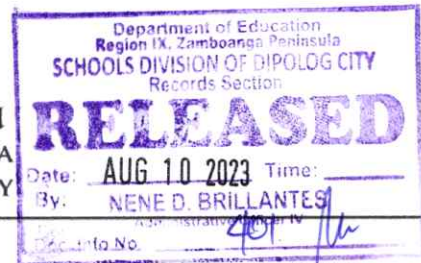




Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



August 9, 2023

**DIVISION MEMORANDUM**  
No. 401, s. 2023

**2023 OPLAN BALIK ESKWELA (OBE), DIVISION-WIDE ORIENTATION  
AND TRAINING ON THE OBE-TICKETING SYSTEM (OBE-TS), AND  
UPDATING OF SCHOOL PUBLIC AFFAIRS UNITS**

**TO: Assistant Schools Division Superintendent  
Division Public Assistance Coordinator  
DIVINE Group  
All OSDs, CID, and SGOD Personnel  
All Principals and School Heads  
All School Public Assistance Coordinators  
All School Information Coordinators  
This Division**

1. The **Oplan Balik Eskwela (OBE)** constitutes an integral component of the Department's concerted endeavor to guarantee the seamless enrollment of learners across both public and private schools. Its primary objective is to proactively mitigate and resolve the array of issues, inquiries, and various concerns frequently encountered by the public at the start of the school year. **The 2023 OBE starts on August 14 and ends on August 25.**
2. Aligned with the OBE initiative, this Division institutes the **2023 OBE-Public Assistance Command Center (PACC) Committee**, entrusted with the crucial duty of guaranteeing the effective and successful implementation of said initiative.
3. The composition of the **2023 OBE-PACC Division Committee** is as follows:  
Chair: SDS Ma. Liza R. Tabilon  
Co-Chair: ASDS Lourma I. Poculan  
Vice Chair: DPAC Cielbert E. Dondoyano Jr.  
Members:  
*Curriculum, Operations and Legal Team*  
CID Chief Amelinda D. Montero  
SGOD Chief Nur N. Hussien  
Atty. Ma. Cecille Bastasa-Tanaga  
PO III Marie Antoinette F. Nazareth  
SEPS Rambelle C. Flores  
SEPS Luisiano S. Murro Jr.



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: dipolog.city@deped.gov.ph  
Website: dipologcitydivision.net  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

---

*Teleresponders*

AO II Genevieve Q. Bermudez

ADA VI Vince Gerald A. Fuerzas

*Secretariat, Documentation and Media Team*

DIO Chris Rey VIII A. Herrera

EPS II Jesel B. Chiu

ADAS III Janine Z. Tubio

ADAS III Yuri Nathaniel B. Nadala

4. In order to further streamline the reporting of OBE data from the field, the principals of this Division are also mandated to institutionalize their **2023 OBE-PACC School Committee**, to which the composition is as follows:  
Chair: Principal or Assistant Principal or Head Teacher  
Vice Chair: School Public Assistance Coordinator (SPAC)  
Members: All school admin, faculty, and staff
5. That said, all principals are to submit the hardcopy of the official register of their **School-Level Public Affairs Unit (PAU)** for the SY 2023-2024 on Saturday, August 12. **See Annex A for the template.** You can also download the Word file of the template here: <https://tinyurl.com/2023OBEPAACCDipolog>
6. Please be advised that this Division suggests the designation of individuals possessing moderate to proficient ICT skills as members of the PAU.
7. Upon submission, the register must be accompanied by a school memorandum formally confirming the composition of the school-level PAU members. The submission will be thru the SPACs, as they will attend on the same day the OBE-TS orientation and training.
8. Moreover, in accordance with the 2023 OBE initiative, the Office of the Schools Division Superintendent (OSDS) will conduct a **Division-wide Orientation and Training on the Oplan Balik Eskwela Ticketing System (OBE-TS)** on **Saturday, August 12, 2023.** This activity will take place at the **DepEd Dipolog Training Center**, Miputak, Dipolog City. The half-day training program is scheduled to **commence promptly at 7:30 a.m.** and will conclude by 11:45 a.m.
9. The participants of the abovementioned orientation and training are the 15 pax of the 2023 OBE-PACC Division Committee and the 48 pax of School Public Assistance Coordinators (SPACs), for a total of 63 pax.
10. Participants are kindly requested to **bring their laptops, extension cords, ballpens, and notebooks.** Rest assured that snacks will be provided.
11. In cases where the SPAC is unavailable due to prior engagements, we kindly request all principals to ensure that their School Information Coordinators (SIC) counterpart attends the training in their stead. Furthermore, we request the



Address: Purok Farmers, Olingan, Dipolog City

Telephone No.: (065) 908-2583

Email Address: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)

Website: [dipologcitydivision.net](http://dipologcitydivision.net)

FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

---

cooperation of all principals in facilitating the provision of the necessary laptop equipment for their designated representative attending the training.

12. The objectives of this activity are as follows:

*Terminal Objective*

Increased knowledge, application and appreciation on the OBE-TS and OBE Program as a whole

*Enabling Objectives*

Specifically, participants are expected to:

- master the functions, services offered, and other crucial mechanisms of OBE-PACC; and
- master the OBE-TS.

13. The teaching personnel who will attend this training will be granted service credits. On the other hand, the non-teaching will be given compensatory overtime credits.

