



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
 Superintendent**

September 3, 2021

DIVISION MEMORANDUM
 No. 243, s. 2021

**GUIDELINES AND PROCEDURES IN FILLING OUT THE
 OPLAN BALIK ESKWELA (OBE) 2021 FORM**

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs, Unit/Section Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

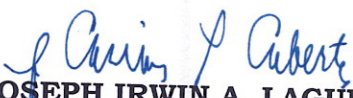

1. Attached is the modified Oplan Balik Eskwela (OBE) Form with excel file uploaded in the principals' chat room which shall be used by the school principal or OBE focal person in recording any concern or issue per client (parent, student and other stakeholder).
2. In filling out the Form, please follow the following guidelines and procedures:
 - a. Write the Reference Number, indicating the sequence of the concern received starting from the opening of enrollment, date received, name of the client, and region/Division.
 - b. Check only the appropriate box among the items under each heading. For example, if the client is asking on the enrollment procedure, then tick the box under the ENROLLMENT CONCERN.
 - c. Under the DETAILS OF CONCERN, write only one or two statements to describe or explain the concern.
 - d. Please note that you are not going to report only query, complaint, request or suggestion but at the same time commendation or compliment from your client.
 - e. On the STATUS, the terms are being defined below:
 Resolved – if the concern is acted upon or the client is satisfied with the response of the agent
 Pending – if the concern needs further follow-up or clarification
 Referred – if referred to other Division/Department/Region
3. All schools (except schools which have OBE Ticketing System representatives) shall send the report daily before 2:00 p.m. beginning September 6, 2021 to September 17, 2021 through email or messenger of the following personnel:

NAME	MESSENGER	E-MAIL ADDRESS
Dr. Aquilino Milar Jr.	Junn Milar	aquilino.milar@deped.gov.ph
Engr. Jose Mariñas III	Jose Mariñas III	jose.marinhas@deped.gov.ph
Dr. Aimee Amistoso	Aimee Villaluz Tavera Amistoso	aimee.amistoso001@deped.gov.ph
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Joermelyne P. Pasilbas	JoeiPerez Pasilbas	joermelyne.pasilbas@deped.gov.ph
Elizabeth Escolano	Bhing Rosil	elizabeth.escolano@deped.gov.ph



Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol
Telephone Nos.: (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147
Email Address: tagbilarancity.division@deped.gov.ph

4. The collected personal information is utilized solely for documentation and processing purposes, and shall be forwarded to the concerned office/s of the Department for appropriate action and/or response in compliance with the Data Privacy Act.
5. For information, guidance and compliance.


JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent 

JIAL/CPC/ADMIN/atm



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2021 OPLAN BALIK ESKWELA



EXAMINATIONS

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> A&E Test | <input type="checkbox"/> Principal's Test | <input type="checkbox"/> Basic Education Exit |
| <input type="checkbox"/> NAT | <input type="checkbox"/> PVT | <input type="checkbox"/> Assesment (BEEA) |
| <input type="checkbox"/> NCAE | <input type="checkbox"/> Superintendent's Test | <input type="checkbox"/> Others _____ |
| <input type="checkbox"/> PEPT | | |

ENROLLMENT CONCERN

- | | | |
|--|---|---|
| <input type="checkbox"/> Age Requirement | <input type="checkbox"/> Early Registration | <input type="checkbox"/> LIS/LRN |
| <input type="checkbox"/> Enrollment Process (K to 10 and SHS) | <input type="checkbox"/> EBEIS | <input type="checkbox"/> Transfer Requirement and |
| <input type="checkbox"/> Enrollment Requirment (K to 10 and SHS) | <input type="checkbox"/> Grade Assessment | <input type="checkbox"/> Process |
| | <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Others _____ |
| | <input type="checkbox"/> ELSF | |

PROGRAMS AND PROJECT

- | | | |
|--|--|---|
| <input type="checkbox"/> Alternative Learning System (ALS) | <input type="checkbox"/> DepEd Apps | <input type="checkbox"/> Special Education (SPED) |
| <input type="checkbox"/> Bridging Program | <input type="checkbox"/> DepEd Connectivity Load | <input type="checkbox"/> Others _____ |
| <input type="checkbox"/> Brigada Eskwela | <input type="checkbox"/> GASTPE/ESC | |
| | <input type="checkbox"/> Home Study Program | |

LEGAL ISSUES

- | | | |
|---|--|--|
| <input type="checkbox"/> Correction of names | <input type="checkbox"/> Deed of Donation | <input type="checkbox"/> School Titling |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Formal Complaint | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Change of Personal Records | <input type="checkbox"/> Immoral Relationship | <input type="checkbox"/> TRAIN Law |
| <input type="checkbox"/> Child Protection Policy | <input type="checkbox"/> Negligence of Duty | <input type="checkbox"/> Others _____ |
| <input type="checkbox"/> Code of Ethics | <input type="checkbox"/> Non-Teaching Personnel's Disputes | |
| <input type="checkbox"/> Corruption | <input type="checkbox"/> Physical/Verbal Abuse | |
| <input type="checkbox"/> Death Threat | | |

