



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY
P2 Brgy. Hamorawon, Calbayog City, Western Samar

March 17, 2025

DIVISION MEMORANDUM
NO. 160, s. 2025

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SDO Unit Heads
District Heads
School Heads (Elementary and Secondary)
All others concerned

1. In response to the request of DepEd Regional Office 8 and anchoring on the DepEd Memorandum No. 063, s. 2023 dated October 18, 2023, "Establishment of the 2023 Department of Education Election Task Force and Its Operations and Monitoring Center", which is the latest issuance pertinent to National and Local Elections, this Office informs the field of the composition and establishment of the 2025 Election Task Force (ETF) in connection with the May 12, 2025 National and Local Elections.
2. The composition of DepEd Calbayog City Division Election Task Force (ETF) is indicated in the following matrix:

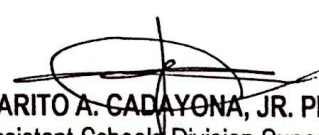
Name	Position	ETF Committee Designation	Contact Number
Jun-Nilou D. Dulfo	OIC- ASDS	Chairman	09171762501
Avelina P. Tupa	OIC- SGOD Chief	Vice Chair	09064110897
Renato S. Cagomoc	CID Chief	Member	09166463527
Grace S. Pagunsan	AO V	Member	09177066292
Atty. Rhea P. Aguado	Legal Officer	Member	09164200387
Sheryll Ann Marie G. Lacaba	Accountant	Member	09651739283
Garry H. Ballon	ITO	Member	09190770407



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3. The functions of Division ETF members include, but are not limited, to the following:
 - a. Maintain an Operation and Monitoring Center to document and report all teachers and school-related issues and concerns before, during and after the Elections.
 - b. Ensure that teachers are provided with and/or adequate information, technical and legal assistance during 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 2023 BSKE; and
 - e. Complement the other government agencies' efforts for an honest, orderly, and peaceful election.
4. The Division ETF will ensure that teachers shall be provided with adequate information, and technical and legal assistance during the performance of their duties as members of the Election Board, as well as DepEd non-teaching personnel who will serve during May 12, 2025, National and Local Elections.
5. The Division Election Task Force (DETF) Operation and Monitoring Center shall be established at the Division Office Building, DepEd Calbayog City Division Office, P2, Brgy. Hamorawon, Calbayog City, Western Samar, starting at 1:00 p.m. on May 11, 2025, Sunday, and ending at 5:00 p.m. on May 13, 2025, Tuesday.
6. The Operation and Monitoring Center shall serve as DepEd institutional link to volunteer organizations, individuals, as well as partner agencies involved in the conduct of the 2025 Local and National Elections.
7. All DepEd Division, district, and school 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.
8. The grant of honoraria to officials and personnel who will render services to their respective ETFs shall be subject to existing COA rules and regulations and relative to the DBM issuance on the matter. Payments of overtime pay or grant of compensatory time-off to qualified personnel 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.
9. Moreover, other incidental expenses incurred during the duration of the elections such as supplies, and material shall be charged against Division Local funds subject to the usual government accounting rules and procedures.
10. For guidance and strict compliance.




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 Officer-in-Charge
 Office of the Schools Division



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