



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

May 5, 2025

DIVISION MEMORANDUM

No. 294, s. 2025

**COMPOSITION OF THE 2025 DIVISION ELECTION TASK FORCE (ETF)
AND ESTABLISHMENT OF THE ETF OPERATION AND MONITORING
CENTER IN CONNECTION WITH THE NATIONAL AND
LOCAL ELECTIONS ON MAY 12, 2025**

TO: Assistant Schools Division Superintendent
Chiefs (CID & SGOD)
Public Schools District Supervisor
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In line with Department's commitment in ensuring smooth, orderly, honest and peaceful conduct of the 2025 National and Local Elections (NLE), reference is made to DepEd Memorandum No. 37, s. 2025 dated April 22, 2025, this Office informs the field of the composition and establishment of the **2025 Division Election Task Force (ETF)** as follows:

Name	Position/Designation	ETF Designation	Contact No.
Mark Anthony J. Tan	OIC - Assistant Schools Division Superintendent	Chairperson	09999955391
Noe B. Abdon	AO V - Administration	Vice Chairperson	09631706865
Atty. Barbara Ann P. Tolentino	Attorney III	Member	09213779777
Ma. Theresa Q. Bingcang	Chief ES - SGOD	Member	09995870461
Ma. Leah Linda S. Tan	AO V - Budget	Member	09515109955
Rex Yangco	Nurse II	Member	09198296423
Brenda Dina C. Labangco	Planning Officer III	Member	09129574514
Junmarl Alconga	SEPS- Information Officer	Member	09513545130
Louiene Grace B. Macatual	Secretariat	Secretariat	09306825150
Jennifer Joy Dublin	Secretariat	Secretariat	09507871126
Victory Z. Natan	Driver	Driver	09614849589
Ricardo Hilonggo	Driver	Driver	09633414300

2. The functions of the Division ETF members include, but not limited, to the following:
- maintain an Operation and Monitoring Center to document and report all teachers and school-related issues and concerns before, during, and after the Elections;
 - 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;
 - serve as DepEd institutional link to volunteer organizations and individuals;
 - provide close horizontal and vertical coordination and consultation among DepEd, COMELEC, and partner agencies involved in the 2025 NLE; and



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
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- e. complement the other government agencies' efforts for an honest, orderly, and peaceful election.
3. The **2025 Division ETF Operation and Monitoring Center** shall operate at the SDO Sagay City Division Conference Room, Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental.
4. All ETF officials and members are required to attend orientation, trainings, and other fora, subject to availability of funds and approval of the Schools Division Superintendent.
5. All ETF officials, members and support staff shall report to the Division ETF Operation and Monitoring Center from 1:00 p.m. of May 11, 2025 (Sunday) to 5:00 p.m. on May 13, 2025 (Tuesday).
6. This Memorandum shall serve as Designation and Travel Authority of all concerned.
7. The grant of honoraria to the officials and members who will render services to the Division ETF shall be subject to existing COA rules and regulations, as well as issuances from the DBM relative to the matter. Payments of overtime or grant of compensatory time-off are authorized, subject to the availability of funds and existing accounting and auditing rules and regulations, including applicable Civil Service Laws.
8. Other expenses related to the conduct of this activity shall be charged to MOOE/local funds subject to existing accounting and auditing rules and regulations.
9. For information, guidance, and compliance.

DANNIE CLARK M. UGUL, CESE
Assistant Schools Division Superintendent
Officer in-Charge
Office of the Schools Division Superintendent



Enclosure : DepEd Memorandum No. 37, s. 2025
Reference : DepEd Memorandum No. 37, s. 2025
Allotment : N/A
No. of Pages :
To be indicate in the **Perpetual Index** under the following subjects:
ELECTION TASKFORCE
FN: OASDS/Onedrive/Memoranda2025

COMMAND CENTER



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
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Republic of the Philippines
Department of Education

APR 22 2025

DepEd MEMORANDUM

No. **037**, s. 2025

**CREATION OF THE 2025 DEPARTMENT OF EDUCATION ELECTION
TASK FORCE IN CONNECTION WITH THE NATIONAL
AND LOCAL ELECTIONS ON MAY 12, 2025**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Secondary School Heads
All Others Concerned

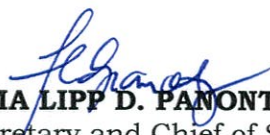
1. Pursuant to Article IX-C, Section 2(4) of the 1987 Philippine Constitution, the Commission on Elections (COMELEC) is granted the authority to deputize law enforcement agencies and government instrumentalities, including the Department of Education (DepEd), to ensure free, orderly, honest, peaceful, and credible elections. DepEd's mandated role in electoral participation is further reinforced under Republic Act No. 10756 or the Election Service Reform Act (ESRA), which designates public school teachers as members of the Electoral Board and provides compensation and legal protection for personnel rendering election-related services.
2. Under the General Appropriations Act of the fiscal year 2025, a dedicated budget item has been allocated for the DepEd Election Task Force (ETF) to support its operational and logistical requirements, ensuring efficient coordination, monitoring, and assistance for DepEd personnel engaged in election service.
3. In compliance with the foregoing mandates, the ETF is established to facilitate the Department's participation in the 2025 National and Local Elections. The ETF shall serve as the institutional mechanism for real-time monitoring, assistance, and legal support to teaching and nonteaching personnel performing election duties. The ETF shall coordinate with COMELEC, the Public Attorney's Office, law enforcement agencies, and other relevant institutions to safeguard the rights and welfare of DepEd personnel deputized for election service.
4. The ETF shall be operational at three levels: the Central Office (CO), regional offices (ROs), and schools division offices (SDOs), each maintaining an ETF Operations Center responsible for monitoring and responding to election-related concerns. The official structure of the ETF is outlined in **Enclosure No. 1**.
 - a. At the CO, the ETF shall consist of the Steering Committee, Technical Working Group (TWG), and Support Teams. The Steering Committee shall provide policy direction and overall decision-making and shall be composed of high-level DepEd officials. The TWG shall serve as the implementing body responsible for policy execution, interagency

