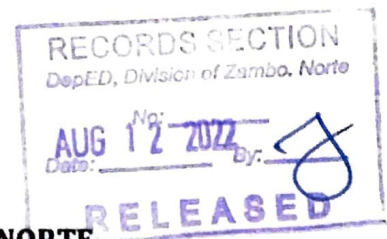




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



**Division Memorandum**  
No. 311 s, 2021

To : Assistant Schools Division Superintendents  
Chiefs of Functioning Divisions and Unit/Section Heads  
School Heads, Public Elementary and Secondary Schools  
Teachers, Public Elementary and Secondary Schools  
All Others Concerned  
This Division

From : **VIRGILIO P. BATAN JR. CESO VI**  
Schools Division Superintendent

Subject : **2022 OPLAN BALIK ESKWELA**

Date : August 11, 2022

1. This has reference to DepEd Memorandum No. 063, s. 2022 titled *2022 Oplan Balik Eskwela (OBE) for School Year 2022- 2023* with the theme ***Kapit-Bisig Para sa Mas Ligtas na Balik- Aral*** which will run from August 15-26, 2022. The OBE is the annual initiative to engage agencies, organizations, and other stakeholders in preparation for the opening of the SY.
2. In this connection, this division enjoins the office and all schools to set up an OBE Public Assistance Command Center (PACC) and serve as an information and complaints processing and routing mechanism. The school level OBE-PACC will report to the division level OBE- PACC as composed by the following:

**Composition of the Division OBE-PACC**

Chair: Virgilio P. Batan Jr. CESO VI  
Co-Chair: Ma. Judelyn J. Ramos CESE  
Judith V. Romaguera CESO VI  
Vice Chair: Nicollette Ria E. Tangon  
Members: Atty. Rey P. Janolino Jr.- Legal Office  
Helen E. Tangon- Administrative Office  
Dr. Lilia E. Abello- CID  
Dr. Joy E. Letran- Singson- SGOD  
Ethyl Kimberly S. Labadan- Teleresponder  
Pamela J. Bacara- Teleresponder  
Marife A. dela Cerna- Teleresponder  
Joseph L. Pantoja- Emails  
Laisa Madel M. Cinchez- Social Media (Facebook)  
Nicollette Ria E. Tangon- Secretariat and SMS (Text)





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Arvie M. Ompoy CPA- Finance  
Julius O. Belagantol- Physical Arrangement/ Setup  
Jessie E. Elacan- Food  
Jun Leonard U. Romarate- Supplies and Equipment  
Gekabel M. Velarde- Registration and Attendance  
DICMC and PAC- Monitoring  
All District Information Officers (DIO)- District Public Assistance Coordinators

3. Schools shall submit a composition of the School OBE-PACC to the designated District Information Officer (DIO) for consolidation and the DIO shall forward the same to [depedzn.hrd@deped.gov.ph](mailto:depedzn.hrd@deped.gov.ph) on or before **August 15, 2022**. Please use template as seen in Enclosure No.2.

**Composition of School-Level OBE- PACC**

Chair: Principal or Asst. Principal or Head Teacher  
Vice Chair: School Information Coordinator/  
Designated School Public Assistance Coordinator  
Members: School Admin and other staff  
Pls. include contact Nos/ FB Contact/ Email

4. Members of the OBE shall ensure and maintain the implementation of necessary health and safety protocols in the conduct of all OBE 2022 activities.
5. A directory for the SDO and schools will be posted on DepEd Tayo-Schools Division of Zamboanga del Norte Facebook page on August 2022. The information must be utilized for the duration of the OBE 2022 to provide efficient communication and client referrals as well as receive messages from the stakeholders.
6. A summary of report will also be submitted by the District Information Officer to the DICMC every week through [depedzn.hrd@deped.gov.ph](mailto:depedzn.hrd@deped.gov.ph). Please see enclosure for the 2022 OBE Info Sheet and the template for the summary to be utilized by the schools and districts.
7. Also, DepEd Philippines will conduct the **National Opening Day Program (NSODP)** on **August 22, 2022**. Involved personnel in the OBE are enjoined to tune in to the live broadcast of the program via official livestream of the Department. The link will be sent to designated channels once available.





