



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

August 17, 2023

**DIVISION MEMORANDUM**  
No. **346** s, 2023

**2023 DIVISION OPLAN BALIK ESKWELA PUBLIC ASSISTANCE  
COMMAND CENTER COMMITTEE**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to Regional Memorandum No. 420, s. 2023 Regional Oplan Balik Eskwela Public Assistance Command Center Committee, this Office announces the composition of the Division Oplan Balik Eskwela Public Assistance Command Center Committee, to wit:

Chair: Norma P. Esteban, EdD, CESO V  
Schools Division Superintendent  
Co-Chairs: Cecilia E. Valderama, PhD  
Assistant Schools Division Superintendent  
Zurex T. Bacay, PhD  
Assistant Schools Division Superintendent  
Vice-Chairs: Bryan Amiel F. De Jesus  
SEPS - SMNE/Division Information Officer  
Lorena P. Bodoso  
Public Assistance Coordinator  
Members: Gregorio C. Quinto, Jr. EdD  
Chief ES, CID  
Cecilia S. Custodio, PhD  
Chief ES, SGOD  
Elmer Lopez  
Legal Officer  
Josefina S. Pedroche  
AO V  
Jay-Arr C. Tayao  
DEPS, SGOD  
Daniel V. Ortega, PhD  
President, PSDS Group  
Virgilio L. Laggui, PhD  
President, DEPS Group

2. The committee shall serve as an information and complaints processing and routing mechanism for the division. It shall perform the following functions:

Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)





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- a. Receive, process, and respond to simple queries, information requests, and complaints from the general public, including those forwarded by other DepEd offices and other division line units.
  - b. Assist the dissemination and clarification of DepEd policies, programs, projects and processes, particularly those relevant to the opening of classes;
  - c. Correctly identify and coordinate with the concerned units, schools on complex concerns that will require the specific units and schools for appropriate action; and
  - d. Monitor, document, and submit reports on all issues and concerns received, including the action taken.
3. To perform these functions well, the following personnel are expected to report at the Balik Eskwela HelpDesk at the division office on the following schedules:

<b>Date</b>	<b>Personnel Involved</b>
August 22, 2023	Cecilia P. Buenaventura, EdD Leonora V. Bergado, EdD Marilou V. Cruz, EdD
August 23, 2023	Anabell R. Palomo, PhD Gilbert M. Agapito Maximo C. Herrera
August 24, 2023	Teresita B. Alquiza, EdD Esperanza F. Perez, PhD Neriza F. Fanuncio, EdD
August 29, 2023	Bryan Amiel de Jesus Marilene Ramos Inah Marifaye Blanco
August 31, 2023	Ma. Bella Fajardo Jesusa Pampilon, PhD Christian dela Cruz

4. Effective September 1, 2023, the Assignment of Office of the Day in the Daily Operation of SDO Bulacan Information HelpDesk for Calendar Year 2023 per Division Memorandum No. 026, s. 2023 shall be implemented.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