14. See **Enclosure 1** for the program and training flow.

15. See **Enclosure 2** for the training's Technical Working Group (TWG). The TWG is advised to review the enclosed materials to ensure the seamless and efficient execution of the training.

16. See **Enclosure 3** roles and responsibilities of the OBE-PACC.

17. See **Enclosure 4** for the Division Personnel Directory.

18. See **Enclosure 5**, which contains Division Memorandum No. 352, s. 2023, titled "Focal Persons of the Various Programs." This document holds significance in addressing client inquiries pertaining to our various programs, projects, and services.

19. For inquiries regarding this matter, please contact Cielbert E. Dondoyano Jr., Division Public Assistance Coordinator, at 0956-590-9773.

20. This memorandum shall take effect immediately. All other issuances and previous orders inconsistent hereof are now repealed or modified accordingly.

21. Immediate dissemination of this information to all participants is requested.

  
**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: dipolog.city@deped.gov.ph  
Website: dipologcitydivision.net  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

**Annex A: OFFICIAL REGISTER OF THE SCHOOL-LEVEL PUBLIC AFFAIRS UNIT.**

**SCHOOL-LEVEL PUBLIC AFFAIRS UNIT  
FOR SCHOOL YEAR 2023-2024**

Name of School: [Insert name of school here]  
Address: [Insert address of school here]  
Contact Number: [Insert official school contact number here, if any]  
Official School Email: [Insert official school email address here]

District-Cluster: [Insert district and cluster here]  
Public Schools District Supervisor: [Insert name of PSDS here]  
PSDS Contact Number: [Insert contact number of PSDS here]

<b>Information and Media Management Team</b> Year-round (SY 2023-2024)		
<b>Role</b>	<b>Position</b>	<b>Name</b>
Chair	Principal	
Vice Chair	School Information Coordinator	
Member #1	Social Media Manager	
Member #2	Logistics Officer	
Member #3	School Public Assistance Coordinator	

<b>Public Assistance Team</b> Year-round (SY 2023-2024)		
<b>Role</b>	<b>Position</b>	<b>Name</b>
Chair	Principal	
Vice Chair	School Public Assistance Coordinator	
Member #1	Assistant Teleresponder	
Member #2	School Information Coordinator	

<b>Oplan Balik Eskwela Public Assistance Command Center School Committee</b> OBE period (August 14 – 25, 2023)		
<b>Role</b>	<b>Position</b>	<b>Name</b>
Chair	Principal or Assistant Principal or Head Teacher	
Vice Chair	School Public Assistance Coordinator	
Member #1	School Information Coordinator	
Members	All school admin, faculty, and staff	

Prepared by:  
[SIGNATURE]  
[NAME OF PRINCIPAL]  
[POSITION]

Acknowledged and received by:

**CHRIS REY VIII A. HERRERA RN**  
Division Information Officer



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: dipolog.city@deped.gov.ph  
Website: dipologcitydivision.net  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

**Enclosure 1: FLOW OF THE PROGRAM/TRAINING.** One page only.

**DIVISION-WIDE ORIENTATION AND TRAINING ON THE OPLAN BALIK  
ESKWELA TICKETING SYSTEM (OBE-TS)**

Saturday, August 12, 2023 at 7:30 a.m to 11:45 a.m.  
DepEd Dipolog Training Center, Miputak, Dipolog City

Time	Activity	Focal Person
7:00 AM – 7:30 AM	Registration	<b>Genevieve Q. Bermudez</b> <b>Vince Gerald A. Fuerzas</b>
7:30 AM – 8:00 AM	Preliminaries	<b>Yuri Nathaniel B. Nadala</b> Master of Ceremony
	Prayer	AVR
	National Anthem	AVR
	Quality Policy Statement	<b>Rambelle C. Flores</b> SEPS-HRDS, SGOD
	Words of Welcome	<b>Lourma I. Poculan CESE</b> Assistant Schools Division Superintendent
	Recognition of Participants/Attendance Check/Introduction of the Technical Working Group	<b>Yuri Nathaniel B. Nadala</b> Master of Ceremony
	Statement of Purpose	<b>Cielbert E. Dondoyano Jr.</b> Division Public Assistance Coordinator
	Message	<b>Ma. Liza R. Tabilon Edd, CESO V</b> Schools Division Superintendent
<b>Training Proper</b>		
8:00 AM – 8:20 AM	Oplan Balik Eskwela (OBE) Overview	<b>Cielbert E. Dondoyano Jr.</b> Division Public Assistance Coordinator
8:20 AM – 8:40 AM	Roles and Responsibilities of OBE-PACC	<b>Cielbert E. Dondoyano Jr.</b> Division Public Assistance Coordinator
8:40 AM – 9:00 AM	Icebreaker – Quiz	<b>Yuri Nathaniel B. Nadala</b> Master of Ceremony
9:00 AM – 9:45 AM	Navigation of the OBE Ticketing System	<b>Cielbert E. Dondoyano Jr.</b> Division Public Assistance Coordinator
9:45 AM – 10:00 AM	Health Break/Recess	
10:00 AM – 10:45 AM	Generating Reports using the OBE-TS	<b>Cielbert E. Dondoyano Jr.</b> Division Public Assistance Coordinator
10:45 AM – 11:15 AM	Question and Answer	
11:15 AM – 11:30 AM	DPAC Directory/Training Evaluation	<b>Cielbert E. Dondoyano Jr.</b> Division Public Assistance Coordinator
11:30 AM – 11:45 AM	Closing Program	<b>Yuri Nathaniel B. Nadala</b> Master of Ceremony
	Closing Prayer	<b>Marie Antoinette F. Nazareth</b> Planning Officer III – R&P Section, SGOD



