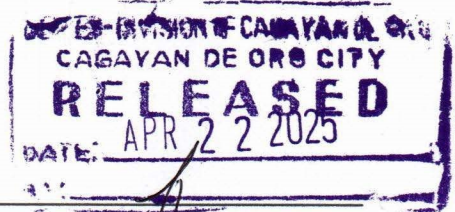




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



25 April 2025

DIVISION MEMORANDUM

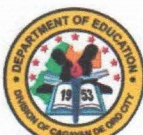
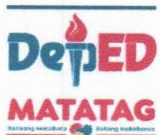
No. 331 s.2025

**CONSTITUTION OF THE ELECTION TASK FORCE (ETF)
COMMITTEE FOR THE 2025 NATIONAL AND LOCAL ELECTIONS**

To: SDO Personnel
School Heads, Public & Private Elementary, Secondary & Integrated Schools
This Division

1. In line with the Department's commitment in ensuring smooth, orderly, and peaceful conduct of the 2025 National and Local Elections, and pursuant to DepEd Order No. 20, s. 2018 (DepEd Election Task Force), this office hereby constitutes the Schools Division Election Task Force (ETF) Committee to assist and support public school teachers and non-teaching personnel involved in election duties.
2. Below is the composition of the Schools Division Election Task Force (ETF) Committee:

Chairperson :	Audie S. Borres, ASDS
Members :	Rosalio R. Vitorillo
	Romeo B. Aclo
	Romiel S. Vallente
	Laurence Edgardo Del Puerto
	Arnel A. Calubag
	Derrold Marl S. Aves
	Rissa Socorro Bea M. Borres
Secretariat :	Ninia Marie A. Estillore
	Mary Caress T. Galono
Drivers :	Marlon Filipino
	Edwin G. Jerusalem
3. The following are the roles and responsibilities of the Committee:
 - a. Coordinate with COLEC, PNP, AFP and other election-related agencies to ensure smooth operation;
 - b. Provide assistance and support to Electoral Boards (EBs) and DepEd personnel performing election duties;
 - c. Set up an Election Help Desk at the SDO to handle queries, concerns and address emergency situations;
 - d. Ensure that the necessary legal support is accessible in case of election-related concerns;



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Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
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- e. Monitor polling stations for technical, legal, or security concerns;
- f. Assist in incident reporting and escalate issues to Regional Office or Central Office when necessary.
- g. Coordinate with local security agencies and LGUs to maintain order at polling centers;
4. All designated members of the Schools Division Election Task Force (ETF) Committee are expected to perform their duties with impartiality, professionalism, and adherence to election laws and DepEd policies.
5. The Chairperson shall provide the schedule to the members to ensure the 24-hour presence of ETF at the SDO from 11 May 2025 at 8:00 AM until 13 May 2025 at 5:00 PM or until all election-related issues are addressed.
6. The Committee is directed to submit daily status reports and exit report. Overtime pay shall be paid to members subject to availability of funds and in accordance with DBM, DepEd and COMELEC policies and guidelines.
7. Immediate dissemination of this Memorandum is enjoined.

ROY ANGELO E. GAZO

Schools Division Superintendent

Encl.: As stated

Reference: None

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

ELECTION TASK FORCE (ETF) COMMITTEE

DM-42 -SGOD-HRDS-DMSA/
April 21, 2025 ELECTION TASK FORCE



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