



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

October 20, 2023

DIVISION MEMORANDUM

No: 0401, s. 2023

ESTABLISHMENT OF THE 2023 DEPARTMENT OF EDUCATION ELECTION TASK FORCE AND ITS OPERATION AND MONITORING CENTER IN CONNECTION WITH THE BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS ON OCTOBER 30, 2023

TO: Rebecca C. Sagot, CESO VI, Assistant Schools Division Superintendent
Eduard C. Amoguis, Chief, Curriculum Implementation Division
Ramel M. Pilo, Chief, School Governance and Operations Division
Public Schools District Supervisors
Education Program Specialists
School Heads
All Others Concerned

Relative to the 2023 Barangay and Sangguniang Kabataan Elections on October 30, 2023 and to 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 non teaching personnel who will serve thereof, the following are the members of the 2023 DepEd Barangay and Sangguniang Kabataan Election Task Force (BSK-ETF) Operation and Monitoring Center starting at 1:00 p.m. of October 29, 2023 and ending at 5:00 p.m. of October 30, 2023.

Chairman: **REYNALDO B. MELLORIDA, CESO V**
Schools Division Superintendent

Co-Chairman: **REBECCA C. SAGOT, CESO VI**
Assistant Schools Division Superintendent

Members: **RAMEL M. PILO**
Chief, School Governance and Operations Division

ATTY. VEVIRLIE GALLO
Attorney III

CRISTOPHER B. GONZALES
Education Program Supervisor

All other important details are attached in this Memorandum.





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

Payments of overtime pay or grant of compensatory time-off are authorized, subject to the availability of funds and existing auditing rules and regulations, as well as the pertinent Civil Service laws.

Immediate dissemination of this Memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

AD-2023-223

To : Assistant Regional Director
Schools Division Superintendents

Subject: ESTABLISHMENT OF THE 2023 DEPARTMENT OF EDUCATION
ELECTION TASK FORCE AND ITS OPERATION AND MONITORING
CENTER IN CONNECTION WITH THE BARANGAY AND
SANGGUNIANG KABATAAN ELECTIONS ON OCTOBER 30, 2023

Date : October 19, 2023

Herewith is DepEd Memorandum No. 063, s. 2023 dated October 18, 2023 issued 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 2023 DepEd Barangay and Sangguniang Kabataan Election Task Force (BSK-ETF) Operation and Monitoring Center shall be established at the Regional and Division Offices starting at 1:00 p.m. of October 29, 2023 and ending at 5:00 p.m. of October 30, 2023.

The functions of DepEd BSK-ETF include, but 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 2023 Barangay and SK Elections; and
- e. Complement the other agencies' efforts for an honest, orderly and peaceful election.

Schools Division Superintendents are directed to submit a list of five officials/employees who will compose its BSK-ETF, with their respective designation, position, salary grade, DepEd email address, and contact information to personnel.region11@deped.gov.ph on or before October 20, 2023.

All BSK-ETF officials and members in the regional and schools division offices are encouraged to attend the orientation, trainings and other fora, subject to the availability of funds and approval of the Regional Director and the Schools Division Superintendents.





Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

To preserve the integrity of the teachers who will be serving the 2023 Barangay and Sangguniang Kabataan Elections, all media concerns shall be coursed through the DepEd Regional Spokesperson or the Schools Division Superintendents.

The grant of honoraria to officials and personnel who will render services to their respective ETFs shall be subject existing Commission on Audit 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 in the RO and SDO who will compose of 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.

For information and strict compliance.

ALLAN G. FARNAZO
 Director IV

Enclosed: As stated.

ROA3/PS/ljtj

By the Authority of the Regional Director:

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

Marilyn E. Madrazo
MARILYN E. MADRAZO, EdD.
 Chief, PPRO
 Officer-in-Charge

RV: *[Signature]*
 DATE: Oct. 19, 2023
 24867





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF

Enclosure 1

SDO _____ **ELECTION TASK FORCE FOR 2023 BARANGAY AND SK ELECTIONS**
October 20, 2023

Election Task Force Team						
Designation	Name	Position	Salary Grade	Address	DepEd Email	Contact Number
Chairman	Reynaldo B. Treborida	SDS	26			
Co-Chairman	Rebecca C. Sagot	SDS				
Member	Ramél M. Pilo	Chief SCOD	24			

Approved by:

