



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

DIVISION MEMORANDUM  
No. 268, s. 2022

May 4, 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 209, S. 2022**  
**RE: Establishment of Election Task Force (ETF) in SDO Digos City for the May 9, 2022**  
**National and Local Elections**

To: Asst. Schools Division Superintendent  
CID/SGOD Chiefs, Supervisors and Personnel  
Public Elementary and Secondary School Heads  
All Other Concerned

1. Relative to Division Memorandum No. 209, s. 2022 dated April 12, 2022, re: Establishment of Election Task Force (ETF) in SDO Digos City for the May 9, 2022 National and Local Elections, this Office informs the additional member of DepEd Digos City Election Task Force:

Member: **Millicent R. Durano** - Nurse


2. The functions of the EFT members include, but are not limited to the following:
  - a. Maintain an Operation and Monitoring Center to document and report all teacher and school-related issues and concerns before, during and after the Elections;
  - b. Ensure that teachers are provided with and/or referred to adequate information, technical and legal assistance in the course of the performance of their duties as members of the Electoral Board;
  - c. Serve as DepEd institutional link to volunteer organizations and individuals;
  - d. Provide close horizontal and vertical coordination and consultation among DepEd, COMELEC and partner agencies involved in the 2022 NLE; and
  - e. Complement the other government agencies' efforts for an honest, orderly and peaceful election.
3. The grant of honoraria to officials and personnel who will render services to the ETF shall be subject to existing rules and regulations of the Commission on Audit and relative to the issuances of the Department of Budget and Management. Payment of overtime pay or grant of compensatory time-off to qualified personnel are authorized, subject to the availability of funds and existing auditing rules and regulations as well as pertinent Civil Service laws.
4. Immediate dissemination and compliance to this Memorandum is desired.

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
22-84473  
DATE: MAY 04 2022 TIME: 4:00 PM

BY: \_\_\_\_\_

  
CRISTY C. EPE

Schools Division Superintendent 





Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

DIVISION MEMORANDUM  
No. 209, s. 2022

April 12, 2022

**ESTABLISHMENT OF ELECTION TASK FORCE (ETF) IN SDO DIGOS CITY  
FOR THE MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS**

To: Asst. Schools Division Superintendent  
CID/SGOD Chiefs, Supervisors and Personnel  
OSDS Unit Heads and Personnel  
Public Elementary and Secondary School Heads  
All Other Concerned

1. In connection with the DepEd Memorandum No. 10, s. 2022 “Establishment of the 2022 DepEd Election Task Force and Its Operation and Monitoring Center in the Central, Regional and Schools/City Division Offices in Connection with the May 09, 2022 National and Local Elections”, this Office informs the field that the following are designated members of DepEd Digos City Election Task Force:

Chairperson:	Gervasio R. Salinas, Jr.	-	EPS
Vice Chairperson:	Clarence S. Pillerin	-	PSDS
Members:	Atty. Clarisse Joy C. Llaban	-	Legal Officer
	Xavier Fuentes	-	SEPS
	Jerwin L. Granada	-	Teachers’ Representative
	Qumran Loyola	-	Admin Officer II
	Renil Concoles	-	Driver

2. The functions of the EFT members include, but are not limited to the following:
  - a. Maintain an Operation and Monitoring Center to document and report all teacher and school-related issues and concerns before, during and after the Elections;
  - b. Ensure that teachers are provided with and/or referred to adequate information, technical and legal assistance in the course of the performance of their duties as members of the Electoral Board;
  - c. Serve as DepEd institutional link to volunteer organizations and individuals;
  - d. Provide close horizontal and vertical coordination and consultation among DepEd, COMELEC and partner agencies involved in the 2022 NLE; and
  - e. Complement the other government agencies’ efforts for an honest, orderly and peaceful election.
3. The Division ETF Operation and Monitoring Center shall be operational from **1:00 PM of May 8, 2022** until **5:00 PM of May 10, 2022**.
4. The grant of honoraria to officials and personnel who will render services to the ETF shall be subject to existing rules and regulations of the Commission on Audit and relative to the issuances of the Department of Budget and Management.

5. Payment of overtime pay or grant of compensatory time-off to qualified personnel are authorized, subject to the availability of funds and existing auditing rules and regulations as well as pertinent Civil Service laws.
6. Immediate dissemination and compliance to this Memorandum is desired.



