



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN


11 April 2022

DIVISION MEMORANDUM
No. 193, s. 2022

CORRIGENDUM TO DIVISION MEMORANDUM NO. 154, S. 2022
TITLED ESTABLISHMENT OF THE 2022 DEPED ELECTION TASK FORCE AND ITS
OPERATION AND MONITORING CENTER IN THE SCHOOLS DIVISION OF AKLAN IN
CONNECTION WITH THE MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS

To: **OIC – Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialist
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In lieu of Mr. Michael T. Rapiz, Chief Education Supervisor, SGOD, Archt. Mar Bien Gregory G. Parel, Senior Education Program Specialist (Social Mobilization and Networking), SGOD will serve as Core Member of the Division Election Task Force in connection with the May 9, 2022 national and local elections.
2. Other provisions stipulated in the previous memorandum remains in effect.
3. Immediate and wide dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Reference:
DepEd Order No. 7, s. 2022

To be indicated in the Perpetual Index under the following subjects:
BUREAUS AND OFFICES
COMMITTEES
POLICY
RIGHTS
RULES AND REGULATIONS



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

March 29, 2022

DIVISION MEMORANDUM

No. 154, s. 2022

ESTABLISHMENT OF THE 2022 DEPED ELECTION TASK FORCE AND ITS OPERATION AND MONITORING CENTER IN THE SCHOOLS DIVISION OF AKLAN IN CONNECTION WITH THE MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS

**To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Division Office Unit and Section Heads
Others Concerned**

1. Pursuant to DepEd Memorandum No. 10, s. 2022 dated March 2, 2022 titled "ESTABLISHMENT OF THE 2022 DEPED ELECTION TASK FORCE (ETF) AND ITS OPERATION AND MONITORING CENTER IN THE CENTRAL, REGIONAL AND SCHOOLS/CITY DIVISION OFFICES IN CONNECTION WITH THE MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS", the following personnel are designated as members of the Division Election Task Force (ETF) for the 2022 National and Local Elections:

Core Members:

DR. JERSON B. LABOS	<i>OIC – Office of the Asst. Schools Division Superintendent</i>
MICHAEL T. RAPIZ	<i>Chief Education Supervisor, SGOD</i>
ATTY. EDRON T. BULLO, JR.	<i>Attorney III</i>
PATROCENIA Y. MAMBURAM	<i>Administrative Officer V</i>
APPLE GAY M. OQUENDO	<i>Education Program Specialist II</i>

Alternate Members:

JOHN C. MARCIALES	<i>Education Program Specialist II (SME)</i>
CHRISTIAN JAY Q. REYES	<i>Administrative Officer II</i>
SHEENA RICKA Y. MAMBURAM	<i>Project Development Officer I</i>
RICHARD D. RELATIVO	<i>Administrative Assistant II</i>
CINDY D. BAUTISTA	<i>Administrative Aide VI</i>



2. The function of the Division 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 institutional link of DepEd to volunteer organizations and individuals;
 - d. Provide close horizontal and vertical coordination and consultation among DepEd, COMELEC, and partner agencies involved in the 2022 National and Local Elections; and
 - e. Complement the other government agencies' efforts for an honest, orderly and peaceful election.
3. In addition, the ETF shall be composed of the following groups/units with their corresponding functions:
 - a. Steering Group:
 - i. Provide the overall policy direction of the ETF in terms of guidelines and priorities to be pursued;
 - ii. Forge formal institutional linkages with partner agencies, volunteer legal organizations and individuals;
 - iii. Define the aims, goals and powers of the ETF and formulate the framework strategies and guidelines; and
 - iv. Approve the work plan and appropriate resources to the activities of the ETF.
 - b. Operations and Legal Support Group:
 - i. Oversee the day-to-day operations and monitoring of the center;
 - ii. Render immediate recommendation and coordinates directly with the Regional/Division Task Force counterparts;
 - iii. Supervise different units of the ETF; and
 - iv. Report directly to the Steering Group.
 - c. Secretariat:
 - i. Provide the ETF with administrative and technical support;
 - ii. Prepare a daily summary report; and
 - iii. Provide the Steering Group feedbacks and information on issues and status of all the complaints submitted to the ETF.
 - d. Call Center Monitoring Data Base Unit:
 - i. Receive/consolidate all monitoring reports and advise the appropriate ETF unit;
 - ii. Refer the complaint or issues to appropriate partner government agencies or to any volunteer organization or individual;
 - iii. Keep track of the action undertaken on the complaint; and
 - iv. Record and provide feedbacks to the Operations Group.
 - e. Logistics and External Coordination Mobile Unit:
 - i. In-charge of the deployment and delivery of logistical support;
 - ii. Serves as hub of DepEd's coordination with partner government agencies; and
 - iii. Refers issues and complaints of teachers that can best be addressed by partner government agencies.
4. The Division Election Task Force (ETF) Operation and Monitoring Center for the May 9, 2022 National and Local Elections shall be established at the Old Division Office, Arch. Gabriel M. Reyes St., Kalibo, Aklan, starting at 1:00 p.m. of May 8, 2022

and ending at 5:00 p.m. of May 10, 2022. Enclosed is the specific assignment and schedule of the assigned members.