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: dipolog.city@deped.gov.ph  
Website: dipologcitydivision.net  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

**Enclosure 2: TECHNICAL WORKING GROUP.** One page only.

**DIVISION-WIDE ORIENTATION AND TRAINING ON THE OPLAN BALIK  
ESKWELA TICKETING SYSTEM (OBE-TS)**

Saturday, August 12, 2023 at 7:30 a.m. to 11:45 a.m.  
DepEd Dipolog Training Center, Miputak, Dipolog City

<b>Committee/Task</b>	<b>Person/s Assigned</b>
<b>Training Facilitators</b>	Cielbert E. Dondoyano Jr.
<b>Registration and Attendance</b>	Genevieve Q. Bermudez
	Vince Gerald A. Fuerzas
<b>Venue, Physical Arrangement, and Sound System</b>	Rambelle C. Flores
	Jesel B. Chiu
	Marie Antoinette F. Nazareth
<b>QAME</b>	Luisiano S. Murro Jr.
<b>Certificates</b>	Cielbert E. Dondoyano Jr.
<b>Documentation</b>	Chris Rey VIII A. Herrera
	Janine Z. Tubio
<b>Master of Ceremony</b>	Yuri Nathaniel B. Nadala
<b>Medical Staff</b>	Chris Rey VIII A. Herrera

*Notes:*

**Call time: 6:55 a.m.**

Contact Cielbert E. Dondoyano Jr. for the materials/things to prepare.



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: dipolog.city@deped.gov.ph  
Website: dipologcitydivision.net  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

---

**Enclosure 3: ROLES AND RESPONSIBILITIES OF THE OBE-PACC.** 1<sup>st</sup> page [start].  
As extracted and revised from DepEd Memorandum No. 63, s. 2022.

**DIVISION-LEVEL/OBE-PACC DIVISION COMMITTEE**

- **Vice Chair – Division Public Assistance Coordinator (DPAC)**
  - ✓ Oversee and supervise the daily operations of the OBE activity in the Division Office
  - ✓ Act as main teleresponder
  - ✓ Prepare the daily reports for the RO and CO's information based on the submitted reports of the SDM Team
  
- **Teleresponders**
  - ✓ Attend to callers/messages/emails with queries, complaints, problems, or requests concerning school opening and other education matters
  - ✓ Reply/respond to messages received and print the messages, if necessary
  - ✓ Provide immediate appropriate actions/solutions for issues/concerns received from callers
  - ✓ Actively coordinate with the COL Team
  - ✓ Submit the required daily monitoring and afternoon reports to the SDM Team for consolidation and evaluation
  
- **Curriculum, Operations, and Legal (COL) Team**
  - ✓ People in direct communication with the teleresponders, especially when queries are of their expertise
  - ✓ Investigate complaints/cases that need immediate resolution
  - ✓ Provide the technical needs of the committee
  
- **Secretariat, Documentation, and Media (SDM) Team**
  - ✓ Prepare the daily reports for the Vice Chair's perusal based on the submitted reports of the teleresponders
  - ✓ Facilitate and assist the media in interviews and conferences
  - ✓ Coordinate with partners and stakeholders
  - ✓ Make minutes of meeting when the committee has a meeting
  - ✓ Make print and video documentation
  - ✓ Document and finalize the 2023 Oplan Balik Eskwela – Division Level Terminal Report



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
Website: [dipologcitydivision.net](http://dipologcitydivision.net)  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

---

**Enclosure 3: ROLES AND RESPONSIBILITIES OF THE OBE-PACC.** 2<sup>nd</sup> page [end].  
As extracted and revised from DepEd Memorandum No. 63, s. 2022.

**SCHOOL-LEVEL/OBE-PACC SCHOOL COMMITTEE**

- **Chair – Principal or Assistant Principal or Head Teacher**
  - ✓ Oversee and supervise the daily operations of the OBE activity in the school
  - ✓ Provide the technical needs of the committee
  - ✓ Investigate complaints/cases that need immediate resolution
  - ✓ In direct contact with the PSDS in cases/complaints that need the intervention of the SDO
  
- **Vice Chair – School Public Assistance Coordinator (SPAC)**
  - ✓ Act as main teleresponder
  - ✓ Attend to callers/messages/emails with queries, complaints, problems, or requests concerning school opening and other education matters
  - ✓ Reply/respond to messages received and print the messages, if necessary
  - ✓ Provide immediate appropriate actions/solutions for issues/concerns received from callers
  - ✓ Prepare and submit the daily reports for the SDO's information at every 3 p.m.
  - ✓ Google Drive Link: <https://tinyurl.com/2023OBEpacCDipolog>
  
