



Republic of the Philippines  
Department of Education  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

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April 12, 2022

**DIVISION MEMORANDUM**

No. 016 s. 2022

**MEMBERS OF THE 2022 SCHOOLS DIVISION OFFICE (SDO) ELECTION TASK  
FORCE OPERATION AND MONITORING**

To: Electoral Board (teachers and other personnel)  
DepEd Supervisor Officials (DESO) and Staff  
Public School District Supervisor

1. Pursuant to the establishment of 2022 DepEd Election Task Force and Monitoring Center in the Schools Division Office for the purposes of the May 13, 2022 Local and National Elections, the following shall compose the SDO Tuguegarao City Election Task Force Operation Center:

Chairman/ *Steering* : **Reynante Z. Caliguiran**  
Schools Division Superintendent

Co-Chair/ (*Operations*) : **Marites L. Llanes**  
Assistant Schools Division Superintendent

Members : **Estela S. Cabaro**  
Chief, CID

**Jeremy Jones B. Maramag**  
Attorney III

**Arnold T. Quizzagan**  
Public Schools District Supervisor

**Marlo T. Melad**  
Public Schools District Supervisor

**Dahlia A. Balabbo**  
Public Schools District Supervisor

**Diana M. Doldolea**  
Public Schools District Supervisor

**Edwin N. Catulin**  
Education Program Supervisor, SGOD

**Mariel A. Cammayo**  
Accountant III

**Jovy Claire V. Tungcul**  
AO V, Budget Officer



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Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)

Website: [depedtuguegarao.net](http://depedtuguegarao.net)

**Flor Marie Turingan**  
AO IV, Supply Officer  
**Jayson Joseph Babaran**  
IT Officer I  
**Jiosen P. Callo**  
PDO II

Support Staff : **Sherwin Cancino**  
Administrative Assistant  
**Jaybert Ramuran**  
Admin aide/Driver

2. The center shall operate at the SDO Tuguegarao City Conference Hall on the following dates:  
May 8, 2022 (Sunday) 1:00 PM Start of Operation and Monitoring  
May 9, 2022 (Monday) 24 Hours Election Day  
May 10, 2022 (Tuesday) 12 NN End of Operation and Monitoring
3. The Election Task Force shall ensure the EBs, DESO and their staff be provided with adequate information, technical and legal assistance in the performance of their duties as members of DepEd Election Task Force.
4. The expenses to be incurred in the activity shall be charged to the Division MOOE subject to accounting and auditing rules and regulations.
5. For more information, contact the following telephones/cellphone numbers:  
(078) 844-7925; 078 377-8805.
6. For guidance and dissemination.

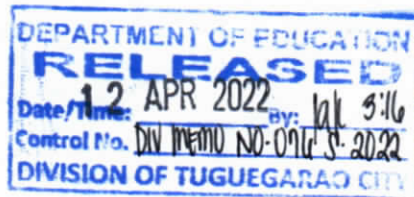
  
**REYNANTE Z. CALIGUIRAN**  
Schools Division Superintendent

Encl:  
Reference: DM #10,s.2022

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

ETF                      OSDS

*OsdS/ijb*



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**Website:** [depedtuguegarao.net](http://depedtuguegarao.net)



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@deped.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