



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
MLA-2022-OSDS- 059

TO : **Dr. Casiana P. Caberte, CESE** (Mrs.) **Michelle T. Sagaral CPA, MM**
Dr. Beatriz C. Luga (Mrs.) **Julie Ann Kristie A. Redillas**
Dr. John Ariel A. Lagura (Mrs.) **Marife C. Rallos**
Dr. Aquilino T. Milar Jr. (Mrs.) **Fairy Ann C. Babaison**
Dr. Nenita J. Incog (Mrs.) **Josefina B. Tayag**
Mr. Jonas C. Lupot Miss **Margarita L. Tejano**
Engr. Jose C. Mariñas III Miss **Angeli Faith V. Pascual**
Engr. Junicel T. Mancha Miss **Lady May P. Karaan**
Mr. Aldrin M. Pajo Miss **Katrina B. Ora**
Miss Laura L. Domingo Miss **Maria Maximina L. Babiano**
Mr. Simon T. Rios

FROM : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent *JAC*

SUBJECT : **DESIGNATION AS THE 2022 DEPED LOCAL ELECTION TASK FORCE (ETF) OF DEPED TAGBILARAN CITY SCHOOLS DIVISION**

Date : **April 25, 2022**

1. Pursuant to DepEd Memorandum No. 010, s.2022 dated March 2, 2022, issued and signed by Secretary Leonor Magtolis Briones, this Office is hereby authorized to establish a Local Election Task Force (ETF) with Operations and Monitoring Center in the Schools Division Office, starting at 01:00 p.m. of May 08, 2022 and ending at 05:00 p.m. of May 10, 2022.

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, you are hereby designated to compose the Local Election Task Force of the Division of City Schools – Tagbilaran City, with the assigned schedules:

| | | |
|---------------------------------------|-------------------------|---|
| May 8, 2022 (Sunday) | 01:00 p.m. - 09:00 p.m. | John Ariel A. Lagura PhD Michelle T. Sagaral CPA, MM Engr. Junicel T. Mancha Marife C. Rallos Lady May P. Karaan Fairy Ann C. Babaison Security Guard On-duty |
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| | 09:00 p.m. - 11:59 p.m. | Julie Ann Kristie A. Redillas Angeli Faith V. Pascual Marianne C. Palomares Katrina B. Ora |
| May 9, 2022 (Monday) | 12:00 a.m. - 06:00 a.m. | Margarita L. Tejano Security Guard On-duty |
| | 06:00 a.m. - 01:00 p.m. | Casiana P. Caberte PhD John Ariel A. Lagura PhD Beatriz C. Luga PhD Aquilino T. Milar Jr. PhD Jonas C. Lupot Simon T. Rios Aldrin M. Pajo Security Guard On-duty |
| | 01:00 p.m. - 09:00 p.m. | Casiana P. Caberte PhD John Ariel A. Lagura PhD Nenita J. Incog PhD Engr. Junicel T. Mancha Engr. Jose C. Mariñas III Lady May P. Karaan Maria Maximina L. Babiano Laura L. Domingo Security Guard On-duty |
| | 09:00 p.m. - 11:59 p.m. | Julie Ann Kristie A. Redillas Angeli Faith V. Pascual Marianne C. Palomares Katrina B. Ora |
| May 10, 2022 (Tuesday) | 12:00 a.m. - 06:00 a.m. | Aldrin M. Pajo Josefina B. Tayag Security Guard On-duty |
| | 06:00 a.m. - 05:00 p.m. | Casiana P. Caberte PhD John Ariel A. Lagura PhD Beatriz C. Luga PhD Aquilino T. Milar Jr. PhD Nenita J. Incog PhD Engr. Junicel T. Mancha Engr. Jose C. Mariñas III Michelle T. Sagaral CPA, MM Marife C. Rallos Julie Ann Kristie A. Redillas Simon T. Rios Lady May P. Karaan Angeli Faith V. Pascual Marianne C. Palomares Katrina B. Ora Aldrin M. Pajo Margarita L. Tejano Josefina B. Tayag Maria Maximina L. Babiano Laura L. Domingo Security Guard On-duty |

2. 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.

You are expected to perform your duties and responsibilities with utmost sincerity and dedication.

3. This designation does not carry any monetary remuneration but will be granted with corresponding compensatory time-off, pertinent to Civil Service laws.
4. A short orientation and/or briefing of all members shall be done at 12:30 in the afternoon of May 8, 2022, before the actual start of the operations and monitoring.
5. Expenses relative to the conduct of the said activity are chargeable against Division MOOE, subject to the usual auditing rules and regulations.
6. For information, guidance, and strict compliance.