- **Member #1 – School Information Coordinator**
- **Other Members**
  - ✓ Help set up the school's OBE-Public Assistance Desk/Command Center, preferably near the entrance of the school
  - ✓
  - ✓ Actively coordinate with the COL Team
  - ✓ Submit the required daily monitoring and afternoon reports to the SDM Team for consolidation and evaluation
  - ✓ Facilitate and assist the media in interviews and conferences
  - ✓ Make minutes of meeting when the committee has a meeting
  - ✓ Make print and video documentation
  - ✓ Document and assist in the finalization and submission of the 2023 Oplan Balik Eskwela – School Level Terminal Report together with the SPAC



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
Website: [dipologcitydivision.net](http://dipologcitydivision.net)  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

**ENCLOSURE 4: DIVISION PERSONNEL DIRECTORY.**

<b>OSDS</b>		
<b>Name</b>	<b>Position</b>	<b>Contact Number</b>
Ma. Liza R. Tabilon	Superintendent	0968 854 2395
Lourma I. Poculan	Assistant Superintendent	0999 884 2240
Marilyn G. Barbaso	Admin Assistant III	0907 439 2451
Sarah C. Aranas	Admin Assistant II	0907 282 3518
Genevieve Q. Bermudez	Admin Aide VI	0946 963 2797
<b>LEGAL</b>		
Ma. Cecille B. Tanaga	Legal Officer III	0950 803 1366
<b>ITO</b>		
Jose Mari M. Apilan	ITO (Head)	0907 909 0840
John Leo M. Samante	Admin Officer II	0908 608 0960
<b>DIVINE &amp; PAC</b>		
Chris Rey VIII A. Herrera	Division Information Officer	0917 621 9576
Cielbert E. Dondoyano Jr.	Alternate Division Information Officer/Public Assistance Coordinator	0956 590 9773
<b>PERSONNEL</b>		
Love L. Ricafort	Admin Officer IV (Head)	0915 227 9343
Michele Grace S. Pesquera	Admin Officer II	0938 137 0519
Manolin T. Ibanez	Admin Officer II	0948 301 9874
Anna May C. Aleria	Admin Officer II	0960 668 2650/0985 450 0647
Ruby Jane B. Supangan	Admin Assistant III	0948 318 8528
Janine Z. Tubio	Admin Assistant III	0946 010 0848
Evelyn E. Mandao	Admin Assistant III	0960 668 2644



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: dipolog.city@deped.gov.ph  
Website: dipologcitydivision.net  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

<b>CASH</b>		
Alineil Uy-Divinagracia	Admin Officer IV (Head)	0930 636 0675
Allen Paul T. Bugahod	Admin Assistant III	0908 895 8988
Rosmabel M. Jotojot	Disbursing Officer II	0977 801 5086
<b>ACCOUNTING</b>		
Rosanna B. Capulan	OIC-Accountant/ Admin Assistant III	0920 417 0015
Melanie E. Chiong	Admin Assistant III	0951 302 3389
Yuri Nathaniel B. Nadala	Admin Assistant III	0919 801 3431
Sheenna H. Goyena	Admin Assistant III	0951 747 8252
Fritzella Sam P. Sarande	Admin Assistant II	0917 130 0183
Shiela May E. Idol	Admin Aide VI	0910 534 5976
<b>BUDGET &amp; BAC</b>		
Randyl A. Geraga	Admin Officer V (Head)	0909 967 0987
Jocel Mhae L. Enderez	Admin Assistant I	0948 646 6665
Febe Arianne K. Pagulong	Admin Officer II	0909 499 6500
Carrah Mae A. Ulla	Admin Aide VI	0963 820 0965
<b>SUPPLY</b>		
Deborah Mae L. Alejo	Admin Officer IV (Head)	0907 477 8002
Gina B. Yusop	Administrative Officer II	0981 109 6088
<b>GENERAL SERVICES</b>		
Shellah C. Tayros-Pactol	Admin Aide VI	0950 859 2975/0935 239 5844
John Rafael G. Genabe	Job Order	0912 286 6558
<b>RECORDS</b>		
Nene B. Brillantes	Admin Officer IV (Head)	0997 932 4771
Florenda Perocho	Admin Assistant II	0963 090 4424



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: dipolog.city@deped.gov.ph  
Website: dipologcitydivision.net  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

<b>ADMIN OFFICER V</b>		
Randyl A. Geraga	OIC – AO V	0909 967 0987
Devine P. Rosal	Admin Aide VI	0948 349 8639
<b>CID CHIEF</b>		
Amelinda D. Montero	CID Chief	0916 631 6818
Vince Gerald A. Fuerzas	Admin Aide VI	0961 937 3918
<b>CID EPS</b>		
Araceli G. Macasasa	EPS for ESP	0948 928 5819
Lilibeth G. Ratificar	EPS for TLE	0930 988 0563
Riela Angela C. Josol	EPS for English	0930 667 5571
Jesse P. Samaniego	EPS for MAPEH	0912 285 5549
Monina R. Antiquina	EPS for Araling Panlipunan	0949 568 6337
Zyhrine P. Mayormita	EPS for Science	0918 919 8439
Cherry Mae B. Eltanal	EPS for Filipino	0928 841 0678
Edgardo S. Cabalida	EPS for Mathematics	0949 710 5301
	EPS for Kindegarten	
Serapino E. Estebat Jr.	EPS for LRM	0920 969 7483
Leo Martinno O. Alejo	PDO II for LRM	0930 154 6619
<b>CID PSDS</b>		
Maria Lisa E. Valdehueza	PSDS for North A	0998 952 0688
Bernie P. Laranjo	PSDS for North B	0909 019 8585
Petrush G. Macute	PSDS for East A	0998 569 6462
Genevieve B. Miranda	PSDS for East B	0916 233 6141
Vilma C. Velasco	PSDS for East C	0948 814 6054
Melanie B. Bantilan	PSDS for West A	0930 022 8858
Jovencia M. Samante	PSDS for West B	0917 517 0053
Rossalyn Z. Montealto	PSDS for South A	0998 861 1417



