



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

Office of the Schools Division  
Superintendent

October 24, 2023

**DIVISION MEMORANDUM**

No. 884, series 2023

**ESTABLISHMENT OF DIVISION AND DISTRICT ELECTION TASK FORCE  
FOR THE OCTOBER 30, 2023, BARANGAY AND SANGGUNIANG  
KABATAAN ELECTIONS**

TO : OIC, Assistant Schools Division Superintendent  
Functional Division Heads  
All Education Programs Supervisors  
SDO Heads of Section and Unit  
All District Heads  
All Elementary and Secondary School Heads/ Principals

1. Pursuant to its power under Article IX-C, Section 2(4) of the 1987 Philippine Constitution, the Commission on Elections (COMELEC) has deputized, among others, the Department of Education (DepEd) 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.

2. In adherence to DepEd Memorandum No. 063, s. 2023 from Atty. Michael Wesley T. Poa, Undersecretary and Chief of Staff re: 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, the SDO Davao de Oro hereby establishes the herein expanded member of the Division Election Task Force for the October 30, 2023 elections at the Gold Conference Hall, 2<sup>nd</sup> Floor of the Schools Division Office Building, Cabidanan, Nabunturan, Davao de Oro., starting at 1:00 p.m. of October 29, 2023 and ending at 12:00 noon of October 31, 2023.

3. In the same manner, all District Heads are hereby directed to create their respective ETF on the same dates mentioned above to achieve synergy and proper communication during the elections. The EFT shall be composed of at least five, but not more than ten members. The list of the composition of the District ETF shall be submitted to this Division Office with a contact number of the members, **attention:** Secretariat - Division ETF.

4. Compensatory Overtime Credit (COC) shall be granted to the District ETF, who shall render services on October 29-30, 2023.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: davaodeoro@deped.gov.ph  
Website: www.depeddavaodeoro.ph

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5. Payments of overtime or grant of compensatory time-off to SDO personnel who will compose the Election Task Force are authorized, subject to the availability of funds and existing auditing rules and regulations, including applicable Civil Service Laws.

6. Immediate dissemination of and compliance with this Memorandum is desired.

**CRISTY C. EPE**

Schools Division Superintendent

Incl.: As Stated.



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*Enclosure:*

**SCHOOLS DIVISION OFFICE OF DAVAO DE ORO ELECTION TASK FORCE**

October 30, 2023 (1:00 p.m.) – October 30, 2023 (5:00 p.m.)

Gold Conference Hall, 2<sup>nd</sup> Floor Schools Division Office Building, Cabidanan,  
Davao de Oro

**I. GENERAL OBJECTIVES:**

In the exigency of service and to assist the Commission on Elections (COMELEC) in achieving free, orderly honest, peaceful, and credible elections, the DepEd RO XI Election Task Force (RO-ETF) is established to:

- a. ensures that teachers and other DepEd personnel who will render election service shall be provided with adequate information, technical and legal assistance during the performance of their duties during the October 30, 2023, Barangay and Sangguniang Kabataan Elections;
- b. serves as an intuitional link to volunteer organizations, individuals, as well as partner agencies involved in the conduct of the elections.

**II. COMPOSITION OF THE SDO ELECTION TASK FORCE:**

The following personnel shall compose the DepEd SDO-ETF with their respective functions and responsibilities.



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TEAM/ GROUP	MEMBERS		SCOPE & FUNCTION	
Overall Steering Committee	CRISTY C. EPE ARLYN B. LIM RUBEN J. REPONTE		Oversees the entire operation of the ETF  Provides the overall policy direction of the ETF	
Operations and Monitoring Group	<i>Personnel</i>	<i>Districts to be Monitored</i>	<i>Scope &amp; Function</i>	
	Renato N. Pacpakin Dexter Matt Lewi M. Bello	Compostela East & West	Monitors the conduct of election in all schools-district  Coordinates with the respective District ETF  Receives, answers, or refers election-related queries and concerns  Maintain a record of concerns/ queries received and actions taken	
	Hilda O. Opena Emmanuel B. Clarion Shiela B. Cambungga	Maragusan East & West		
	Andy P. Cabodoc Joseph J. Corpuz	New Bataan		
	Joel S. Jumalon Randy C. Caneda	Monkayo East & West		
	Dexter A. Cequina Joemar P. Domupoy	Montevista		
	Annalyn M. Loreto Rosalie G. Maghinay	Nabunturan East & West		
	Medard T. Apit Margerie M. Asuque	Mawab		
	Marnelyjane A. Bernal Lyzle C. Abregana Noemi P. Canales	Laak North and South		
	Grace D. Pontillas Arniel G. Castillo	Maco North & South		
	Mary Ann Laguitao Nissan Lejan M. Cal	Mabini		
	Nohara O. Pinute Wilfredo P. Takasan	Pantukan North and South		
ICT	Bob Dylan S. Milabat			Provides ICT Support to all ETF Teams/groups  In coordination with other teams/ groups, creates and maintains the official social media.



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Secretariat	Dennis C. Alcano Luz E. Comonal Junard B. Alidro Milagros L. Revilleza Marivic Cunado	Provides administrative support to ETF  Consolidates all records of concerns/queries received by the Operations and Monitoring Group  Documents the activities of the ETF  Keep all the records of the ETF  Prepares the accomplishment report  Answers queries from the field
Health Services	Gringo John Pelaez MD Karen Joie S. Catabona	Provides health services and ensures the health protocols are strictly enforced
Legal	Atty. Billy Anjo A. Labradores Joemar B. Domupoy Norberto S. Manlangit	Provides immediate technical or legal assistance/ advice  Coordinates with volunteer legal organizations and individuals in providing technical or legal assistance/ advice
Logistics and Drivers	Marion A. Espenoza Mario B. Alquisa  Standby Drivers: Rodolfo A. Pamen Baldwin Bingil Jickclear Monteroso Raul B. Bawisan Emmanuel B. Luna	Deploys and delivers logistical support  Provides transportation services in support of the logistical, administrative, and operational requirements of the center  Provide other administrative support to the ETF





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**III. HOTLINES NUMBERS AND OFFICIAL EMAIL ADDRESS**

Teachers who are deputized to serve in the elections, as well as the voting public, may bring their concerns and queries or seek assistance through the following channels:

Hotline Numbers : **09513871728 (SMART)**  
Email Address : **davaodeoro@deped.gov.ph**



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Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
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