



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



Office of the Schools Division
Superintendent

November 7, 2023

DIVISION MEMORANDUM
No. 922, s. 2023

**DESIGNATION AS ELECTION COMMITTEE CHAIRPERSON DURING THE
CONDUCT OF PARENTS TEACHER ASSOCIATION**

TO: **ALLAN R. GUERTA**
Public District Supervisor – Monkayo West District

1. In the exigency of the service, you are hereby informed of your designation as Election Committee Chairperson during the conduct of Provincial Federation of Parents Teacher Association Election on November 17, 2023, 8:00 AM at Division Gold Conference Hall, Capitol Complex, Cabidanan, Nabunturan, Davao de Oro.
2. As such are expected to perform and comply the following duties and responsibilities of the position which are vital to the conduct of Provincial Federated Parents-Teacher Association Election, to wit:
 - Supervise the conduct of election;
 - Conduct the voting in the designated polling place and administer the counting of votes;
 - Maintain order within the polling place and its premises;
 - Ensure the integrity and secrecy of all documents related to the conduct of election; and
 - Facilitate and perform other functions of all documents for the smooth implementation of the voting process.
3. For your information, guidance, and compliance.

CRISTY C. EPE
Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
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