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
Website: [dipologcitydivision.net](http://dipologcitydivision.net)  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

Adrian G. Refugio	PSDS for South B	0963 135 1305
Olalio D. De Los Santos	PSDS for South C	0917 144 5098
<b>ALTERNATIVE LEARNING SYSTEM</b>		
Jessica M. Belhida	EPS II – ALS	0939 398 0707
Rose Marie T. Rubia	EPS II – ALS	0968 567 6429
<b>SGOD CHIEF</b>		
Nur N. Hussien	SGOD Chief	0917 134 6335
Ronillo S. Yarag	SGOD EP Supervisor	0919 460 1199
Cielbert E. Dondoyano Jr.	Admin Assistant III	0956 590 9773
Mariel Gwen L. Abarca	Admin Aide VI	0912 279 4291
<b>SCHOOL HEALTH AND NUTRITION</b>		
Dr. Clees Paul Tabiliran	Dentist II	0930 127 1707
Dr. Jayrick Balagbagan	Dentist II	0920 982 8802
Chris Rey VIII A. Herrera	Nurse II	0917 621 9576
Sheila S. Quimpo	Nurse II	0950 800 7228
Geilou O. Yabres	Nurse II	0956 336 0905
Emmanuel F. Bacaltos	Nurse II	0932 144 7404
Jo-ann M. Borbon	Nurse II	0977 121 9015
Cielidel V. Timosa	Nurse II	0946 556 7099
Jeffrey G. Bolingkit	Admin Aide VI	0946 541 8219



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
Website: [dipologcitydivision.net](http://dipologcitydivision.net)  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

<b>HRTD</b>		
Rambelle C. Flores	Senior EPS	0917 138 7146
Marie C. Refugio	EPS II	0908 555 2418
<b>SOCIAL MOBILIZATION AND NETWORKING</b>		
Crispo V. Gahisan	Senior EPS	0963 953 1681
Jesel B. Chiu	EPS II	0948 858 5800
<b>EDUCATION FACILITIES</b>		
Christopher Ace B. Bael	Engineer III	0927 711 7533
<b>SCHOOL MONITORING MANAGEMENT AND EVALUATION</b>		
Luisiano S. Murro Jr.	Senior EPS	0912 965 9018
Neil Nonato F. Sebastian	EPS II	0966 641 2034
<b>DISASTER RISK REDUCTION MANAGEMENT</b>		
Alan D. Chiu	PDO II	0917 325 7212
<b>YOUTH FORMATION UNIT</b>		
Andrew Homil G. Elumbaring	PDO I	0995 163 5116
<b>RESEARCH AND PLANNING</b>		
Terence Eyre B. Belangoy	Senior EPS	0949 660 2818
Marie Antoinette F. Nazareth	Planning Officer III	0923 586 1403
Irish Earl B. Solo	Job Order	0950 775 1072
Giselle R. Gahum	Job Order	0918 712 3060

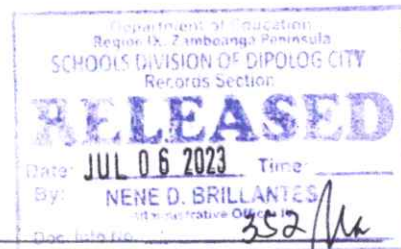


Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: dipolog.city@deped.gov.ph  
Website: dipologcitydivision.net  
FB Page: <https://www.facebook.com/depeddipologcity>

Enclosure 5



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



June 21, 2023

**DIVISION MEMORANDUM**  
NO. 352, S. 2023

**FOCAL PERSONS OF VARIOUS PROGRAMS**

**TO:** Chief Education Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Education Program Supervisors and Specialists  
Section Heads of Various Units  
Elementary and Secondary School Principals  
Teaching and Non-teaching Personnel  
All others concerned  
*This Division*

1. In line with the Department of Education's ongoing programs and initiatives, this memorandum aims to emphasize and clarify the designated focal persons and their alternates for specific programs within our division. These individuals will serve as the primary contact points and coordinators for their respective programs, ensuring effective implementation and communication.
2. Effective immediately upon the release of this memorandum, the designated focal persons are assigned to their respective roles and responsibilities. They are expected to fulfill their duties diligently and promptly.
3. Refer to **Enclosure 1** for the comprehensive list of programs, focal persons, and their respective alternates. This document provides detailed information to facilitate effective communication and coordination between the concerned personnel.
4. Should there be any changes or updates in the focal persons or their alternates, this Division will provide timely notifications and instructions to all concerned parties.
5. Prompt dissemination of this memo is highly desired.

