



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



01 September 2021

Regional Memorandum

**RECONSTITUTION OF THE OPLAN BALIK ESKWELA – PUBLIC ASSISTANCE COMMAND
CENTER OF (OBE-PAAC) TASK FORCE 2021**

To **SCHOOLS DIVISION SUPERINTENDENTS**

1. Pursuant to the Regional Memorandum No. 399 s. 2021, this Office through the Field Technical Assistance Division, and in collaboration with the Public Affairs Unit inform the field offices relative to the Reconstitution of Oplan Balik Eskwela – Public Assistance Command Center (OBE-PAAC) 2021 with the theme OBE: 2021: Bayanihan Para sa Ligtas na Balik Eskwela as an initiative in as engagement in preparation for the opening of the School Year 2021-2022.
2. The OBE-PAAC TASK FORCE 2021 aims to address problems, queries, and other concerns commonly encountered by the public at the start of the school year. Its members shall closely coordinate with the SDOs and schools concerning their OBE issues and concerns.
3. The Field Technical Assistance Division and Public Affairs Unit will serve as the secretariat, monitoring, and teleresponder team during the conduct of this activity. The personnel – in charge of each Functional Division, Unit and Sections of the Regional Office are expected to respond to messages received through emails, text messages, and social media and provide relevant and timely technical assistance.
4. The list of Reconstituted OBE-PAAC Task Force 2021 and the terms of reference are attached.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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5. For more information or queries, you may contact Mr. Michael Girard R. Alba, Chief Education Supervisor of FTAD at 09178885853.
6. Immediate dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS
Regional Director

cc:ftad/adrao

RECONSTITUTION OF OPLAN BALIK ESKWELA – PUBLIC ASSISTANCE COMMAND CENTER OF (OBE-PAAC) TASK FORCE 2021

Functional Division	Name	Area of Concern / TOR	Helpline Information	Meeting Link
Office of the Regional Director	RD Francis Cesar B. Bringas	Chairperson	region4a@deped.gov.ph	https://tinyurl.com/TAhelplineOBE
Office of the Assistant Regional Director	ARD Cherrylou D. Repia	Co-Chairperson	ard.calabarzon@deped.gov.ph	https://tinyurl.com/TAhelplineOBE
Public Affairs Unit	Ariel M. Azuelo	Vice Chairperson	pau.calabarzon@deped.gov.ph 09178885892	https://tinyurl.com/TAhelplineOBE
Members:				
Field Technical Assistance Division	Michael Girard R. Alba	OBE Concerns	fta.calabarzon@deped.gov.ph 09178885853	https://tinyurl.com/TAhelplineOBE
Curriculum and Learning Management Division	Elaine T. Balaogan	Curriculum Concerns	elaine.balaogan@deped.gov.ph 09452699447	https://tinyurl.com/TAhelplineOBE
Legal Unit	Atty. Jocelyn Buclig	Legal concerns	jocelyn.buclig@deped.gov.ph 09177908646	https://tinyurl.com/TAhelplineOBE
Administrative Division	Angelina M. Mendiola	AWA and Administrative Concerns	angelina.mendiola@deped.gov.ph	https://tinyurl.com/TAhelplineOBE
Policy, Planning and Research Division	Adrian M. Bullo	LIS / LRN concerns	adrian.bullo@deped.gov.ph 09358171727	https://tinyurl.com/TAhelplineOBE
Education Support Service Division	Dra. Pearl Oliveth Intia	Health Protocol IATF	pearl.intia@deped.gov.ph 09178110690	https://tinyurl.com/TAhelplineOBE
	Wilbert Ulpindo	Mental Health/PFA/DRRM	wilbert.ulpindo001@deped.gov.ph 09178542321	https://tinyurl.com/TAhelplineOBE
	Albert Colasito	Youth Formation	alberto.colasito@deped.gov.ph 09685256653	https://tinyurl.com/TAhelplineOBE
Quality Assurance Division	Elin Garcia	Private School	elino.garcia@deped.gov.ph 09178885854	https://tinyurl.com/TAhelplineOBE
Human Resource Development Division	Jisela Ulpina	Teachers' Training Needs	jisela.ulpina@deped.gov.ph 09286900087	https://tinyurl.com/TAhelplineOBE
Finance Division	Laarni A. Evaristo	Budget and Finance Concerns	laarni.evaristo@deped.gov.ph 09176507136	https://tinyurl.com/TAhelplineOBE
ICT	Rey Valenzuela	IEC Materials	rey.valenzuela@deped.gov.ph 09982821775	https://tinyurl.com/TAhelplineOBE

Terms of Reference

A. The Teleresponders Team shall

1. Attend the callers' queries, complaints, problems or requests, 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
4. Submit the required daily monitoring and afternoon reports to the Secretariat for consolidation and evaluation.

B. The Personnel in charge of Emails, Text Messaging Service (SMS) and Social Media (Facebook) shall

1. Respond to messages received and print the messages, if necessary;
2. Refer complaints / cases that need immediate investigation to the Legal Team, if necessary; and
3. Submit the required daily monitoring and afternoon reports to the Secretariat for consolidation and evaluation.

C. The Secretariat and Monitoring Team shall

1. Oversee and supervise the daily operations of the activity;
2. Prepare daily reports for the Regional Director's information based on the submitted teams' reports;
3. Print and create video documentation;
4. Gather and consolidate data from the different committees and prepare daily reports;
5. Document and finalize the 2021 Oplan Balik Eskwela Terminal Report;
6. Provide the technical needs of the different teams; and
7. Assist all other teams, if necessary.

D. The Media Relations Team shall

1. Set and coordinate schedules for press conferences;
2. Prepare media advisories, invites and briefers of the activity for the Regional Executive Committee and stakeholders;
3. Facilitate the press conference and assist the media;
4. Attend to media requests for data interviews; and
5. Coordinate with the partners and stakeholders

E. The Logistics and Support Team composed of the following sub- committees shall

1. Handle OBE financial requirements. (Finance Committee)
2. Take charge of the food to be served during the conduct of OBE and all OBE activities. (Food Committee)
3. Set up the OBE Command Center at the Bulwagan ng Karangalan following the floor plan;

4. Maintain the cleanliness and orderliness of the OBE Command Center; and
5. Ensure peace and order during the OBE. (Physical Arrangement / Set – up, Security, Sound System and Transportation);
6. Record all guests and participants in OBE, and take daily attendance of committee members (Registration and Attendance); and
7. Provide the materials and equipment needed for OBE (Supplies and Equipment)