

July 24, 2024

**DIVISION MEMORANDUM**  
No. 313 s, 2024

**2024 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 DepEd Memorandum No. 34, s. 2024 on the 2024 National Oplan Balik Eskwela, 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: Maria Celina L. Vega, CESO VI  
Assistant Schools Division Superintendent  
Bryan M. Santos, CESE  
Assistant Schools Division Superintendent

Vice-Chairs: Ma. Lourdes J. Patag  
SEPS - SMME/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  
Paulo Eduardo C. Cruz Jr.  
Planning Officer III  
Maribel S. Perez  
SEPS-Research  
Cecille E. Cruz  
EPS II-SMME  
Christian V. dela Cruz  
PDO I  
Engelbert C. dela Cruz  
PDO I



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

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

Date	Personnel Involved
July 29, 2024	Ma. Lourdes J. Patag Cecille E. Cruz
July 30, 2024	Lorena P. Bodoso Josefina S. Pedroche
July 31, 2024	Christian V. dela Cruz Engelbert C. dela Cruz
August 1, 2024	Maribel S. Perez Paulo Eduardo C. Cruz, Jr.
August 2, 2024	Atty. Elmer D. Lopez Lorena P. Bodoso

4. All expenses to be incurred in the conduct of 2024 Oplan Balik Eskwela shall be charged to Division MOOE subject to usual accounting and auditing rules and procedures.
5. Immediate and wide dissemination of this Memorandum is desired.

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