authorities.

**IV. SDO Baguio City OBE and Brigada Eskwela Monitoring Teams:**

DISTRICTS	TEAM COMPOSITION			
	PSDS	OSDS	CID	SGOD
1 and 2	Nixon Elahe, Rosanna Dizon, Ma. Louella Moncada, CID EPS, SGOD, Budget and Accounting, ICT			
3 and 4	Rey Gapasin, Nancy Dumalili, Christorey Simangan, CID EPS, SGOD, Budget and Accounting, ICT			
5 and 6	Rosiebeel Marzo, Lourdes Lomas-e, Diane Dalilis, CID EPS, SGOD, Budget and Finance, ICT			
7 and 8	Jayrerose Guevarra, Brendalee Awingan, Bryan Bosaing, CID EPS, SGOD, Budget and Accoutning, ICT			
9 and 10	Marilyn Tami-ing, Santiago Bugtong, Personnel, CID EPS, SGOD, Budget and Accounting, ICT			





Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

---

**V. Terms of Reference of OBE Teams:**

1. School visits from June 16 to 20 and June 23 to 27, 2025
2. Do courtesy call with School Head
3. Gather data based from the Monitoring Tool attached in Enclosure 4
4. Address simple concerns referred to onsite
5. Refer other concerns to SDO OBE Public Assistance Command Center
6. Finalize reports and submit to OBE PACC Secretariat



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY

**ENCLOSURE 2. LEARNING DELIVERY PLAN**

**Learning and Service Continuity Plan for SY 2025 – 2026**

**School Name:** \_\_\_\_\_

- I. Background and Context
- II. Goal and Specific Objectives
- III. LSC Implementation Plan

<b>Key Areas</b>	<b>Specific Interventions/Actions</b>	<b>Resources to be Utilized</b>	<b>Means of Verification of Accomplishments</b>
<b>Teaching and Learning Delivery</b>	e.g. Kindergarten: Modular LD through LAS Grade 4: Online LD for ESM, MDL for other learning areas	e.g. specify available LAS/SLMs?	ADM Learning Delivery Plan and Accomplishment Report
<b>Non-Teaching Service Delivery</b>			Accomplishment Report

- IV. Monitoring and Evaluation  
(How will the School Head ensure continuity of learning and service delivery)

Prepared by: (School Head)  
Signature over printed name

Reviewed: (PSDS)  
Signature over printed name

To be monitored: (CES-CID)  
Signature over printed name



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY

---

**ENCLOSURE 3. SUGGESTED ACTIVITIES FOR THE FIRST WEEK OF CLASSES**

**Day 1: Orientation and Introduction**

- Morning assembly: Welcome back address by the school principal and introduction of teaching and non-teaching staff.
- Classroom Orientation: Presentation of classroom rules, procedures, and expectations. Icebreaker activities to help learners get to know their classmates.
- Individual goal setting: Have learners reflect on their academic and personal goals for the upcoming year.
- Presentation of class schedule/s.
- Distribution of textbooks and learning resources or references, if applicable
- End the day with a closing activity to reflect on the day's events and set a positive tone for the rest of the week.

**Day 2: Setting Expectations**

- Review and discuss school policies and guidelines with the learners.
- Establish classroom routines and procedures.
- Teachers introduce the curriculum and highlight key topics for the year.
- Conduct team-building activity to promote collaboration and communication among learners.
- Discuss the importance of respect, responsibility, and a growth mindset in the classroom.

**Day 3: Academic Focus**

- Engage learners in a diagnostic assessment to gauge their prior knowledge and skills in core subjects.
- Introduce the first unit of study in each subject area, outlining learning objectives and expectations.
- Interactive activities to review and reinforce fundamental concepts in math, language arts, and science.
- Assign initial homework or project to kickstart academic engagement.
- Encourage learners to ask questions and seek help when needed.

**Day 4: Social and Emotional Learning/Values Scaffolding**

- Introduce social and emotional learning (SEL) strategies to help learners develop self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.
- Facilitate discussions on empathy, diversity, and building a positive classroom culture.
- Engage in activities that promote teamwork, empathy, and conflict resolution skills.
- Share resources for mental health and well-being support for learners.
- Discuss the importance of self-care and stress management.

**Day 5: Reflection and Goal Setting**

- Reflect on the first week of school and discuss highlights and challenges.
- Invite learners to share their reflections on what they've learned and experienced so far.
- Revisit individual goals set on the first day and discuss progress.
- Set goals for the upcoming weeks and establish a growth mindset for the rest of the school year.
- Encourage learners to be proactive in their learning and seek opportunities for growth and improvement.





Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY

**ENCLOSURE 4. MONITORING AND EVALUATION TOOL/S**

**OPLAN BALIK ESKWELA MONITORING TOOL**

Direction: Completely fill-out the monitoring tool to check the readiness of the school for the opening of classes for the School Year 2025-2026.