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8. All expenses incurred during this activity shall be charged to local funds for schools division personnel, subject to the usual accounting and auditing rules and regulations.
9. Attached is the DepEd Memorandum for the list of functions and services of OBE-PACC. For more information, kindly contact

Division Information and Communications Management Center  
(DICMC)

Schools Division of Zamboanga del Norte

Capitol Drive, Estaka, Dipolog City

Mobilie Nos: 09685211332; 09685211322

FB Page: DepEd Tayo- Schools Division of Zamboanga del Norte

Email Address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

[nicolletteria.tangon@deped.gov.ph](mailto:nicolletteria.tangon@deped.gov.ph)

[hazel.ranjith@deped.gov.ph](mailto:hazel.ranjith@deped.gov.ph)

10. Widest dissemination of this memorandum is desired.

DICMC/ nret/ 2022 Oplan Balik Eskwela /DM\_\_\_-2022/08122022

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N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation &  
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100

Tel No.: (065) 212-5843

e-mail address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)



"Be and Do Much Better Each Day  
with a  
Sense of Urgency"



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

Enclosure 1

Region-Division: **Region 9, Schools Division of Zamboanga del Norte**

Name of School: \_\_\_\_\_

School ID Number: \_\_\_\_\_

**Oplan Balik Eskwela 2022 Info Sheet**

*Note: Pick a common issue/concern from the list and check the box(es) that apply to the client's concern(s). Head to the third page and write the problem in the "Details of concern" section if the stated concern is not one of the common issues/concerns.*

**COMMON ISSUES/CONCERNS:**

**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              |  |



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- 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



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Transfer of Teaching Personnel

Travel Authority  
 Work Arrangement

Others \_\_\_\_\_

**LEARNING CONTINUITY PLAN**

Academic Ease  
 Academic Freese  
 Alternative Delivery Modes (ADM)  
 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:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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

Date: \_\_\_\_\_

\_\_\_\_\_  
 School Public Assistance Coordinator (SPAC) Printed Name and Signature





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**SUMMARY OF REPORT**

(To be used by the District Info Officers. Please provide tally for issues/ concerns received in schools using the 2022 OBE Info Sheet as reference)

<b>Common Issues/ Concerns</b>	<b>1<sup>st</sup> Week (Aug 15-19, 2022)</b>	<b>2<sup>nd</sup> Week (Aug 22-26, 2022)</b>	<b>Total Tally</b>
<b>EXAMINATION</b>			
<i>A&amp;E Test</i>			
<i>NAT</i>			
<i>NCAE</i>			
<i>PEPT</i>			
<i>Principal's Test</i>			
<i>PVT</i>			
<i>Superintendent's Test</i>			
<i>Basic Education Exit Assessment (BEEA)</i>			
<i>Others:</i>			
<b>ENROLLMENT CONCERN</b>			
<i>Age Requirement</i>			
<i>Enrollment Process (K-10 and SHS)</i>			
<i>Enrolment Requirement (K to 10 and SHS)</i>			
<i>Early Registration</i>			
<i>EBEIS</i>			
<i>Grade Assessment</i>			
<i>Kindergarten</i>			
<i>ELSF</i>			
<i>LIS/LRN</i>			
<i>Transfer Requirement and Process</i>			
<i>Others: _____</i>			
<b>PROGRAMS AND PROJECTS</b>			
<i>Alternative Learning System (ALS)</i>			
<i>Bridging Program</i>			
<i>Brigada Eskwela</i>			
<i>DepEd Apps</i>			
<i>DepEd Connectivity Load</i>			
<i>GASTPE/ ESC</i>			
<i>Home Study Program</i>			
<i>Special Education (SPED)</i>			
<i>Others _____</i>			
<b>LEGAL ISSUES</b>			
<i>Correction of Names</i>			
<i>Bullying</i>			
<i>Change of Personal Records</i>			
<i>Child Protection Policy</i>			
<i>Code of Ethics</i>			
<i>Corruption</i>			
<i>Death Threats</i>			
<i>Deed of Donation</i>			
<i>Formal Complaint</i>			
<i>Immoral Relationship</i>			
<i>Negligence of Duty</i>			
<i>Non- Teaching Personnel's Disputes</i>			
<i>Physical/ Verbal Abuse</i>			





