



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. 363, 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
Dr. Beatriz Incog	Abeth Incog	beatriz.incog001@deped.gov.ph
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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**Email Address:** tagbilarancity.division@deped.gov.ph



**2021 OPLAN BALIK ESKWELA**



**EXAMINATION**

- |                                   |  |   |
|-----------------------------------|--|---|
| <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"/> Assessment (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 Process |
| <input type="checkbox"/> Enrollment Requirement (K to 10 and SHS) | <input type="checkbox"/> Grade Assessment   | <input type="checkbox"/> Others _____                     |
|   | <input type="checkbox"/> Kindergarten       |   |
|   | <input type="checkbox"/> ELSF               |   |

**PROGRAMS AND PROJECTS**

- |  |  |   |
|--|--|---|
| <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"/> Application for SHS VP  | <input type="checkbox"/> Strand/Tracks       | <input type="checkbox"/> Others _____ |
| <input type="checkbox"/> Billing or payment      | <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"/> NSO/PSA              |  |

**PAAC FORM 4 – OBE Info Sheet**

- School Records
- 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
- Feeding Program

- 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 Equipment (PPE)

- 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

**PAAC FORM 4 – OBE Info Sheet**

Transfer of Teaching Personnel

Travel Authority  
 Work Arrangement

Others \_\_\_\_\_

**LEARNING CONTINUITY PLAN**

Academic Ease  
 Academic Freese  
 Alternative Delivery Modes (ADMs)  
 DepEd Commons  
 Distance Education

Electronic Class Record (ECR)  
 Face-to-Face Classes  
 Home Schooling  
 Learning Delivery Modalities  
 Modified In-School Off-School Approach (MISOSA)

Modules  
 Poor Internet  
 Connectivity/Signal  
 Self-Learning Materials (SLM)  
 Webinar for Teacher  
 Others \_\_\_\_\_

**DETAILS OF CONCERN:**

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**MEDIUM OF COMMUNICATIONS**

\_\_\_ Email  
\_\_\_ Facebook  
\_\_\_ Phone

\_\_\_ SMS  
\_\_\_ Twitter  
\_\_\_ Walk-in

\_\_\_ Letter  
\_\_\_ Others

**NATURE OF ASSISTANCE**

\_\_\_ Complaint  
\_\_\_ Query

\_\_\_ Request  
\_\_\_ Commendation

\_\_\_ Suggestion

**STATUS**

\_\_\_ Resolved  
\_\_\_ Referred to \_\_\_\_\_  
\_\_\_ Pending

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**Action Officer**  
(Printed Name/Signature)

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## Update custom list – Sub - Issue

+ Definition

☰ Items (236)

\* Properties

Search items

+ Add New Item

📄 Import Items

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	Value	Issue/Topic
<input type="checkbox"/>	<input checked="" type="checkbox"/> A&E Test	Examinations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Academic Ease	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> Academic Freeze	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> Age Requirement	Enrollment Concern
<input type="checkbox"/>	<input checked="" type="checkbox"/> Alternative Delivery Modes (ADM)	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> Alternative Learning System (ALS)	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> Alternative Work Arrangement / Skeletal Arrangement	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Anniversary Bonus	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Application for SHS VP	SHS Concerns
<input type="checkbox"/>	<input checked="" type="checkbox"/> Attendance	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Awards and Recognition (Honor System)	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> BARMM	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Basic Education Exit Assessment (BEEA)	Examinations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Bidding Process	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Billing or Payments	SHS Concerns
<input type="checkbox"/>	<input checked="" type="checkbox"/> Bridging Program	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> Brigada Eskwela	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> BSP/GSP	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Bullying	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> CAV	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Chairs, Tables, and Boards	Physical Facilities / Resources
<input type="checkbox"/>	<input checked="" type="checkbox"/> Change of Personal Records	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> Child Protection Policy	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> Civil Service Commission (CSC) Search for Outstanding Government Workers	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Class suspension	School Policy & Operations