5. Payments of overtime pay and/or grant of compensatory time-off to the aforementioned personnel is authorized, subject to the availability of funds and existing auditing and Civil Service rules and regulations.
6. Immediate dissemination of this Memorandum is directed.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Enclosure:

Composition of Division Election Task Force for the 2022 National and Local Elections, Assignments, and Schedule

References:

DepEd Memorandum No. 10, s. 2022
Regional Memorandum No. 176, s. 2022

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

BUREAUS AND OFFICES
COMMITTEES
ELECTION
EMPLOYEES
FUNDS
OFFICIALS
SCHOOLS
TEACHERS

**Composition of Division Election Task Force for the 2022 National and Local Elections,
Assignments, and Schedule**

Groups/Units	Core Members	Alternate Members
Steering	DR. JERSON B. LABOS	JOHN C. MARCIALES
Operations and Legal Support	ATTY. EDRON T. BULLO, JR.	RICHARD D. RELATIVO
Secretariat	APPLE GAY M. OQUENDO	CINDY D. BAUTISTA
Call Center Monitoring and Data Base	MICHAEL T. RAPIZ	CHRISTIAN JAY Q. REYES
Logistics and External Coordination	PATROCENIA Y. MAMBURAM	SHEENA RICKA Y. MAMBURAM

Schedule:

Sunday, May 8, 2022

1:00 PM - 12:00 MN

DR. JERSON B. LABOS
ATTY. EDRON T. BULLO, JR.
APPLE GAY M. OQUENDO
MICHAEL T. RAPIZ
PATROCENIA Y. MAMBURAM

Monday, May 9, 2022

12:00 MN - 12:00 Noon

JOHN C. MARCIALES
RICHARD D. RELATIVO
CINDY D. BAUTISTA
CHRISTIAN JAY Q. REYES
SHEENA RICKA Y. MAMBURAM

12:00 Noon - 12:00 MN

DR. JERSON B. LABOS
ATTY. EDRON T. BULLO, JR.
APPLE GAY M. OQUENDO
MICHAEL T. RAPIZ
PATROCENIA Y. MAMBURAM

Tuesday, May 10, 2022

12:00 MN - 12:00 Noon

JOHN C. MARCIALES
RICHARD D. RELATIVO
CINDY D. BAUTISTA
CHRISTIAN JAY Q. REYES
SHEENA RICKA Y. MAMBURAM

12:00 Noon - 5:00 PM

DR. JERSON B. LABOS
ATTY. EDRON T. BULLO, JR.
APPLE GAY M. OQUENDO
MICHAEL T. RAPIZ
PATROCENIA Y. MAMBURAM



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS

REGIONAL MEMORANDUM
 No. 174 s. 2022

MAR 07 2022

To: Schools Division Superintendents
 All Others Concerned

DISSEMINATION OF DEPED MEMORANDUM NO. 010, S. 2022 TITLED
 "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"

- Attached is a copy of DepEd Memorandum No. 010, s. 2022 dated March 02, 2022 titled "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" from Leonor Magtolis Briones, Secretary, Department of Education.
- Attention is particularly invited to Paragraph 10 and 11 thereof.
- For information and immediate compliance.

RAMIR B. UYTICO EdD, CESO III
 Regional Director

Encl.: As stated
 Reference: D.M. No. 010, s. 2022
 To be indicated in the Perpetual Index

BUREAUS AND OFFICES
 FUNDS

COMMITTEES
 OFFICIALS

ELECTION
 SCHOOLS

EMPLOYEES
 TEACHERS



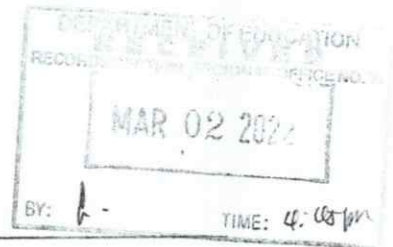
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Document Name	Document No.	Date Created	Revision Number
Memorandum	DepED RO6-ADM-PS-MEMO2-002	March 03, 2022	





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.**

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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 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 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
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