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Common Issues/ Concerns	1 <sup>st</sup> Week (Aug 15-19, 2022)	2 <sup>nd</sup> Week (Aug 22-26, 2022)	Total Tally
<i>School Titling</i>			
<i>Sexual Harassment</i>			
<i>TRAIN Law</i>			
<i>Others: _____</i>			
<b>SHS CONCERNS</b>			
<i>Application for SHS VP</i>			
<i>Billing or payment</i>			
<i>GAS-SHS Voucher Program</i>			
<i>Strand/ Tracks</i>			
<i>Voucher Application</i>			
<i>Work Immersion</i>			
<i>Others: _____</i>			
<b>SCHOOL POLICY AND OPERATIONS</b>			
<i>Awards and Recognition (Honor System)</i>			
<i>Class Suspension</i>			
<i>Collection of fees</i>			
<i>Curriculum</i>			
<i>Fieldtrip</i>			
<i>Fund Raising Activities</i>			
<i>Graduation</i>			
<i>School Records</i>			
<i>School Projects</i>			
<i>Remedial Classes</i>			
<i>Grading System</i>			
<i>Learner's Assignment</i>			
<i>Learner's Assessment</i>			
<i>PTA/HPTA/GPTA</i>			
<i>Miscellaneous Fee</i>			
<i>MTB- MLE</i>			
<i>MOOE</i>			
<i>NSO- PSA</i>			
<i>School Activities/ Projects</i>			
<i>Tuition Fees</i>			
<i>Tutorial Services</i>			
<i>Permit to Operate</i>			
<i>Private School Policy</i>			
<i>School Breaks/ Calendar</i>			
<i>School Policies (Uniform, ID, Haircut, etc)</i>			
<i>School Closure</i>			
<i>School Opening</i>			
<i>School Recognition</i>			
<i>Others: _____</i>			
<b>FINANCE</b>			
<i>Electronic Remittance File</i>			
<i>Investment Scam</i>			
<i>Loans and PLLs</i>			
<i>Non- Teaching Personnel's Benefits</i>			
<i>Teaching Personnel's Benefits</i>			







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<b>Common Issues/ Concerns</b>	1 <sup>st</sup> Week (Aug 15-19, 2022)	2 <sup>nd</sup> Week (Aug 22-26, 2022)	Total Tally
<i>Moratorium</i>			
<i>Salary of Non- Teaching Personnel</i>			
<i>Salary of Teachers</i>			
<b>OTHER MATTERS</b>			
<i>BSP/GSP</i>			
<i>CAV</i>			
<i>Contact Details</i>			
<i>Data Privacy Act (DPA)</i>			
<i>Day Care</i>			
<i>DO/ DM/ DA</i>			
<i>DOST Scholarship</i>			
<i>Feeding Program</i>			
<i>List of Home Schools</i>			
<i>Providers</i>			
<i>List of Private Schools</i>			
<i>List of Public Schools</i>			
<i>Microsoft (MS) Office 365</i>			
<i>Account</i>			
<i>Old Curriculum Graduate</i>			
<i>Other Agencies (CHED, TESDA, PRC, etc)</i>			
<i>SPEC/ OJT</i>			
<i>Suspension of Classes</i>			
<i>Thesis/ Research</i>			
<i>Training/ Seminar/ Workshop</i>			
<i>Others: _____</i>			
<b>PHYSICAL FACILITIES/ RESOURCES</b>			
<i>Chairs, Tables and Boards</i>			
<i>Classroom and School Buildings</i>			
<i>Computers</i>			
<i>School Facilities</i>			
<i>School Supplies</i>			
<i>Textbook/ Modules/ Other Learning</i>			
<i>Materials</i>			
<i>Others: _____</i>			
<b>COVID 19</b>			
<i>Community Quarantine</i>			
<i>Situation of Teachers and Students</i>			
<i>COVID-19 Testing for Non-Teaching</i>			
<i>Personnel</i>			
<i>COVID-19 Testing for Teachers</i>			
<i>Heath Protocol/ Social Distancing</i>			
<i>Personal Protective Equipment (PPE)</i>			
<i>Schools as Quarantine or Isolation Areas</i>			
<i>Schools as Quarantine Sites</i>			
<i>Others: _____</i>			
<b>PERSONNEL</b>			
<i>Alternative Work</i>			
<i>Arrangement/ Skeletal</i>			
<i>Arrangement</i>			
<i>Attendance</i>			