Page: [1] 2 3 4 5 6 7 8 9 10

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+ Definition

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\* Properties

Search items

+ Add New Item

⌄ Import Items

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	Value	Issue/Topic
<input type="checkbox"/>	<input checked="" type="checkbox"/> Classroom and School Buildings	Physical Facilities / Resources
<input type="checkbox"/>	<input checked="" type="checkbox"/> Code of Ethics	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> Collection of fees (voluntary, compulsory and authorized)	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Community Quarantine situation of teachers and students	Covid-19
<input type="checkbox"/>	<input checked="" type="checkbox"/> Community quarantine situations of learners and teachers	Covid-19
<input type="checkbox"/>	<input checked="" type="checkbox"/> Computers	Physical Facilities / Resources
<input type="checkbox"/>	<input checked="" type="checkbox"/> Contact details	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Contract Renewal	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Correction of Names	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> Corruption	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> COVID-19 testing for non-teaching personnel	Covid-19
<input type="checkbox"/>	<input checked="" type="checkbox"/> COVID-19 testing for teachers	Covid-19
<input type="checkbox"/>	<input checked="" type="checkbox"/> COVID-testing for teachers	Covid-19
<input type="checkbox"/>	<input checked="" type="checkbox"/> Curriculum	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Data Privacy Act (DPA)	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Day Care	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Death threat	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> Deed of Donation	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> DepEd Apps	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> DepEd Commons	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> DepEd Connectivity Load	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> DepEd Email Account	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> DepEd Facebook Page	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> DepEd TV	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> DepEd Website	Other Matters

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Search items

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	Value	Issue/Topic
<input type="checkbox"/>	<input checked="" type="checkbox"/> Distance Education	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> DO/DM/DA	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> DOST Scholarship	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Drug Education	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> Early Registration	Enrollment Concern
<input type="checkbox"/>	<input checked="" type="checkbox"/> EBEIS	Enrollment Concern
<input type="checkbox"/>	<input checked="" type="checkbox"/> Education verification	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Educational Management Test (EMT)	Examinations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Electronic Class Record (ECR)	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> Electronic Remittance File (ERF)	Finance
<input type="checkbox"/>	<input checked="" type="checkbox"/> Employment verification	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Enrollment Process (K to 10 and SHS)	Enrollment Concern
<input type="checkbox"/>	<input checked="" type="checkbox"/> Enrollment Requirement (K to 10 and SHS)	Enrollment Concern
<input type="checkbox"/>	<input checked="" type="checkbox"/> Entrance Examination	Examinations
<input type="checkbox"/>	<input checked="" type="checkbox"/> EPT	Examinations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Excessive Non-Teaching Personnel	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Excessive teaching personnel	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> External partnership	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Face to Face Classes	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> FAPE	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Feeding program	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Field trip	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Financial/Educational Assistance	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Flag Ceremony	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> FOI Request	Other Matters

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\* Properties

Search items

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	Value	Issue/Topic
<input type="checkbox"/>	<input checked="" type="checkbox"/> Foreign Language	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> Foreign School Abroad	Enrollment Concern
<input type="checkbox"/>	<input checked="" type="checkbox"/> Foreign schools Abroad	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Foreign Student	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Formal Complaint	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> Free Education/Scholarship	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> Fund Raising	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Gadgets/Tablets/Cellphones	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Government agency	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Government Assistance and Subsidies (GAS) - Education Service Contracting (ESC)	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> Government Assistance and Subsidies (GAS) - SHS Voucher Program (VP)	SHS Concerns
<input type="checkbox"/>	<input checked="" type="checkbox"/> Government Assistance and Subsidies (GAS) - Teacher Salary Subsidy (TSS)	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> Grade Assessment	Enrollment Concern
<input type="checkbox"/>	<input checked="" type="checkbox"/> Grading System	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Graduation	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Grievance	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Haircut	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Health issues	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Health protocol/Social distancing	Covid-19
<input type="checkbox"/>	<input checked="" type="checkbox"/> Hiring System for Non-Teaching Personnel	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Hiring System for Teaching Personnel	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Home Schooling	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> Home study	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> Immoral Relationship	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> In-Service Training (INSET)	Programs and Projects