2025-2026 Oplan Balik Eskwela (OBE) ONSITE MONITORING AND EVALUATION TOOL	
BASIC INFORMATION	
<b>Division:</b>	
<b>Name of School:</b>	
<b>Name of School Head:</b>	
<b>Date of Monitoring</b>	
<b>Name of Monitors:</b>	

**I. School Enrolment**

Grade Level	Total Number of Enrolment				Variance	Reason/s for the Variance
	SY 2024-2025		SY 2025-2026			
	Male	Female	Male	Female		
K-1						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Grade 11						
Grade 12						

**II. Modality**

Learning Delivery Modalities	Yes	No	Remarks
1. Five days in person classes			
2. Blended Learning: if blended learning choose one from the options below:			
2.1 3 days of in person classes and 2 days of distance learning			
2.2 4 days of in person classes and 1 day of distance learning			



Republic of the Philippines  
Department of Education

CORDILLERA ADMINISTRATIVE REGION

**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

(projectors, whiteboards, TV's to support teaching)			
<b>School Physical Environment</b>			
For items 1-10. The school has available...			
1. Instructional Classrooms			
2. Laboratories			
2.1 Computer Laboratory			
2.2 Science Laboratory			
3. Library			
4. School Health Clinic			
5. Guard House			
6. Toilet			
7. Water System			
8. Playground Facilities			
9. Administrative Facilities			
10. Material Recovery Facility			
<b>Class Programming and Organization</b>			
1. Adherence to DO 19 s. 2008. Implementation of No Collection Policy in all Public Elementary and Secondary Schools.			
1. a No collection of any type should be undertaken during the enrolment period and first month of classes.			
2. Adherence to ideal class size to keep the teaching-learning process more manageable:			
2.a Kindergarten-25 learners per class, maximum of 35			
2.b. Grade 1 to 3-30 learners per class, maximum of 30			
2.c Grade 4 to 10- 40 learners per class			
2.d. Grade 11 to 12-40 learners per class			
2.e. ALS-40 learners			
2.f. SNED Non-Graded(Elem/JHS)-Maximum of 15 learners per class			
3. Adherence to DO No. 5 s. 2024, a public school teacher shall render eight hours of work per day, of which six (6) hours shall be devoted to actual classroom teaching and two (2) shall be allocated for teacher ancillary tasks which may be spent within or outside school premises.			





Republic of the Philippines  
Department of Education

CORDILLERA ADMINISTRATIVE REGION

SCHOOLS DIVISION OFFICE OF BAGUIO CITY

III. Opening of Classes

AREAS	Yes	No	Remarks
<b>Health and Safety Protocols</b>			
1.Sufficient number of classrooms (section-ratio)			
2.Enough ventilation and lighting.			
3.Availability of health and safety information and materials.			
4.Presence of helpdesk to assist the learners, parents and stakeholders.			
5. Availability of trash bins properly labeled as Biodegradable,Non-Biodegradable and Recyclable (Nabubulok,Di-Nabubulok at Nareresiklo)			
6. Conducted Mandatory Learner's Health Assessment.			
<b>Nutritional Safety</b>			
1.Adherence to DepEd Order No. 8 s. 2007,Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools			
1.a. Nutrient rich foods such as root crops,noodles,rice and corn products in native preparation,fruits and vegetables in season, and fortified food products labeled rich in protein,energy,vitamins,			
1.b Sale of carbonated drinks,sugar-based synthetic or artificially flavored juices,junk foods and any food product that may be detrimental to the learner's health and do not bear the Sangkap Pinoy Seal are prohibited.			
2.Vendors shall not be allowed to bring in food items inside the school canteen/premises.			
<b>Student Welfare and Support Services</b>			
1. Availability of counseling and psychological services.			
2. Access to mental health counseling and support services.			
<b>Educational Materials and Resources</b>			
1. Students have access to textbooks and learning modules.			
2. Availability of functional computers, tablets, and other ICT equipment for student use.			
3. Availability and reliability of internet connectivity in schools.			
4. Accessibility and functionality of printing and reproduction facilities for educational materials.			
5. Adequate classroom equipment			



Republic of the Philippines  
Department of Education

CORDILLERA ADMINISTRATIVE REGION

**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

Part II. Identified issues/concerns taken on the identified areas for the opening of classes, as follows:

AREAS	ISSUES/CONCERNS	ACTION TAKEN
Health and Safety Protocols		
Nutritional Safety		
Student Welfare and Support Services		
Educational Materials and Resources		
School Physical Environment		
Class Programming and Organization		

Monitored by:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Concurred by:

\_\_\_\_\_  
Name and Signature of the School Head



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600  
Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph

DepEd Tayo Baguio City

<https://depedpines.com>