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<b>Common Issues/ Concerns</b>	1 <sup>st</sup> Week (Aug 15-19, 2022)	2 <sup>nd</sup> Week (Aug 22-26, 2022)	Total Tally
<i>CSC Search for Outstanding Workers</i>			
<i>Contract Renewal</i>			
<i>Hiring System</i>			
<i>INSET</i>			
<i>Leave</i>			
<i>Maternity Leave</i>			
<i>Personnel Complaint</i>			
<i>Physical Reporting to School</i>			
<i>Promotion</i>			
<i>Qualification Standards Rationalization Plan (RatPlan)</i>			
<i>Teacher Complaint</i>			
<i>Teaching Personnel's Application</i>			
<i>Teaching Personnel's IPCRF</i>			
<i>Teaching Personnel's License</i>			
<i>Teaching Personnel's Provision</i>			
<i>Transfer of Non- Teaching Personnel</i>			
<i>Transfer of Teaching Personnel</i>			
<i>Travel Authority</i>			
<i>Work Arrangement</i>			
<i>Others: _____</i>			
<b>LEARNING CONTINUITY PLAN</b>			
<i>Academic Ease</i>			
<i>Academic Freeze</i>			
<i>Alternative Delivery Modes (ADMs)</i>			
<i>DepEd Commons</i>			
<i>Distance Education</i>			
<i>Electronic Class Record (ECR)</i>			
<i>Face-to-Face Classes</i>			
<i>Home Schooling</i>			
<i>Learning Delivery Modalities</i>			
<i>Modified In-School Off- School Approach (MISOSA)</i>			
<i>Modules</i>			
<i>Poor Internet</i>			
<i>Connectivity/ Signal</i>			
<i>Self- Learning Materials (SLM)</i>			
<i>Webinar for Teacher</i>			
<i>Others: _____</i>			





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DETAILS	1st Week (Aug 15-19, 2022)	2nd Week (Aug 22-26, 2022)	Total Tally
<b>MEDIUM OF COMMUNICATIONS</b>			
<i>Email</i>			
<i>Facebook</i>			
<i>Phone</i>			
<i>SMS</i>			
<i>Twitter</i>			
<i>Walk-In</i>			
<i>Letter</i>			
<i>Others: _____</i>			
<b>NATURE OF ASSISTANCE</b>			
<i>Complaint</i>			
<i>Query</i>			
<i>Request</i>			
<i>Commendation</i>			
<b>STATUS</b>			
<i>Resolved</i>			
<i>Referred</i>			
<i>Pending</i>			

Prepared by:

\_\_\_\_\_  
Name and Signature of District Information Officer

Noted by:

\_\_\_\_\_  
PSDS/ PICD





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Enclosure 2

**DISTRICT CONSOLIDATION  
SCHOOL OBE-PACC COMPOSITION**  
*(To be submitted on or before August 15, 2022)*

**District:** \_\_\_\_\_

School	Name of Principal/ Asst. Principal/ School Head (Chair)	SIC/ Designated School Public Assistance Coordinator ( Vice Chair)	Members (School ICT, school Admin, etc)	Contact Number/ FB Contact/ Email

Prepared by:

\_\_\_\_\_  
Name and Signature of District Information Officer

Noted by:

\_\_\_\_\_  
PSDS/PICD

