



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

NO. 627 S. 2024

PUBLIC SCHOOL TEACHERS TO SERVE AS MEMBERS OF THE ELECTORAL BOARD (EBs) FOR MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS

TO: DISTRICT SUPERVISORS
SCHOOL HEADS, Elementary and Secondary Schools
PUBLIC SCHOOL TEACHERS

1. The field is hereby informed of the need of this Office of **public school teachers** who are residents of Calbayog City and willing to serve as members of the Electoral Board in the coming National and Local Elections on May 12, 2025.
2. Interested teachers who possess the qualifications given below are advised to inform the school heads of the schools designated as voting centers about their willingness and availability to serve.
3. The public school teachers to serve as members of the Electoral Board shall be:
 - a. registered voters of Calbayog City
 - b. of good moral character and irreproachable reputation
 - c. of known integrity and competence
 - d. have never been convicted of any election offense or of any crime punishable by more than six (6) months of imprisonment or have no pending information for any election offense; and
 - e. able to speak and write Filipino, English or local dialect.
4. The school heads of the schools designated as voting centers shall list down the names of the public school teachers who are qualified, willing and available to serve as members of the Electoral Board in the format given in the **Attachment**. The List of Schools Designated as Voting Centers can be accessed through the link: https://bit.ly/VotingCenters_CCList.
5. Each Electoral Board shall be composed of a Chairperson, a Poll Clerk and a Third Member. At least one (1) member of each Electoral Board is information technology-capable who has been trained and certified or who is willing to be trained and certified by the Department of Science and Technology (DOST) for the purpose of the coming elections.



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph

Website: <https://calbayogcity.deped.gov.ph/>

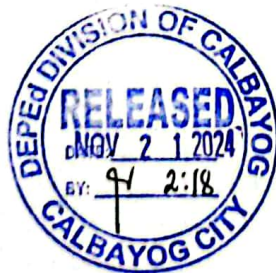
Page 1 of 2




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SCHOOLS DIVISION OF CALBAYOG CITY

6. The List of Electoral Boards (EBs) from each school designated as voting centers shall be forwarded to the District Office not later than 12:00 o'clock of November 25, 2024.
7. The District Supervisor and the District-In-Charge shall exercise due diligence to ensure that the names of the persons in the list are indeed public school teachers who are qualified, willing and available for the May 12, 2025 National and Local Elections. Hence, the List of Electoral Boards (EBs) submitted to the District Offices shall be verified immediately within three (3) days from receipt.
8. The District Supervisors and the Districts-In-Charge shall notify immediately in writing any member of the Electoral Boards who is found disqualified to serve. Teachers disqualified to serve shall be replaced with those possessing the qualifications given above.
9. The names of the public school teachers in excess of the required number of Electoral Boards (EBs) shall be listed separately as substitute members; provided, they are qualified, willing and available.
10. The District Supervisors and the Districts-In-Charge shall come up with a District List of Electoral Boards following the format given in the Attachment (*in the margin of each page bearing the signature of the district official*), place the consolidated list in a folder with a Certification of Authenticity and Veracity of its contents and forward the documents to the Division Office not later than November 28, 2024.
11. The soft copy of the District Consolidated List of Electoral Boards following the format given in the Attachment shall be emailed to **calbayogcity@deped.gov.ph** copy furnished to **margarito.cadayona@deped.gov.ph** on or before November 28, 2024.
12. For clarification, kindly call or text 0917 599 7573.
13. For information and compliance.




MARGARITO A. CADAYONA, JR. PhD CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph
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Page 2 of 2



Republic of the Philippines
COMMISSION ON ELECTIONS
 Office of the City Election Officer
 Calbayog City, Samar

COMPOSITION OF ELECTORAL BOARD (EBs)
MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS

SUMMARY	
TOTAL NUMBER OF BARANGAYS:	157
TOTAL NUMBER OF POLLING CENTERS:	154
TOTAL NUMBER OF ESTABLISHED PRECINCTS:	882
TOTAL NUMBER OF CLUSTERED PRECINCTS:	241
TOTAL NUMBER OF EBs:	723

BARANGAY/NAME AND ADDRESS OF POLLING CENTER	CLUSTER NO.	CLUSTERED PRECINCTS	NO. of RVs	NAME OF ELECTORAL BOARD	DESIGNATION	SEX	CONTACT NO.	TIN	SALARY GRADE & STEP LEVEL
AGUIT-ITAN (POB.) CALBAYOG PILOT CENTRAL SCHOOL, BUGALLON ST., BRGY. AWANG WEST (POB.), CALBAYOG CITY	1	0001A,0001B,0001C			CHAIRMAN				
					POLL CLERK				
					THIRD MEMBER				
	2	0002A,0002B,0003A,0002C			CHAIRMAN				
					POLL CLERK				
					THIRD MEMBER				
	3	0003B,0004A,0004B, 0004C			CHAIRMAN				
					POLL CLERK				
					THIRD MEMBER				