**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent



Address: Purok Farmers, Olingan, Dipolog City  
Telephone No.: (065) 908-2583  
Email Address: dipolog.city@deped.gov.ph  
Website: dipologcitydivision.net  
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY

**ENCLOSURE 1**

**FOCAL PERSONS FOR VARIOUS DIVISION PROGRAMS AND COMMITTEES**

NO.	PROGRAM	FUNCTIONAL DIVISION/SECTION	FOCAL PERSON	ALTERNATE	REFERENCE
1	Alternative Delivery Mode (ADM)	CID-LRMS	EPS Serapino E. Estebat Jr.	PDO II Leo Martinno O. Alejo	Program of Bureau of Learning Resources
2	Early Language, Literacy and Numeracy (ELLN) Program	CID	EPS Reila Angela C. Josol	EPS Edgardo S. Cabalida	Department Order No. 12, s. 2015
3	Evaluation and Assessment	CID	PSDS Edgardo S. Cabalida	PSDS Adrian G. Refugio	
4	Inclusive Education: Alternative Learning System (ALS)	CID	PSDS Jovencia M. Samante	SEPS Jessica Behilda	
5	Inclusive Education: Indigenous Peoples Education (IPED)	CID	PSDS Olalio D. De los Santos	PSDS Melanie B. Bantilan	
6	Inclusive Education: Madrasah Education Program (MEP)	CID	PSDS Vilma C. Velasco	PSDS Rossalyn Z. Montealto	
7	Inclusive Education: Special Education (SPED)	CID	PSDS Maria Lisa E. Valdehueza	EPS Monina R. Antiquina	
8	Learning Action Cell (LAC)	CID	PSDS Melanie B. Bantilan		
9	Master Teachers Mentoring Program	CID	PSDS Bernie Laranjo	PSDS Adrian G. Refugio	
10	Mother Tongue-Based Multilingual Education (MTBMLE)	CID	PSDS Rossalyn Z. Montealto	PSDS Maria Lisa E. Valdehueza	
11	Multigrade Teaching	CID	PSDS Petrush G. Macute	PSDS Olalio D. De los Santos	
12	Pre-service Teacher	CID	EPS Zyhrine P. Mayormita	EPS Monina R. Antiquina	



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY

NO.	PROGRAM	FUNCTIONAL DIVISION/SECTION	FOCAL PERSON	ALTERNATE	REFERENCE
13	Reading Program/Philippine Informal Reading Inventory (PHIL-IRI)	CID	EPS Cherry Mae B. Eltanal	PSDS Rossalyn Z. Montealto	
14	Senior High School (SHS) Programs	CID	EPS Edgardo S. Cabalida	EPS Zyhrine P. Mayormita	
15	Government Assistance and Subsidies: Education Service Contracting Program (ESC)	CID			
16	Government Assistance and Subsidies: Senior High School Voucher Program (SHSVP)	CID	EPS Lilibeth Ratificar	PSDS Olalio D. De Los Santos	
17	Government Assistance and Subsidies: Joint Delivery Voucher Program (JDVP)	CID			
18	Textbooks and Other Instructional Materials (Txt&IMs)	CID-LRMS	EPS Serapino E. Estebat Jr.	PDO II Leo Martinno O. Alejo	Program of Bureau of Learning Resources
19	Boy Scouts of the Philippines (BSP)	EXTERNAL	SEPS Crispo V. Gahisan	PSDS Olalio D. De los Santos	
20	Girl Scouts of the Philippines (GSP)	EXTERNAL	PSDS Vilma C. Velasco	EPS Monina R. Antiquina	
21	Special Education Fund (SEF) Committee	EXTERNAL	SGOD EPSpr Ronillo S. Yarag		
22	Seal of Good Local Governance (SGLG) Committee – DepEd Dipolog	EXTERNAL	EPS II Jesel B. Chiu		
23	Anti-Corruption Committee	OSDS-LEGAL	Legal Officer III Atty. Ma. Cecille S. Bastasa-Tanaga		Division Memorandum No. 160, s. 2022



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY

NO.	PROGRAM	FUNCTIONAL DIVISION/SECTION	FOCAL PERSON	ALTERNATE	REFERENCE
24	Bids and Awards Committee (BAC)	OSDS	ASDS Lourma I. Poculan	CID Chief ES Amelinda D. Montero	Division Memorandum No. 48, s. 2023
25	Committee on Decorum and Investigation (CODI)	OSDS	ASDS Lourma I. Poculan	CID Chief ES Amelinda D. Montero	Division Memorandum No. 93, s. 2023
26	DepEd Computerization Program	OSDS-ITO	ITO I Jose Mari M. Apilan	AO II John Leo M. Samante	Program of Information and Communication Technology Service
27	Division Anti-Red Tape (ART)	OSDS-LEGAL	Legal Officer III Atty. Ma. Cecille S. Bastasa-Tanaga	Accountant III Lea B. Cabilin CPA	Division Memorandum No. 92, s. 2023
28	Division Checking Committee (DCC)	OSDS/CID/SGOD	CID Chief ES Amelinda D. Montero	SGOD Chief ES Nur N. Hussien	Division Memorandum No. 234, s. 2023
29	Division Information and Education Group (Public Affairs Unit)	OSDS	Nurse II Chris Rey VIII A. Herrera RN	ADAS III Cielbert E. Dondoyano Jr.	Division Memorandum No. 472, s. 2021
30	Division Review and Evaluation Committee (DREC)	OSDS	CID Chief ES Amelinda D. Montero	EPS Zyhrine P. Mayormita	Division Memorandum No. 207, s. 2023
31	Division Public Assistance	OSDS	ADAS III Cielbert E. Dondoyano Jr.		
32	Gender and Development (GAD)	OSDS	EPS Monina R. Antiquina	SEPS Rambelle C. Flores	
33	Human Resource Merit Promotion and Selection Board (HRMPSB)	OSDS	ASDS Lourma I. Poculan	SGOD Chief ES Nur N. Hussien	Division Memorandum No. 562, s. 2022
34	Oplan Balik Eskwela Program	OSDS	Nurse II Chris Rey VIII A. Herrera RN	ADAS III Cielbert E. Dondoyano Jr.	Division Memorandum No. 488, s. 2022
35	Program Management Team (PMT)	OSDS	SGOD Chief ES Nur N. Hussien	CID Chief ES Amelinda D. Montero	Division Memorandum No. 94, s. 2023
36	Program on Awards and Incentives for Service Excellence (PRAISE)	OSDS	EPS Zyhrine P. Mayormita	SGOD EPSpvr Ronillo S. Yarag	Division Memorandum No. 536, s. 2022