Page: 1 2 3 [4] 5 6 7 8 9 10

## Update custom list – Sub - Issue

+ Definition

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\* Properties

Search items

+ Add New Item

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	Value	Issue/Topic
<input type="checkbox"/>	<input checked="" type="checkbox"/> INSET	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Investment Scam	Finance
<input type="checkbox"/>	<input checked="" type="checkbox"/> Invitation	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> J1 Moratorium	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Kindergarten	Enrollment Concern
<input type="checkbox"/>	<input checked="" type="checkbox"/> Learner Enrollment and Survey Form	Enrollment Concern
<input type="checkbox"/>	<input checked="" type="checkbox"/> Learner's Assessment	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Learners' Assignment	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Learners' Clearance	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Learners' ID	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Learners' Section	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Learning Delivery Modalities	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> Learning Materials	Physical Facilities / Resources
<input type="checkbox"/>	<input checked="" type="checkbox"/> Leave of non-teaching personnel	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Leave of teachers and non-teachers personnel	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Leave of teaching personnel	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> LIS/LRN	Enrollment Concern
<input type="checkbox"/>	<input checked="" type="checkbox"/> List of Home Schools Providers	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> List of Private Schools	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> List of Public Schools	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Loan/Insurance	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Loans and PLIs	Finance
<input type="checkbox"/>	<input checked="" type="checkbox"/> Magna Carta for Teachers	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> Mandatory Drug Testing	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> Maternity Leave	Personnel

Page: 1 2 3 4 [5] 6 7 8 9 10

## Update custom list – Sub - Issue

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Items (236)

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Search items

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Value	Issue/Topic
<input type="checkbox"/> <input checked="" type="checkbox"/> Mental Health Concerns of Learners	Other Matters
<input type="checkbox"/> <input checked="" type="checkbox"/> Mental Health Concerns of Non-Teaching Personnel	Other Matters
<input type="checkbox"/> <input checked="" type="checkbox"/> Mental Health Concerns of Teaching Personnel	Other Matters
<input type="checkbox"/> <input checked="" type="checkbox"/> Microsoft (MS) Office 365 Account	Other Matters
<input type="checkbox"/> <input checked="" type="checkbox"/> Miscellaneous fee	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> Modified In-School Off-School Approach (MISOSA)	Learning Continuity Plan
<input type="checkbox"/> <input checked="" type="checkbox"/> Modules	Learning Continuity Plan
<input type="checkbox"/> <input checked="" type="checkbox"/> MOOE	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> Moratorium	Finance
<input type="checkbox"/> <input checked="" type="checkbox"/> Mother Tongue-Based- Multilingual Education (MTB-MLE)	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> NAT	Examinations
<input type="checkbox"/> <input checked="" type="checkbox"/> NCAE	Examinations
<input type="checkbox"/> <input checked="" type="checkbox"/> Negligence of duty	Legal Issues
<input type="checkbox"/> <input checked="" type="checkbox"/> Non-Teaching Personnel's Application	Other Matters
<input type="checkbox"/> <input checked="" type="checkbox"/> Non-Teaching Personnel's Benefits	Finance
<input type="checkbox"/> <input checked="" type="checkbox"/> Non-Teaching Personnel's Disputes	Legal Issues
<input type="checkbox"/> <input checked="" type="checkbox"/> Non-Teaching Personnel's IPCRF	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> NSO/PSA	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> Old curriculum graduate	Other Matters
<input type="checkbox"/> <input checked="" type="checkbox"/> Other Agencies (CHED, TESDA, PRC, LGU and etc.)	Other Matters
<input type="checkbox"/> <input checked="" type="checkbox"/> Palarong Pambansa	Programs and Projects
<input type="checkbox"/> <input checked="" type="checkbox"/> PEPT	Examinations
<input type="checkbox"/> <input checked="" type="checkbox"/> Permit to Operate	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> Personal Protective Equipment (PPE)	Covid-19
<input type="checkbox"/> <input checked="" type="checkbox"/> Personnel Complaint	Personnel

page: 1 2 3 4 5 [6] 7 8 9 10

## Update custom list – Sub - Issue

+ Definition

Items (236)

