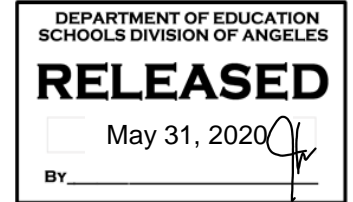




Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF ANGELES CITY

May 29, 2020

DIVISION MEMORANDUM
 No. 123, s. 2020



SUBMISSION OF DAILY REPORT ON 2020 OPLAN BALIK ESKWELA

To : Assistant Schools Division Superintendent
 Chiefs, SGOD & CID
 Heads of Public Elementary and Secondary Schools

1. In compliance with DepEd Memorandum No. 050 s. 2018 entitled “2018 OPLAN BALIK ESKWELA” (OBE), all schools must have a help desk and submit a record of any problems, queries and other concerns commonly encountered by the public at the start of the school year.

2. The attached template will be used for recording the report and must be submitted on a daily basis to the email of the following personnel for encoding of the OBE ticketing report:

Schools and Offices	Personnel in Charge	Position	Email address
Elementary Schools	Karl David Maghuyop	ADAS	karlmaghuyop@deped.gov.ph
Secondary Schools	Marilou Q. Castro	Planning Officer	marilou.castro@deped.gov.ph
ALS and SDO	Anna Marie Carmen M. Romero	EPS II-SMN-DIO	annamariecarmen.romero@deped.gov.ph

3. For more information and assistance, please refer to the Division OBE-PACC (Division Memo 121 s. 2020) who shall oversee the Implementation of DepEd policies, programs, projects, and address local concerns.



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101





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4. Wide dissemination of and compliance with this Memorandum is earnestly desired.

MA. IRELYN P. TAMAYO PhD, CESE
Assistant Schools Division superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101



SDO Angeles City 2020 OBE Daily Report

Name of the Client	Contact		Source	Topic	Department	Describe issue/ Concern details	Action taken	Status
	Email add	Tel. no.						
Ex. Juan dela Cruz			phone	complaint on enrolment	Public Assistance of school	School is not accepting learner due to age requirement	Provided DepEd Issuance	closed

Note:

- a. Write the full name of the Client, email and phone number. (Write N/A if s/he has none).
- b. Source: Phone, email, letter, fb, sms, Instagram or twitter, or if walk in
- c. Topic can be: complaint, query, report a problem, request, suggestion etc.
(on covid19, enrolment, finance, Learning Continuity plan, legal issues, examination etc.)
- d. Write short description of the concern and the action taken
- e. Status can be CLOSED (concern has been resolved), OPEN, PENDING or REFERRED(if the concern has been referred to the Regional or Division office).