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY

NO.	PROGRAM	FUNCTIONAL DIVISION/SECTION	FOCAL PERSON	ALTERNATE	REFERENCE
37	Child Friendly School	OSDS/CID/SGOD	EPS II Jesel B. Chiu	PO III Marie Antoinette F. Nazareth	Division Memorandum No. 69, s. 2022
38	Division Education Development Planning Team (DEDPT)	OSDS/CID/SGOD	CID Chief ES Amelinda D. Montero	SGOD Chief ES Nur N. Hussien	Division Memorandum No. 9, s. 2023
39	Program Management Information System (PMIS)	OSDS/CID/SGOD	PO III Marie Antoinette F. Nazareth	AO V Randyl A. Geraga	Division Memorandum No. 266, s. 2023
40	Schools/Division IGP /Innovation/Projects Review	OSDS/CID/SGOD	CID Chief ES Amelinda D. Montero	SGOD Chief ES Nur N. Hussien	
41	End Local Communist Armed Conflict (ELCAC)	OSDS/SGOD	SEPS Rambelle C. Flores	PDO II Alan D. Chiu	
42	School Sports Support Program	OSDS/SGOD/CID	SGOD EPSpvr Ronillo S. Yarag	EPS Jessie P. Samaniego	
43	Scholarship Committee	SGOD	SGOD Chief ES Nur N. Hussien	SGOD EPSpvr Ronillo S. Yarag	Division Memorandum No. 314, s. 2022
44	School Governing Council	SGOD	SGOD EPSpvr Ronillo S. Yarag	SEPS Crispo V. Gahisan SEPS Luisiano S. Murro Jr. EPS Neil Nonato F. Sebastian	Division Memorandum No. 603, s. 2022
45	School-Based Management (SBM) Team	SGOD	SEPS Luisiano S. Murro Jr.	EPS II Neil Nonato F. Sebastian	
46	Special Events	SGOD	SGOD EPSpvr Ronillo S. Yarag	SEPS Crispo V. Gahisan	
47	Zamboanga Peninsula Handbook on Technical Assistance Mechanism (ZAMPENTAM)	SGOD/CID/OSDS	SGOD Chief ES Nur N. Hussien	CID Chief ES Amelinda D. Montero	Division Memorandum No. 181, s. 2023
48	Disaster Risk Reduction and Management (DRRM)	SGOD-DRRM	PDO II Alan D. Chiu	EPS II Neil Nonato F. Sebastian	



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY

NO.	PROGRAM	FUNCTIONAL DIVISION/SECTION	FOCAL PERSON	ALTERNATE	REFERENCE
49	National School Building Inventory (NSBI)	SGOD-EF	SGOD EPSpvr Ronillo S. Yarag	Engineer III Engr. Christopher Ace B. Bael  PO III Marie Antoinette F. Nazareth	Division Memorandum No. 248, s. 2023
50	Physical Plant & Facilities	SGOD-EF	Engineer III Engr. Christopher Ace Bael	SGOD EPSpvr Ronillo S. Yarag	
51	Continuing Professional Development Activities	SGOD-HRD	SEPS Rambelle C. Flores	EPS II Marie C. Refugio  AO IV Love L. Ricafort	Division Memorandum No. 101, s. 2023
52	Barkada Kontra Droga	SGOD-LFU	PDO I Andrew Homil G. Elumbaring		Program of the Learners Formation Unit
53	Child Protection	SGOD-LFU	PDO I Andrew Homil G. Elumbaring	Legal Officer III Atty. Ma. Cecille S. Bastasa-Tanaga	Department Order No. 3, s. 2021
54	Learner Government Program	SGOD-LFU	PDO I Andrew Homil G. Elumbaring		Program of the Learners Formation Unit
55	YES-O/SIGA	SGOD-LFU	PDO I Andrew Homil G. Elumbaring		Program of the Learners Formation Unit
56	Schools Division Research Committee (SDRC)	SGOD-R&P	SEPS Terence Eyre B. Belangoy		Division Memorandum No. 494, s. 2022
57	New School Personnel Position (NSPP) Program	SGOD-R&P			Program of School Effectiveness Division
58	Adolescent Reproductive Health (ARH) Program	SGOD-SHNU	Nurse II Jan Rina N. Bitancor-Uy RN	Nurse II Julie Ann Myla P. Ricafort	
59	BLS/CPR/Bloodletting Campaign	SGOD-SHNU	Dentist II Dr. Jayrick C. Balagbagan	Dentist II Dr. Clees Paul Z. Tabiliran	
60	BLT Centralized Kitchen	SGOD-SHNU	Nurse II Chris Rey VIII A. Herrera RN	Nurse II Cielidel V. Timosa RN	



