



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

Arch. Gabriel M. Reyes Street, Kalibo, Aklan



03 May 2019

DIVISION MEMORANDUM
No. 138, s. 2019

**ESTABLISHMENT OF THE 2019 DEPED ELECTION TASK FORCE AND ITS OPERATION
AND MONITORING CENTER IN THE SCHOOLS DIVISION OFFICE IN CONNECTION
WITH THE MAY 13, 2019 NATIONAL AND LOCAL ELECTIONS**

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Division Office Unit and Section Heads
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 Electoral Board.

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 the latter's personnel to ensure free, orderly, honest, peaceful and credible elections, the 2019 DepEd Election Task Force (ETF) Operation and Monitoring Center for the May 13, 2019 National and Local Elections shall be established at the Arthur S. Juada (ASJ) Hall of the Division Office, Arch. Gabriel M. Reyes St., Poblacion, Kalibo, Aklan, which starts at 1:00 P. M. of 12 May 2019 and ends at 5:00 P. M. of 14 May 2019.

4. The Division ETF shall be composed of the following, to wit:

Committee	Position	Name	Date and Time of Duty
Steering	Chair	SDS Dr. Salvador O. Ochavo, Jr.	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 6:00 AM-12:00 NN 18 hrs

	Co-Chair	ASDS-OIC Jose Niro R. Nillasca	13 May 2019 1:00 AM-1:00 PM 14 May 2019 1:00 AM-1:00 PM 24 hrs
	Member/s	CID-CES Dr. Dobie P. Parohinog	13 May 2019 1:00 AM-1:00 PM 14 May 2019 5:00 AM-5:00 PM 24 hrs
		SGOD-CES Michael T. Rapiz	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 6:00 AM-12:00 NN 18 hrs
Operations Group	Chair	AS-AOV Patrocenia Y. Mamburam	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
	Co-Chair	EPS Johann C. Cawaling	13 May 2019 1:00 AM-1:00 PM 14 May 2019 1:00 AM-1:00 PM 24 hrs
	Member/s	AO II Lynel Jan A. Bonifacio	13 May 2019 1:00 AM-1:00 PM 14 May 2019 5:00 AM-5:00 PM 24 hrs
		ADAs III Elvie R. Icabandi	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
Secretariat	Chair	SEPS Edna R. Ayon	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
	Co-Chair	PDO I Sheena Ricka Y. Mamburam	13 May 2019 1:00 AM-1:00 PM 14 May 2019 1:00 AM-1:00 PM

	Member/s	ADAs II Sheena R. Bondad	24 hrs 12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
		JO Wilbert V. Florencio	24 hrs 13 May 2019 1:00 AM-1:00 PM 14 May 2019 5:00 AM-5:00 PM 24 hrs
Call Center Monitoring Data Base Unit	Chair	EPS Dr. Edselyn T. Biray	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
	Co-Chair	PDO II Mahnnie Q. Tolentino	24 hrs 13 May 2019 1:00 AM-1:00 PM 14 May 2019 5:00 AM-5:00 PM 24 hrs
	Member/s	EPSt II Apple Gay M. Oquendo	13 May 2019 1:00 AM-1:00 PM 14 May 2019 5:00 AM-5:00 PM 24 hrs
		ADA VI Cindy D. Bautista	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
External Coordination Mobile Unit	Chair	SEPS Mar Bien Gregory G. Parel, UAP	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
	Co-Chair	ADAs III Jerald B. Dela Cruz	13 May 2019 1:00 AM-1:00 PM 14 May 2019 1:00 AM-1:00 PM 24 hrs

	Member/s	ADA III Jay T. Maquirang	13 May 2019 1:00 AM-1:00 PM 14 May 2019 5:00 AM-5:00 PM 24 hrs
		ADA III Lionel M. Francisco	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
		JO Chrissa Mae N. Nobleza	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
Logistics and Support Unit	Chair	B&F-AOV Bella S. Suante	13 May 2019 1:00 AM-1:00 PM 14 May 2019 1:00 AM-1:00 PM 24 hrs
	Co-Chair	Acct III Marissa A. Jizmundo	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
	Member/s	AO IV Feby D. Moleta ADAs III Lilibeth E. Reyes	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs 13 May 2019 1:00 AM-1:00 PM 14 May 2019 5:00 AM-5:00 PM 24 hrs
Teacher Defense, Legal and Technical Unit	Chair	Atty III Ma. Jade B. Villanueva	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs

	Co-Chair	Public Attorney's Office (PAO) lawyers	
Medical Services Unit	Chair	MO III Rhoby M. Fernandez, MD	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
	Co-Chair	NII Jeselee M. Marzonía	13 May 2019 1:00 AM-1:00 PM 14 May 2019 1:00 AM-1:00 PM 24 hrs
	Member/s	NII Khadija R. Pioquinto	12 May 2019 1:00 PM-1:00 AM 13 May 2019 13 May 2019 1:00 PM-1:00 AM 14 May 2019 24 hrs
		NII Jesmar A. Bonifacio	13 May 2019 1:00 AM-1:00 PM 14 May 2019 5:00 AM-5:00 PM 24 hrs

6. 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 Electoral Board, as well as DepEd non-teaching personnel who will serve during the May 13, 2019 National and Local Elections.
7. The Operation and Monitoring Center shall also serve as DepEd's institutional link to volunteer organizations, individuals, as well as partner agencies involved in the conduct of the May 13, 2019 National and Local Elections.
8. 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.
9. The grant of honoraria to officials and personnel who will render services 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 who will compose the DepEd ETF are authorized, subject to the availability of funds and existing auditing rules and regulations, as well as pertinent Civil Service laws.
10. Immediate dissemination of this Memorandum is desired.

			14 May 2019 24 hrs
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5. District Election Task Force through the PSDS are expected to be operational and its composition be submitted to this Office, attn: The Secretariat, Division ETF, on or before 10 May 2019.

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Dr. SALVADOR O. OCHOA, Jr., CESO VI
Schools Division Superintendent

Duties and Functions of each Committee
2019 DepED Election Task Force

Steering

- provides direction and over-all management and supervision

Operations

- oversees day-to-day activities and procedures
- ensures supply of energy and water
- sees to it that the venue is safe, secure and conducive
- restrooms, ventilation and convenient working place
- informs the schools and districts of communication access to the TF center
- maintains cleanliness and orderliness of the work place

Secretariat

- checks attendance (provide attendance monitor sheet)
- provides signages to the control room and every working table
- informs Public Attorney's Office (PAO) and task force members
- maintains logbook for incident reports
- maintains day-to-day minutes of proceedings
- provides and collects DTR of members for consolidation and submission to Logistics and Support Unit
- provides contact numbers of COMELEC, PNP, PAO and other important stakeholders including media
- provides list of clustered precincts including names of supervisors and BEIs to the call center monitoring and data base
- keeps records of all COMELEC resolutions

Call Center Monitoring Data Base Unit

- provides telephone, fax machines, and other communication facilities including wi-fi access
- provides portable radio and TV sets

External Coordination Mobile Unit

- provides transportation services to task force members
- does the monitoring of schools and precincts through roving

Logistics and Support Unit

- provides meals and refreshments to the center
- ensures related expenses are subject to accounting and auditing rules and regulations

Teacher Defense, Legal and Technical Unit

- provides legal and technical assistance to DepED

Medical Services Unit

- ensures health and wellness of teaching and non-teaching personnel serving in the elections