Schools Division Superintendent

2023 BARANGAY AND SK ELECTIONS REGIONAL TASK FORCE

EB Paraphernalias Monitoring

SDO/RO	EB Paraphernalias	Precinct	Delivered	Undelivered	Other Concerns	Updates/Remarks
Davao City						
Davao De Oro						
Davao Del Norte						
Davao Del Sur						
Davao Occidental						
Davao Oriental						
Digos City						
IGaCOS						
Mati City						
Panabo City						
Tagum City						
Regional Office XI						



Republic of the Philippines
Department of Education

OCT 18 2023

DepEd MEMORANDUM
No. **063**, s. 2023

ESTABLISHMENT OF THE 2023 DEPARTMENT OF EDUCATION ELECTION TASK FORCE AND ITS OPERATION AND MONITORING CENTER IN CONNECTION WITH THE BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS ON OCTOBER 30, 2023

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, the **2023 DepEd Barangay and Sangguniang Kabataan Election Task Force (BSK-ETF) Operation and Monitoring Center** shall be established. The DepEd BSK-ETF shall join the COMELEC Command Center starting at 1:00 p.m. on October 29, 2023, and ending at 5:00 p.m. on October 30, 2023.
4. Usec. Revsee A. Escobedo and Atty. Suzette T. Gannaban-Medina are designated as Chair and Vice-Chair of the DepEd ETF, respectively. They shall create committees and appoint their respective chairs and vice-chairs, with the approval of the Undersecretary and Chief-of-Staff. The creation of such committees and the appointment of their respective chairs and vice-chairs shall be created immediately to ensure DepEd preparedness for the 2023 BSKE.
5. The regional and schools/city division offices are enjoined to constitute their BSK-ETF Committee. The chairs and vice-chairs are instructed to submit a list of five officials/employees who will compose their respective BSK-ETF with corresponding contact details on or before **October 23, 2023**, to the Office of the Undersecretary for Operations through email at oure@deped.gov.ph.

6. Likewise, all regional and schools/city division offices of the Department are authorized to establish their respective BSK-ETF Operations and Monitoring Centers on the same schedules as mentioned above.

7. The functions of the BSK-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 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 2023 BSKE; and
- e. Complement the other government agencies' efforts for an honest, orderly, and peaceful elections.

8. The conduct of nationwide orientations and training to brief the teachers and officials who are members of the BSK-ETF shall be organized, subject to existing accounting and auditing rules. The orientations and training shall cover the procedures for the conduct of elections, including mall voting and early voting hours for senior citizens and persons with disabilities¹ including what and what not to do before, during, and after the elections, and other election-related concerns. Moreover, all BSK-ETF officials and their members in the central, regional, and schools/city division offices are required to attend the orientation and training, subject to the availability of funds and the approval of their respective executive committee officials, regional directors (RDs), and schools division superintendents (SDSs). The schedule of the orientation and training shall be announced through the issuance of a separate Memorandum.

9. The BSK-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 in the October 30, 2023 BSKE.

10. Further, the BSK-ETF Operation and Monitoring Center shall also serve as DepEd institutional links to volunteer organizations, individuals, and partner agencies involved in the conduct of the 2023 BSKE.

11. 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.

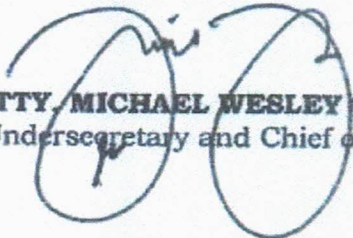
12. The grant of honoraria to officials and personnel who will render services to their respective ETFs shall be subject to existing Commission on Audit rules and regulations, as well as issuances from the Department of Budget and Management relative to the matter. Payments of overtime or grant of compensatory 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, including applicable Civil Service laws.

¹ DepEd OUOPS Memorandum, Conduct of Mall Voting and Early Voting Hours for Senior Citizens and Person with Disability, August 9, 2023

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13. The ETF must ensure that funds are provided to assist in the reported concerns from the field and the conduct of field monitoring.
14. For more information, please contact the **Office of the Undersecretary for Operations**, Department of Education (DepEd) Central Office, Ground Floor Rizal Building, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City, or through email at oure@deped.gov.ph or telephone numbers (02) 8631-8492 and 8633-5313.
15. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


ATTY. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff

Reference:

DepEd Memorandum No. 062, s. 2023

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



AUTHORITY
BUREAUS AND OFFICES
COMMITTEES
CENTERS
ELECTIONS
EMPLOYEES
MONITORING
OFFICIALS
ORIENTATION
TEACHERS