**CRISTY C. EPE**  
Schools Division Superintendent



**TERMS OF REFERENCE  
OF THE ELECTION TASK FORCE MEMBERS**

**A. Chairperson**

Being the leader of the team, the following are his/her roles:

1. Oversees the operation of the ETF.
2. Leads in the development of the plan and preparation of timelines.
3. Convenes with members on how to monitor, response, and make reports.
4. Mobilize resources in the operation and monitoring of all teacher and school-related issues and concerns before, during and after the elections.
5. Provides feedback to the members.
6. Ensures the monitoring of activities.
7. Gather evidences of reported issues or concerns.
8. Coordinates with DepEd higher offices or other agencies on election-related concerns.
9. Submits reports to the regional ETF or other concerned offices.

**B. Assistant Chairperson**

As the second highest in position, the assistant chairperson shall automatically take over the responsibilities of the team leader if for any reason he/she cannot perform the duties mentioned above. The following are also part of his/her functions:

1. Assist the chairperson in the planning, monitoring, and provision of feedback or reports.
2. Serves as resource person and provides technical assistance on election related concerns.
3. Reports to the team incidents or issues gathered from the field.
4. Coordinates with other team members for plan of actions.
5. Provides the team leader with evidences of reported issues or concerns.

**C. Members**

Five support team members shall perform specific tasks during the operation and monitoring of activities. These are their functions:

**LEGAL OFFICER**

1. Evaluate submitted documents, complaints or issues.
2. Conduct preliminary or fact-finding investigation.
3. Prepare resolution, formal charge, decision, comments for teacher and school-related issues and concerns on elections.
4. Provides legal services on election related concerns.
5. Coordinate with members and appropriate authorities for issues/concerns.

**PRME FOCAL/SEPS**

1. Design a mechanism in gathering data and establish the communication lines among DepEd personnel who will serve the elections, the COMELEC and other partners or agencies.
2. Provides technical assistance on election related concerns.
3. Document the systems and processes used by the team.
4. Submits reports of complaints and coordinates with the team for possible action.

**TEACHER REPRESENTATIVE.**

1. Serves as resource person and provides technical assistance on election related concerns.
2. Receives reports of issues/concerns and submits them to the team for resolution.
3. Coordinates with members and appropriate authorities for issues/concerns.

**ADMINISTRATIVE OFFICER**

1. Documents all ETF activities.
2. Records minutes, resolutions, and prepare missives.
3. Coordinates with other team members.

**DRIVER.**

1. Provide transport service to members of the team to monitor or respond on election-related activities, needed supplies and other materials.
2. Coordinates with other team members.



**TIMELINE OF ACTIVITIES**

<b>Schedule</b>	<b>Activity</b>	<b>Persons Involved</b>
March 16-18, 2022	COMELEC Orientation	Division ETF, PSDS President, and Teachers Federation Representative
April 11-12, 2022	Organizing the ETF Members	Division ETF Members
April 13-15, 2022	Planning of Activities	Division ETF
April 22, 2022	Orientation on DepEd's Participation and Preparations for the 2022 National and Local Elections	Division ETF Members, Speakers, DepEd Personnel who will serve the elections
May 8-10, 2022	Operation and Monitoring	Division ETF





Republic of the Philippines  
**Department of Education**

02 MAR 2022

DepEd MEMORANDUM  
No. **010**, s. 2022

**ESTABLISHMENT OF THE 2022 DEPED ELECTION TASK FORCE AND ITS OPERATION  
AND MONITORING CENTER IN THE CENTRAL, REGIONAL AND SCHOOLS/CITY  
DIVISION OFFICES IN CONNECTION WITH THE MAY 09, 2022  
NATIONAL AND LOCAL ELECTIONS**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Article IX-C, Section 2 (4) of the 1987 Philippine Constitution, the Commission on Elections (COMELEC) has the power to deputize law enforcement agencies and instrumentalities of the government for the exclusive purpose of ensuring free, orderly, honest, peaceful and credible elections.
2. The Department of Education (DepEd) is one of the national agencies deputized by COMELEC to ensure free, orderly, honest, peaceful and credible elections, through the appointment of public school teachers to serve as chairpersons and members of the Election Board, as well as Technical Support Personnel.
3. By virtue of the aforementioned authority granted by COMELEC to DepEd to ensure compliance with and enforcement of all orders and instructions relative to the election duties of DepEd personnel to ensure free, orderly, honest, peaceful and credible elections, the **2022 DepEd Election Task Force (ETF) Operation and Monitoring Center for the May 09, 2022 National and Local Elections (NLE)** shall be established at the *Bulwagan ng Karunungan*, DepEd Central Office, Meralco Avenue, Pasig City, starting at 1:00 p.m. of **May 08, 2022** and ending at 5:00 p.m. of **May 10, 2022**.
4. Undersecretary Alain Del B. Pascua and Undersecretary Revsee A. Escobedo are designated as Chair and Vice Chair of the DepEd ETF Operations and Monitoring Center, respectively. They shall create committees and appoint its respective chairs and vice chairs, for approval of the Secretary. The creation of such committees and appointment of its respective chairs and vice chairs shall be made weeks before the day of NLE for preparatory purposes.
5. The Committee Chairs and Vice Chairs shall immediately constitute and submit the names of their members, for the approval of the Chair and Vice Chair of the DepEd ETF.
6. Likewise, all regional and schools/city division offices of the Department are authorized to establish their respective ETF Operations and Monitoring Centers on the same schedules mentioned above.



