



Republic of the Philippines  
Department of Education  
Region XI  
DIVISION OF DIGOS CITY  
Digos City

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

OSDS-2023- 49

**To :** Concerned School Heads and Teachers

**Subject :** Mandatory Inspection of Voting Centers and Pre-Election-Period Orientation

**Date :** July 17, 2023

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In relation to the request letter dated July 10, 2023 of Atty. Faizah Gladys Mae Kadon Tejero, City Election Officer IV, Commission on Election, Digos City, the Office of the OIC-Schools Division Superintendent granted the conduct of the mandatory inspection of voting centers and pre-election-period orientation pursuant to COMELEC Resolution 10884 promulgated on January 24, 2023 in the identified schools provided by the COMELEC which rescheduled the conduct the conduct of the inspection and orientation on **August 1-8, 2023**, *copy of the letter with scheduled attached herewith.*

The view thereof, concerned school heads identified by the COMELEC are hereby directed to be present at their respective schools during the mandatory inspection of voting centers and pre-election-period orientation. Interested teachers are hereby encouraged to apply as electoral board and shall submit to this Office of their proof of attendance to the said activity.

Pursuant to DepEd Order No. 53, s. 2003 dated June 24, 2003, DepEd personnel listed by the COMELEC participating in this activity shall be granted service credits. Likewise, Compensatory Overtime Credits shall be granted to the participating School Heads pursuant to the CSC and DBM Joint Circular No. 2 s. 2004 dated November 18, 2004

For information and strict compliance.

*Melanie P. Estacio*  
MELANIE P. ESTACIO, Ph.D., CESO VI  
OIC-Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
27-104864  
DATE: JUL 18 2023 TIME: 9:11am  
BY: *[Signature]*





104864

Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

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17 July 2023

**ATTY. FAIZAH GLADYS MAE KADON TEJERO**

City Election Officer IV  
Commission on Election  
Digos City, Davao del Sur

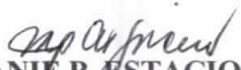
Dear **Atty. Tejero**:

This pertains to your letter dated July 10, 2023 informing this office of the change of schedule from July 18-26, 2023 to August 1-8, 2023 of the mandatory inspection of voting centers and pre-election-period orientation pursuant to the COMELEC Resolution 10884 promulgated on January 24, 2023 with a request that the School Head and interested applicant-electoral board of the identified schools shall be present and prepare the school as the venue of the orientation.

The Office of the OIC-Schools Division Superintendent had no objections to your request and will be issuing a memorandum to the concerned schools heads and teachers for their mandatory present indicating the new date of the inspection and orientation.

Thank you for writing.

Very truly yours,

  
**MELANIE P. ESTACIO, Ph.D., CESO VI**  
OIC-Schools Division Superintendent





Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
**OFFICE OF THE CITY ELECTION OFFICER**  
8002 Digos City, Davao del Sur

July 10, 2023

**Dr. Melanie P. Estacio, CESO VI**  
OIC Schools Division Superintendent  
Department of Education  
Digos City

Ed Schools Division Office  
104866  
2:37  
DATE: 10 JUL 2023  
BY:

Dear **Dr. Estacio**:

Greetings!

The undersigned respectfully informs your good office that there will be *an amendment of the schedule of mandatory inspection of voting centers and pre-election-period orientation* from July 18-26, 2023 to August 1-8, 2023, to wit:

New Schedule				
Final Ocular Inspection of Schools				
Date	SCHOOL			
	AM		PM	
August 1, 2023	8:00AM-9:00AM	Marawer E/S	1:00PM-2:00PM	Matti E/S
	9:30AM-10:30AM	Necencio A. Isidro E/S	2:30PM-3:30PM	Binaton E/S
	11:00AM-12:00NN	Rizal Central E/S	4:00PM-5:00PM	Soong E/S
August 2, 2023	8:00AM-9:00AM	Lungag E/S	1:00PM-2:00PM	Balabag E/S
	9:30AM-10:30AM	Casildo B. Nonol E/S	2:30PM-3:30PM	Mahayahay E/S
	11:00AM-12:00NN	Colorado E/S	4:00PM-5:00PM	Remedios Saplala E/S
August 3, 2023	8:00AM-9:00AM	Federico J. Alferes E/S	1:00PM-2:00PM	Arcaflor Maniapao E/S
	9:30AM-10:30AM	Damñas E/S	2:30PM-3:30PM	Pedro Basalan E/S
	11:00AM-12:00NN	Dulangan E/S	4:00PM-5:00PM	Ruparan E/S
August 4, 2023	8:00AM-9:00AM	Badiang E/S	1:00PM-2:00PM	Pedro Garcia E/S
	9:30AM-10:30AM	Gregorio Reusora E/S	2:30PM-3:30PM	Domingo V. Abawag E/S
	11:00AM-12:00NN	Cogon E/S	4:00PM-5:00PM	Igpit E/S
August 7, 2023	8:00AM-9:00AM	San Miguel E/S	1:00PM-2:00PM	Ramon Magsaysay Central E/S
	9:30AM-10:30AM	Dawis E/S	2:30PM-3:30PM	Aplaya E/S
	11:00AM-12:00NN	Isaac Abalayan E/S	4:00PM-5:00PM	Digos City Central E/S
August 8, 2023	8:00AM-9:00AM	Digos City National H/S		

The amendment is due to an official memorandum dated July 10, 2023 requiring COMELEC personnel to attend a conference and the ERB Certification on July 21-27, 2023.

In this light, the undersigned dutifully requests your good office to require the school heads and the interested applicant-electoral boards: (1) to be present on their scheduled dates and (2) to prepare the school venue for the orientation.

For information dissemination. Thank you very much.

Yours respectfully,

**ATTY. FAIZAH GLADYS MAE KADON TEJERO**  
City Election Officer IV