SHS CONCERNS

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Applications for SHS VP | <input type="checkbox"/> Strand/Tracks | <input type="checkbox"/> Others _____ |
| <input type="checkbox"/> Billing or Payments | <input type="checkbox"/> Voucher Application | |
| <input type="checkbox"/> GAS-SHS Voucher Program | <input type="checkbox"/> Work Immersion | |

SCHOOL POLICY AND OPERATIONS

- | | | |
|--|---|---|
| <input type="checkbox"/> Awards and Recognition (Honor System) | <input type="checkbox"/> Grading System | <input type="checkbox"/> Permit to Operate |
| <input type="checkbox"/> Class Suspension | <input type="checkbox"/> Learner's Assignment | <input type="checkbox"/> Private school policy |
| <input type="checkbox"/> Collection of fees | <input type="checkbox"/> Learner's Assessment | <input type="checkbox"/> School Breaks / Calendar |
| <input type="checkbox"/> Curriculum | <input type="checkbox"/> PTA/HPTA/GPTA | <input type="checkbox"/> School Policies (Uniform, ID,
Haircut and etc.) |
| <input type="checkbox"/> Fieldtrip | <input type="checkbox"/> Miscellaneous Fee | <input type="checkbox"/> School Closure |
| <input type="checkbox"/> Fund Raising Activities | <input type="checkbox"/> MTB-MLE | <input type="checkbox"/> School Opening |
| <input type="checkbox"/> Graduation | <input type="checkbox"/> MOOE | <input type="checkbox"/> School Recognition |
| <input type="checkbox"/> School Records | <input type="checkbox"/> NSO/PSA | |

- School Projects
- Remedial Classes

- School Activities/Projects
- Tuition Fees
- Tutorial Services

Others _____

FINANCE

- Electronic Remittance File
- Investment Scam
- Loans and PLIs
- Non-Teaching Personnel's Benefits

- Teaching Personnel's Benefits
- Moratorium
- Salary of Non-Teaching Personnel

Salary of Teacher
 Others _____

OTHER MATTERS

- BSP/GSP
- CAV
- Contact Details
- Data Privacy Act (DPA)
- Day Care
- DO/DM/DA
- DOST Scholarship
- DOST Scholarship

- List of Home Schools
- Providers
- List of Private Schools
- List of Public Schools
- Microsoft (MS) Office 365
- Account
- Old Curriculum Graduate

Other Agencies (CHED, TESDA, PRC, LGU, etc.)
 SPES/OJT
 Suspension of Classes
 Thesis/Research
 Training/Seminar/Workshop
 Others _____

PHYSICAL FACILITIES / RESOURCES

- Chairs, Tables, and Boards
- Classroom and School
- Buildings

- Computers
- School Facilities
- School Supplies

Textbook/Modules/Other
 Learning Materials
 Others _____

COVID - 19

- Community Quarantine
- Situation of Teachers and Students
- COVID-19 Testing for Non - Teaching Personnel

- COVID-19 Testing for Teachers
- Health Protocol/Social Distancing
- Personal Protective Equip

Schools as Quarantine or Isolations Areas
 Schools as Quarantine Sites
 Others _____

PERSONNEL

- Alternative Work
- Arrangement / Skeletal
- Arrangement
- Attendance
- Civil Service Commission (CSC) Search for Outstanding Gov't Workers
- Contract Renewal
- Hiring System

- INSET
- Leave - Maternity Leave
- Personnel Complaint
- Physical Reporting to School
- Promotion
- Qualification Standards Rationalization Plan (RatPlan)
- Teacher Complaint

Teaching Personnel's Application
 Teaching Personnel's IPCRF
 Teaching Personnel's License
 Teaching Personnel's Provision
 Transfer of Non-Teaching Personnel
 Others _____

Transfer of Teaching Personnel

Travel Authority

Work Arrangement

LEARNING CONTINUITY PLAN

Academic Ease

Electronic Class Record (ECR)

Modules

Academic Freese

Face-to-Face Classes

Poor Internet

Alternative Delivery Modes (ADMs)

Home Schooling

Connectivity/Signal

DepEd Commons

Learning Delivery Modalities

Self-Learning Materials (SLM)

Distance Education

Modified In-School Off-

Webinar for Teacher

School Approach (MISOSA)

Others _____

DETAILS OF CONCERN:

MEDIUM OF COMMUNICATIONS

___ Email

___ SMS

___ Letter

___ Facebook

___ Twitter

___ Others

___ Phone

___ Walk-in

NATURE OF ASSISTANCE

___ Complaint

___ Request

___ Suggestion

___ Query

___ Commendation

STATUS

___ Resolved

___ Referred to _____

___ Pending

Action Officer

(Printed Name/Signature)

The collected personal information is utilized solely for documentation and processing purposes, and shall be forwarded to the concerned office/s of the Department for appropriate action and/or response.