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY

NO.	PROGRAM	FUNCTIONAL DIVISION/SECTION	FOCAL PERSON	ALTERNATE	REFERENCE
61	COVID-19 Monitoring	SGOD-SHNU	Nurse II Sheila S. Quimpo RN	Nurse II Geilou O. Yabres RN	
62	Food Safety	SGOD-SHNU	Nurse II Jan Rina N. Bitancor-Uy RN	Nurse II Sheila S. Quimpo RN	
63	Gulayan sa Paaralan (GPP)	SGOD-SHNU	Dentist II Dr. Jayrick C. Balagbagan	Dentist II Dr. Clees Paul Z. Tabiliran	
64	Immunization	SGOD-SHNU	Nurse II Geilou O. Yabres RN	Nurse II Sheila S. Quimpo RN	
65	National Drug Education Program (NDEP)	SGOD-SHNU	Nurse II Julie Ann Myla P. Ricafort RN	Nurse II Geilou O. Yabres RN	
66	Nutritional Status/Deworming	SGOD-SHNU	Nurse II Emmanuel F. Bacaltos RN	Nurse II Cielidel V. Timosa RN	
67	Oplan Kalusugan (OK) sa DepEd	SGOD-SHNU	Nurse II Chris Rey VIII A. Herrera RN	Dentist II Dr. Clees Paul Z. Tabiliran	
68	Rabies and Prevention Control/Iodization	SGOD-SHNU	Nurse II Cielidel V. Timosa RN	Nurse II Emmanuel F. Bacaltos RN	
69	Red Cross	SGOD-SHNU	Dentist II Dr. Clees Paul Z. Tabiliran	Dentist II Dr. Jayrick C. Balagbagan	
70	School Dental Health Care Program (SDHCP)	SGOD-SHNU	Dentist II Dr. Clees Paul Z. Tabiliran	Dentist II Dr. Jayrick C. Balagbagan	
71	School Mental Health (SMH) Program	SGOD-SHNU	Nurse II Gina Fe M. Ramos RN	Nurse II Sheila S. Quimpo RN	
72	School-Based Feeding Program (SBFP)	SGOD-SHNU	Nurses II Cielidel V. Timosa RN (Nutritious Food Pack) and Jo- ann M. Borbon RN (Milk Component)	Nurse II Emmanuel F. Bacaltos RN	



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY

NO.	PROGRAM	FUNCTIONAL DIVISION/SECTION	FOCAL PERSON	ALTERNATE	REFERENCE
73	Tobacco Control	SGOD-SHNU	Nurse II Geilou O. Yabres RN	Nurse II Sheila S. Quimpo RN	
74	Wash-in-Schools (WinS) Program	SGOD-SHNU	Nurse II Chris Rey VIII A. Herrera	Nurse II Sheila S. Quimpo RN	
75	Weekly Iron Folic Acid	SGOD-SHNU	Nurse II Sheila S. Quimpo RN	Nurse II Geilou O. Yabres RN	
76	Wellness Program	SGOD-SHNU	Nurse II Jo-ann M. Borbon RN	Nurse II Gina Fe M. Ramos RN	
77	Comprehensive Sexuality Education-Adolescent Reproductive Health (CSE-ARH)	SGOD-SHNU/OSDS	EPS Monina R. Antiquina	ARH Nurse II Jan Rina Bitancor- Uy RN  EPS II Jesel B. Chiu	
78	National Achievement Test Technical Working Team (NATTWT)	SGOD-SMME	SEPS Luisiano S. Murro Jr.	EPS II Neil Nonato F. Sebastian	Division Memorandum No. 30, s. 2023
79	Private Schools	SGOD-SMME	SEPS Luisiano S. Murro Jr.	EPS II Neil Nonato F. Sebastian	
80	Quality Assurance Monitoring and Evaluation (QAME)	SGOD-SMME	SEPS Luisiano S. Murro Jr.	EPS II Neil Nonato F. Sebastian	
81	4PS Partnership	SGOD-SMN	EPS II Jesel B. Chiu	SEPS Crispo V. Gahisan	
82	Adopt-a-School & Brigada Eskwela	SGOD-SMN	SEPS Crispo V. Gahisan	EPS II Jesel B. Chiu	
83	Brigada Pagbasa	SGOD-SMN/CID	PSDS Rossalyn Z. Montealto	EPS Cherry Mae B. Eltanal	
84	Parent-Teacher Association (PTA)	SGOD-SMN	SEP Crispo V. Gahisan	EPS II Jesel B. Chiu	



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

---

*Prepared by:*

**AMELINDA D. MONTERO DM**

Chief Education Supervisor, Curriculum Implementation Division

**NUR N. HUSSIEN DM**

Chief Education Supervisor, Schools Governance and Operations Division

*Recommending Approval:*

**LOURMA I. POCULAN CESE**

Asst. Schools Division Superintendent

*Approved:*

**MA. LIZA R. TABILON EdD, CESO V**

Schools Division Superintendent