coordination, and operational oversight. The Support Teams shall be responsible for specific real-time monitoring, legal support, incident response, logistics, and helpdesk operations. The full composition of the Steering Committee and the TWG is outlined in **Enclosure No. 2**, while the specific responsibilities of the ETF Support Teams are enumerated in **Enclosure No. 3**.

- b. At the ROs and SDOs, each ETF shall be headed by a Chairperson and Vice-Chairperson, with designated members supporting election-related operations. The RO ETF shall include a Chairperson, a Vice-Chairperson, and 10 members, while the SDO ETF shall include a Chairperson, a Vice-Chairperson, and eight members. These teams shall work in close coordination with the CO ETF and the Election Command Center to ensure seamless implementation and issue resolution.
5. To ensure the effective execution of the 2025 ETF and facilitate the efficient delivery of its mandate during the 2025 National and Local Elections, the following guidelines shall be strictly observed:
 - a. The DepEd Election Command Center, located at TechZone, Makati City, shall be the primary hub for real-time monitoring, coordination, and incident response. The Command Center shall be fully operational from May 11, 2025 (1:00 p.m.) to May 13, 2025 (5:00 p.m.) to oversee ETF operations across all CO, ROs, and SDOs.
 - b. Each ETF Steering Committee at the CO, RO, and SDO levels shall be headed by a Chairperson and a Vice-Chairperson, who shall be responsible for policy implementation, compliance oversight, and election-related operational execution. The ETF Chairperson at each governance level shall approve the final composition of their respective ETF Operations Center. All ETF members shall be officially designated through the required Designation Form (**Enclosure No. 4**), to be submitted and approved under additional guidelines issued by the ETF Chairperson.
 - c. The TWG shall implement the policies set by the Steering Committee and coordinate legal, operational, and logistical efforts at all levels (**Enclosure No. 2**). It shall be led by the Director of the Bureau of Human Resource and Organizational Development (BHRD). The TWG members shall also be part of the ETF Support Teams during the operations of the DepEd Election Command Center.
 - d. The ETF Support Teams shall be responsible for real-time monitoring, helpdesk operations, logistics, data collection, and legal assistance (**Enclosure No. 3**).
 - e. The TWG shall designate the support teams' leads and co-leads. The designations are open to all *plantilla* personnel holding a position of division chief or higher who may or may not be members of the TWG. The TWG shall endorse its proposed designations to the Steering Committee for approval.
6. All ETF members shall be entitled to honoraria, subject to the availability of funds and in compliance with applicable issuances of the Commission on Audit and the Department of Budget and Management.

- a. ETF members holding *plantilla* positions shall have the option to receive either honoraria or claim overtime pay or compensatory time off (CTO). Likewise, Contract of Service personnel assigned to the ETF may opt to receive either honoraria or overtime pay.
 - b. An ETF member who opts to receive honoraria shall no longer be entitled to claim overtime pay or CTO.
 - c. The grant of honoraria, overtime pay, or CTO shall be subject to the approval of the ETF Chairperson at the respective governance level and shall comply with existing budgetary, accounting, procurement, and auditing rules and regulations.
7. DepEd officials and personnel are strictly prohibited from engaging in electioneering, campaign activities, or any partisan political conduct, except for the act of voting. This restriction is in full compliance with existing Civil Service laws and is intended to maintain the neutrality and integrity of DepEd's election involvement.
8. For further inquiries, the **Office of the Undersecretary for Operations**, located on the 16th Floor of the TechZone Building, Makati City, may be contacted via email at ouops@deped.gov.ph.
9. Immediate dissemination of and strict compliance with this Memorandum is directed.

By Authority of the Secretary:


ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff



Encls.:
As stated

Reference:
DepEd Memorandum No. 029, s. 2025

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

AUTHORITY
BUREAUS AND OFFICES
COMMAND CENTER
ELECTIONS

EMPLOYEES
OFFICIALS
PROHIBITION
TEACHERS



STRUCTURE OF THE ETF IN CENTRAL, REGIONAL, AND SCHOOLS DIVISION OFFICES

CENTRAL OFFICE

Steering Committee (9)
Technical Working Group (21)
Support Teams (70)

REGIONAL OFFICES

Chair (1)
Vice-Chair (1)
Members (10)

DIVISION OFFICES

Chair (1)
Vice-Chair (1)
Members (8)

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