\* Properties

Search items

+ Add New Item

🕒 Import Items

⚙️ More ▾

Value	Issue/Topic
<input type="checkbox"/> <input checked="" type="checkbox"/> Philippine Schools Overseas	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> Physical Reporting to School	Personnel
<input type="checkbox"/> <input checked="" type="checkbox"/> Physical/Verbal abuse	Legal Issues
<input type="checkbox"/> <input checked="" type="checkbox"/> Piantilla Position	Personnel
<input type="checkbox"/> <input checked="" type="checkbox"/> Poor Internet Connectivity/Signal	Learning Continuity Plan
<input type="checkbox"/> <input checked="" type="checkbox"/> Principals' Test	Examinations
<input type="checkbox"/> <input checked="" type="checkbox"/> Priority Hiring of Pantawid Pamilya Household	Programs and Projects
<input type="checkbox"/> <input checked="" type="checkbox"/> Private School policies	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> Promotion of Non-Teaching Personnel	Personnel
<input type="checkbox"/> <input checked="" type="checkbox"/> Promotion of Teaching Personnel	Personnel
<input type="checkbox"/> <input checked="" type="checkbox"/> PTA / HPTA / GPTA	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> Public Utilities (Electric Supply / Water Supply)	Physical Facilities / Resources
<input type="checkbox"/> <input checked="" type="checkbox"/> PVT	Examinations
<input type="checkbox"/> <input checked="" type="checkbox"/> Qualification Standards	Personnel
<input type="checkbox"/> <input checked="" type="checkbox"/> Ranking of Non-Teaching Personnel	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> Ranking of Teaching Personnel	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> Rape	Legal Issues
<input type="checkbox"/> <input checked="" type="checkbox"/> Rationalization Plan (RatPlan)	Personnel
<input type="checkbox"/> <input checked="" type="checkbox"/> Region/Division Complaint	Other Matters
<input type="checkbox"/> <input checked="" type="checkbox"/> Region/Division Grievance	Other Matters
<input type="checkbox"/> <input checked="" type="checkbox"/> Regions of the Philippines	Other Matters
<input type="checkbox"/> <input checked="" type="checkbox"/> Remedial	SHS Concerns
<input type="checkbox"/> <input checked="" type="checkbox"/> Remedial Classes	School Policy & Operations
<input type="checkbox"/> <input checked="" type="checkbox"/> Sa pinas ikaw ang Ma'am and Sir (SPIMS)	Other Matters
<input type="checkbox"/> <input checked="" type="checkbox"/> Salary of non-teaching personnel	Finance

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## Update custom list – Sub - Issue

+ Definition

☰ Items (236)

\* Properties

Search items

+ Add New Item

+ Import Items

⚙ More ▾

	Value	Issue/Topic
<input type="checkbox"/>	<input checked="" type="checkbox"/> Salary of teachers	Finance
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Activities/Projects	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Area / Vicinity	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Breaks	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Calendar	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Closure	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Facilities	Physical Facilities / Resources
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Forms	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Information	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Opening	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Orientation	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Policies (School Uniform, IDs, Haircut, etc.)	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Projects	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Recognition	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Records	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Supplies	Physical Facilities / Resources
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Test/Exam	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> School titling	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Uniform	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Schools as quarantine or isolation areas	Covid-19
<input type="checkbox"/>	<input checked="" type="checkbox"/> Schools as Quarantine sites	Covid-19
<input type="checkbox"/>	<input checked="" type="checkbox"/> Schools offering SHS	SHS Concerns
<input type="checkbox"/>	<input checked="" type="checkbox"/> Self Learning Materials (SLM)	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> Sexual Harassment	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> Social media	Other Matters

Page: 1 2 3 4 5 6 7 [8] 9 10

## Update custom list – Sub - Issue

+ Definition

☰ Items (236)

