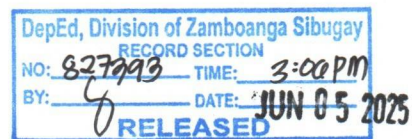




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



04 June 2025

DIVISION MEMORANDUM  
NO. 251, s. 2025

**IMPLEMENTATION OF 2025 OPLAN BALIK ESKWELA (OBE) AND 2025 BRIGADA ESKWELA**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
EPSs/PSDSs/District in-Charge  
All elementary and secondary School Heads  
All Others Concerned  
This Division

1. In line with DepEd Order No. 012, s. 2025, the Division of Zamboanga Sibugay will conduct the **2025 Oplan Balik Eskwela (OBE)** from **June 9–20, 2025**, and the **2025 Brigada Eskwela** from **June 9–13, 2025**, with the theme “*Brigada Eskwela: Sama-sama Para sa Bayang Bumabasa.*”
2. This memorandum establishes the OBE Public Assistance Command Center, the working committees, and the hosting of the 2025 Brigada Eskwela Regional Kick-Off Ceremony at Buug Pilot Central School, Buug district.
3. Be guided by the following DepEd policies, which are not reiterated here:
  - a) DepEd Memorandum No. 045, s. 2025 titled 2025 National *Oplan Balik Eskwela* dated May 22, 2025
  - b) DepEd Memorandum No. 042, s. 2025 titled 2025 *Brigada Eskwela* Implementing Guidelines dated May 09, 2025
4. Immediate dissemination of this memorandum is required to ensure compliance and effective implementation.
5. For any queries and clarifications, everyone is encouraged to contact the concerned offices/program owners of OBE and Brigada Eskwela.

**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

**DR. MA. COLLEEN L. EMORICHA, CESO VI**  
Asst. Schools Division Superintendent  
In charge of Office

References: DM 045, s. 2025, DM 042, s. 2025, DO 012, S. 2025  
To be indicated in the perpetual index under the ff. subjects:  
ENROLMENT BRIGADA ESKWELA LEARNERS SCHOOLS  
ZS-DM-SGOD-PRS-SMN-2025-06-132-0 / GCC/RCL-20250603



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Enclosure A to Division Memorandum No. 25, s. 2025

**LIST OF MEMBERS UNDER EACH OBE-PACC UNIT AND THE TERMS OF REFERENCE (TOR)**

**A. Teleresponders**

Team Leaders : Evelyn F. Importante, CID Chief  
Oliver B. Talaoc, SGOD Chief

Members: Gernin S. Laraño, EPS-Kinder Focal  
Glorife C. Clavero, SEPS-PRS  
Lloyd Rodriguez, SEPS-SMME  
May C. Isnain, PO III  
Jenifer B. Templado, Registrar  
Mary Joy T. Villa, Registrar  
Erjie T. Mamogay, AA IV

**TOR:**

1. Attend to callers with queries, complaints, problems or request concerning school opening and other education matters;
2. Provide immediate, appropriate actions/ solutions for issues/ concerns received from callers;
3. Refer complaints/ cases that need immediate investigation to the Legal Team if necessary; and

**B. Social Media (Facebook, Messenger) Email and Text Messaging Service**

Team Leader : Rosmindo L. Ancheta, Jr, EPS/Division Information Officer

Members: Jekyll D. Cadungog, ITO  
Ryan Suganob, AO II  
Johnlery Modillas, TII  
Kristine Nicolas, ADAS III  
Abner Javellana, COS

**TOR:**

1. Reply/ respond to messages received and print the messages if necessary;
2. Refer complaints/ cases that need immediate investigation to Legal Team if necessary; and

**C. Walk-In Assistance**

Team Leader : Glorife C. Clavero, SEPS

Members: Lloyd I. Rodriguez, SEPS-SMME (for private sch. concerns)  
Alma Usop, EPSII, SMME (for private sch. concerns)  
May C. Isnain, PO III  
Jenifer B. Templado, Registrar  
Mary Joy T. Villa, Registrar  
Marbejay P. Delos Reyes, Registrar  
Ramil T. Gabin, EPSII (for ALS concerns)  
Nonito Villaplana, EPSII (for ALS concerns)





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**TOR:**

1. Attend to issues/ concerns of walk- in clients;
2. Prepare endorsement letters) communications to schools concerned;
3. Provide information needed by the clients; and

**D. Legal Assistance/Secretariat and Monitoring Unit**

Team Leader: Atty. Christine Joyce Paco, Legal Officer  
Members: Lloyd I. Rodriguez, SEPS-SMME  
Alma Usop, EPSII, SMME  
Grace La Plano, AO II

**TOR:**

1. Provide immediate resolution to complaints that are classified as urgent;
2. Conduct on-the-spot investigations and monitoring of schools as the need arises
3. Submit the required daily morning and afternoon reports to the higher office/s for consolidation and evaluation.

**E. Media Relations**

Team Leader: Rosmindo L. Ancheta, Jr., EPS - SGOD  
Members: Grace La Plano, AO II

**TOR:**

1. Set and coordinate schedules for press conferences;
2. Prepare media advisories, invites, and briefers of the activity for the Executive Committee and stakeholders;
3. Facilitate the press conference and assist the media;
4. Attend to media requests for data and interviews; and
5. Coordinate with the partners and stakeholders.