7. The functions of ETF members include, but are not limited, to the following:

- a. maintain an Operation and Monitoring Center to document and report all teacher and school-related issues and concerns before, during and after the Elections;
- b. ensure that teachers are provided with and/or referred to adequate information, technical and legal assistance in the course of the performance of their duties as members of the Electoral Board;
- c. serve as DepEd institutional link to volunteer organizations and individuals;
- d. provide close horizontal and vertical coordination and consultation among DepEd, COMELEC and partner agencies involved in the 2022 NLE; and
- e. complement the other government agencies' efforts for an honest, orderly and peaceful election.

8. The conduct of nationwide orientations, trainings/fora to brief teachers and officials who are members of the ETF shall be organized, subject to the budget as may be allocated by the Undersecretary for Finance and approved by the Secretary. The orientation, trainings/fora shall cover the procedures on the use of digital signatures, enhancement and updates to the mobile monitoring application systems, COVID-19 protocols, do's and don'ts before, during, and after the Elections, and other election-related concerns.

9. All ETF officials and members in the central, regional and schools division Offices are required to attend the orientation, trainings and other fora, subject to availability of funds and approval of their respective executive committee officials, regional directors (RDs) and schools division superintendents (SDSs). The schedule of the aforementioned trainings shall be announced through the issuance of a separate memorandum.

10. All RDs and SDSs are enjoined to submit a list of five officials/employees who will compose its ETF, with their respective designation, position, salary grade, DepEd email address, and contact information (Globe/Smart). They are to submit the aforementioned data to the Office of the Director for Procurement Management Service on or before March 07, 2022 through email at **marc.bragado@depd.gov.ph**.

11. The five designated members of the regional and division ETF are directed to register through **[https://bit.ly/ETF2022\\_Confirmation](https://bit.ly/ETF2022_Confirmation)** for monitoring and reporting purposes.

12. The ETF will ensure that teachers shall be provided with adequate information, technical and legal assistance in the course of the performance of their duties as members of the Election Board, as well as DepEd nonteaching personnel who will serve during the May 09, 2022 National and Local Elections.

13. The Operation and Monitoring Center shall also serve as DepEd institutional link to volunteer organizations, individuals, as well as partner agencies involved in the conduct of the 2022 National and Local Elections.

14. All DepEd officials and personnel, being in the civil service, are reminded not to intervene directly or indirectly in any election campaign or engage in any partisan political activity, except to vote.

15. The grant of honoraria to officials and personnel who will render services to their respective ETFs shall be subject to existing Commission on Audit rules and regulations and relative to the Department of Budget and Management issuance on the matter. Payments of overtime pay or grant of compensatory time-off to qualified personnel in the central, regional, and schools/city division offices who will compose the DepEd ETF are authorized, subject to the availability of funds and existing auditing rules and regulations, as well as the pertinent Civil Service laws.

16. The ETF must ensure that funds be provided to enhance the DepEd Mobile App to meet the new requirements and reports needed from the field as well as conduct field monitoring.

17. For more information, please contact the **Office of the Undersecretary for Administration**, Department of Education (DepEd) Central Office, 5th Floor Mabini Building, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph) or telephone numbers (02) 8637-6207 and (02) 8633-7203.

18. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:

DepEd Memorandum No. 065, s. 2016



To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
COMMITTEES  
ELECTION  
EMPLOYEES  
FUNDS  
OFFICIALS  
SCHOOLS  
TEACHERS