\* Properties

Search items

+ Add New Item

📄 Import Items

⚙ More ▾

	Value	Issue/Topic
<input type="checkbox"/>	<input checked="" type="checkbox"/> Special Education (SPED)	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> SPES/OJT	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Subject Completion	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Subject Load	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Submission of Grades	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Submission of Reports	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Summer Class/Subject Completion	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Suspension of Classes	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Teacher complaint	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Teaching Personnel's Application	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Teaching Personnel's Benefits	Finance
<input type="checkbox"/>	<input checked="" type="checkbox"/> Teaching Personnel's Disputes	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> Teaching Personnel's IPCRF	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Teaching Personnel's License	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Teaching Personnel's Promotion	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Teaching Personnel's Provision	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Teaching Personnel's Role	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Textbook/modules and other learning materials	Physical Facilities / Resources
<input type="checkbox"/>	<input checked="" type="checkbox"/> Thesis/Research	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Tracks and Strands	SHS Concerns
<input type="checkbox"/>	<input checked="" type="checkbox"/> TRAIN law	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> Training/Seminar/Workshop for Learners	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Training/seminar/workshop of non-teaching personnel	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Training/seminar/workshop of teaching personnel	Other Matters
<input type="checkbox"/>	<input checked="" type="checkbox"/> Transfer of Non-Teaching Personnel	Personnel

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# Update custom list – Sub - Issue

+ Definition

Items (236)

\* Properties

Search items

+ Add New Item

+ Import Items

More

	Value	Issue/Topic
<input type="checkbox"/>	<input checked="" type="checkbox"/> Transfer of School	Covid-19
<input type="checkbox"/>	<input checked="" type="checkbox"/> Transfer of Teaching Personnel	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Travel Assistance	Legal Issues
<input type="checkbox"/>	<input checked="" type="checkbox"/> Travel Authority	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Tuition fees	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Tutorial Services	School Policy & Operations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Unable to contact PEAC	SHS Concerns
<input type="checkbox"/>	<input checked="" type="checkbox"/> Wash in School (WINS) program	Programs and Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/> Webinar for Teacher	Learning Continuity Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/> Work Arrangement	Personnel
<input type="checkbox"/>	<input checked="" type="checkbox"/> Work Immersion	SHS Concerns

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**2021 OPLAN BALIK ESKWELA**



**EXAMINATION**

- |                                   |  |   |
|-----------------------------------|--|---|
| <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"/> Assessment (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 Process |
| <input type="checkbox"/> Enrollment Requirement (K to 10 and SHS) | <input type="checkbox"/> Grade Assessment   | <input type="checkbox"/> Others _____                     |
|   | <input type="checkbox"/> Kindergarten       |   |
|   | <input type="checkbox"/> ELSF               |   |

**PROGRAMS AND PROJECTS**

- |  |  |   |
|--|--|---|
| <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"/> Application for SHS VP  | <input type="checkbox"/> Strand/Tracks       | <input type="checkbox"/> Others _____ |
| <input type="checkbox"/> Billing or payment      | <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"/> NSO/PSA              |  |

**PAAC FORM 4 – OBE Info Sheet**

- School Records
- 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
- Feeding Program

- 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 Equipment (PPE)

- 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 Provision
- Transfer of Non-Teaching Personnel

**PAAC FORM 4 – OBE Info Sheet**

Transfer of Teaching Personnel

Travel Authority  
 Work Arrangement

Others \_\_\_\_\_

**LEARNING CONTINUITY PLAN**

Academic Ease  
 Academic Freese  
 Alternative Delivery Modes (ADMs)  
 DepEd Commons  
 Distance Education

Electronic Class Record (ECR)  
 Face-to-Face Classes  
 Home Schooling  
 Learning Delivery Modalities  
 Modified In-School Off-School Approach (MISOSA)

Modules  
 Poor Internet  
 Connectivity/Signal  
 Self-Learning Materials (SLM)  
 Webinar for Teacher  
 Others \_\_\_\_\_

**DETAILS OF CONCERN:**

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**MEDIUM OF COMMUNICATIONS**

\_\_\_ Email  
\_\_\_ Facebook  
\_\_\_ Phone

\_\_\_ SMS  
\_\_\_ Twitter  
\_\_\_ Walk-in

\_\_\_ Letter  
\_\_\_ Others

**NATURE OF ASSISTANCE**

\_\_\_ Complaint  
\_\_\_ Query

\_\_\_ Request  
\_\_\_ Commendation

\_\_\_ Suggestion

**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.*