**F. Logistics and Support**

The Logistics and Support Team shall be composed of the following sub-committees:

**1. Finance**

Team Leader : Mary Beneth Lagroma, Accountant III  
Members: Ma. Aylene Mascarina, AO V – Budget  
Ryan Dano, AO – IV, Cash

**TOR:**

1. Handle OBE financial requirements.

**2. Physical Arrangement/ Set-up, Security, Sound System and Transportation**

Team Leader: Grace R. Jugno, AO V- Admin Services  
Members: personnel of General Services Unit

**TOR:**

1. Set up the OBE Command Center;
  2. Maintain the cleanliness and orderliness of the OBE Command Center; and
  3. Ensure peace and order during the OBE.
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**3.Registration and Attendance**

Field Offices: All PSDSs

Division Office Proper

Team Leader: Grace R. Jugno, AO V- Admin Services

Members: Renz Roy Ramos, AO IV – Personnel

Ma. Livie Laque, AO IV-Records

Mervin Laque, Casual Employee

**TOR:**

1. Record all guests and participants in OBE, and take daily attendance of the committee members.

**4.Supplies and Equipment**

Team Leader: Rheeza Nassaie, AO IV-Supply

Members: Property and Supply personnel

**TOR:**

Provide the materials and equipment needed for OBE.

**5.Medical and Dental Team:**

Team Leader : Dr. Nancy Cichon

Members : Saniata Baral, Nurse II

Venizze Faith Laurie, Nurse II

Lizandro Hortilano, Nurse II

Cleme Novea L. Basalan, Nurse II

Elaine Olegario, Nurse II

Leoden Paraon, Nurse II

Charlene Dahan, Nurse II

Nesar Soon, AA

**TOR:**

1. Ensure proper implementation of minimum health standards
2. Monitor compliance of all employees and clients on the established health protocols.





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Enclosure B to Division Memorandum No. \_\_\_\_\_, s. 2025

**BRIGADA ESKWELA REGIONAL KICK-OFF WORKING COMMITTEES**

Over-all Chairperson : Virgilio P. Batan, Jr., CESO V, SDS  
 Vice Chairman : Dr. Ma. Colleen L. Emoricha, CESO VI, ASDS  
 Members : Dr. Oliver B. Talaoc, SGOD Chief  
 Evelyn F. Importante, CID Chief

Committees	Chairperson	Members
Decoration, venue and accommodation, lei, Usherettes	Silveria P. Pagayon	Bug School Heads & Select Teaching & Non-teaching Personnel
Food and Refreshment	Alma Fraulein M. Garcia	Teresalbe L. Acapulco Nora D. Albiso Ellen Mae Villasis Christine Joyce S. Paco Maria Aylene Mascarina
Transportation and Logistics	Grace R. Jugno Rex Ventura	Tolomeo Tesoro, Jr. Julius Lavilla Zandro Trayvilla Cesar Muyargas Mobin Toto Norjan Yusop Jethro Taboc-Taboc
Program and Invitation	Richard C. Laurea Rafael J. Querubin	Abner Javellana
Registration/Attendance/Certificate of Appearance	Glorife C. Clavero May C. Isnain	Erjie Mamogay Alliza Dela Cruz Joycelyn P. Gustilo Krislaine Mariano
Medical & Safety	Dr. Nancy Cichon Ethyl Kimberly S. Labadan	Saniata Baral School & District Nurses Bug PNP personnel
Documentation and Recording	Jekyll D. Cadungog	Ma. Livie Laque Kristine Nicolas Abner Javellana Pilardito Morgia Dennis Esperanza Arturo Esteves Wynner Elba Elvin Esmeralda Ryan Suganob Miguel Napolion A. Calizar Jr.



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Acceptance of donated items	Rheeza Nassaie	Mary Beneth Lagroma Lloyd I. Rodriguez Alma A. Usop Mirasol C. Ronquillo Renz Roy Ramos Ryan Dano
Program Hosts	Anna Ramona Marione B. Cambaya Nelymar P. Sumalinog	

**School Visit and Monitoring of Brigada Eskwela Activities**

<b>Schools to be visited</b>	<b>Visiting SDO</b>	<b>In-charge</b>
Isidro Miranda Memorial Elementary School	SDO Zamboanga City	Hope Acuesta Evelyn F. Importante Ulpiano Morales, Jr. Lilian Damaso
Kabasalan NHS	SDO Isabela City	Virginia Cabrera Marilou Chio Rosana Wooton Salvador Arquilita Hannival Retardo
Diplahan NHS	SDO Zamboanga del Norte SDO Pagadian City	Meishel P. Batan Rosmindo L. Ancheta, Jr. Gina Lihao Maria Cruz
La Dicha ES	SDO Dipolog City	Oliver B. Talaoc, EdD Dennis Silva Milke Cailing Joseph Castro, Sr. Erma Unabia
Maganay ES	SDO Dapitan City SDO Zamboanga del Sur	Mardie Acotanza Angelito Aballe Anatacio Calonge Rey Camaingking Erma Unabia