



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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April 27, 2018

MEMORANDUM TO:

Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools Division Supervisors
Senior Education Program Specialists
Education Program Specialists II
Project Development Officers I & II
SDO Units and Section Heads
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools

DIVISION OF CITY SCHOOLS
MARIKINA



2018 OPLAN BALIK ESKWELA TASK FORCE MEETING AND ORIENTATION

In line with the Division Memorandum No. 96, s. 2018 dated April 4, 2018, re: Division Oplan Balik Eskwela Information & Action Center (OBEIAC) and 2018 Oplan Balik Eskwela, this division assigns SDO Personnel as Help Desk Officers, starting May 21 to June 8, 2018. (Please see attached).

As Help Desk Officers, you are required to render the following tour of duty in the help desk located at the 1st floor beside the PSDS Office:

- Accommodate walk-in concerns
- Receive calls on complaints, requests and suggestions from parents, students and other concern citizens

Likewise, SDO Help Desk Officers and School Heads are expected to attend the OBE meeting and orientation on the said activity on May 10, 2018 (Thursday), 2:00 P.M. at Social Hall, Sto. Niño Elementary School.

Immediate and wide dissemination of this Memorandum is desired.

For:

SHERYLL T. GAYOLA

Officer-In-Charge

Office of the Schools Division Superintendent

By:


ELIZALDE Q. CENA

Chief Education Supervisor, SGOD

Officer-In-Charge

Office of the Schools Division Superintendent



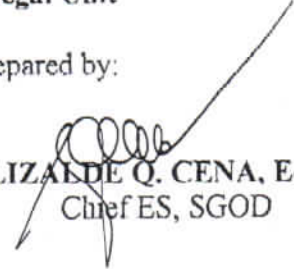
National Capital Region
DIVISION OF CITY SCHOOLS
 Marikina

V. Gomez St., San Roque, Marikina City TeleFax.: 646-05-44 : 646-86-42


OPLAN BALIK ESKWELA INFORMATION ACTION CENTER

DESIGNATION	NAME	CONTACT NUMBERS
Chair	Sheryll T. Gayola Officer-In-Charge Office of the Schools Division Superintendent	682-2472
Members	Dr. Elizalde Q. Cena Chief, School Governance and Operations Division (SGOD)	535-1327
	Ms. Elisa O. Cerveza Chief, Curriculum Implementation Division (CID)	369-6696 682-3989
	Mr. Claro L. Capco Administrative Officer V	682-2472 369-5945
	Mr. Joseph T. Santos Education Program Supervisor	682-3989
	Mr. Galcoso C. Albuero Education Program Supervisor	682-3989
	Dr. Librada M. Gazzingan Education Program Supervisor	369-9046 535-1327
	Ms. Maria Chona M. Sarmiento SEPS, Planning and Research Unit	369-9046
	Dr. Benjamin C. Cruz, Jr. SEPS, School Management Monitoring and Evaluation Unit	369-9046
	Dr. Noemi A. Velario SEPS, Human Resource Development	369-9046
	Ms. Beverly Baby Q. Albiento Social Mobilization and Networking Unit	369-9046
	Atty. Ceasar A. Cebujano Attorney III, Legal Unit	682-2472
	SDO-MARIKINA OBE-IAC Hotlines	
SDS Office		682-2472
SGOD Office		369-9046 / 535-1327
CID Office		682-3989
Legal Unit		682-2472

Prepared by:


ELIZALDE Q. CENA, Ed. D.
 Chief ES, SGOD

Approved:


SHERYLL T. GAYOLA
 Officer-In-Charge
 Office of the Schools Division Superintendent



DepEd
Department of Education

National Capital Region
DIVISION OF CITY SCHOOLS
Marikina



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OPLAN BALIK ESKWELA INFORMATION AND ACTION CENTER
SY 2018-2019

Personnel Assigned as Desk Officers for OBE 2018

May 21 – 25, 2018 (Monday to Friday)

Monday	-	A.M.	8:00 to 12:00	Dr. Adora S. Marcelo
		P.M.	1:00 to 5:00	Ms. Anna A. Japone
Tuesday	-	A.M.	8:00 to 12:00	Ms. Corazon V. Adriano
		P.M.	1:00 to 5:00	Ms. Ivy Coney A. Garnatero
Wednesday	-	A.M.	8:00 to 12:00	Ms. Jessica S. Mateo
		P.M.	1:00 to 5:00	Ms. Carolina O. Guevara
Thursday	-	A.M.	8:00 to 12:00	Ms. Emily G. Santos
		P.M.	1:00 to 5:00	Ms. Zenaida S. Munar
Friday	-	A.M.	8:00 to 12:00	Dr. Nida P. Andrada
		P.M.	1:00 to 5:00	Ms. Doris R. Jasme

May 28 – June 1, 2018 (Monday to Friday)

Monday	-	A.M.	8:00 to 12:00	Dr. Librada M. Gazzingan
		P.M.	1:00 to 5:00	Dr. Noemi A. Velario
Tuesday	-	A.M.	8:00 to 12:00	Dr. Josefino DL. Lu
		P.M.	1:00 to 5:00	Ms. Remia L. Ricabar
Wednesday	-	A.M.	8:00 to 12:00	Ms. Lilia G. Garperio
		P.M.	1:00 to 5:00	Dr. Nancy E. Suegay
Thursday	-	A.M.	8:00 to 12:00	Mr. Reinan M. Ignacio
		P.M.	1:00 to 5:00	Ms. Beverly Baby Q. Albiento
Friday	-	A.M.	8:00 to 12:00	Ms. Maria Chona M. Sarmiento
		P.M.	1:00 to 5:00	Mr. Sunny T. Cortes


June 4 – 8, 2018 (Monday to Friday)

Monday	-	A.M.	8:00 to 12:00	Mr. Marvin Ian L. Cruz
		P.M.	1:00 to 5:00	Dr. Benjamin C. Cruz, Jr.
Tuesday	-	A.M.	8:00 to 12:00	Ms. Elisha Dawn D. Mazon
		P.M.	1:00 to 5:00	Ms. Beverly Baby Q. Albiento
Wednesday	-	A.M.	8:00 to 12:00	Ms. Veronica A. Cena
		P.M.	1:00 to 5:00	Ms. Erliza S. Viernes
Thursday	-	A.M.	8:00 to 12:00	Mr. Ryan Lee Regencia
		P.M.	1:00 to 5:00	Mr. Marvin L. Maglalang
Friday	-	A.M.	8:00 to 12:00	Ms. Elisha Dawn D. Mazon
		P.M.	1:00 to 5:00	Ms. Amelie S. Binayas

Prepared by:


BEVERLY BABY Q. ALBIENTO
EPS II (SocMob)

Noted:


ELIZALDE Q. CENA, Ed. D.
Chief ES, SGOD

Approved:


SHERILL T. BAYOLA
Officer-in-Charge

Office of the Schools Division Superintendent

Character and Excellence



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SDO – MARIKINA CITY
 DIVISION OPLAN BALIK ESKWELA
 INFORMATION AND ACTION CENTER
 DOBEAIC HELP DESK

Date: _____

DOBEAIC Help Desk Summary
 As of _____

Parent/ Student/ Concerned Citizen	Query / Issue/ Problem	Concerned School	Action Taken	Referred to	Remarks

Help Desk Officer:

Name: _____

Designation: _____

Submitted by:

Name: _____

Designation: _____

Noted by:

SHERYLL T. GAYOLA

Officer-In-Charge

Office of the Schools Division Superintendent