



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

No. **495**, s. 2023

October 27, 2023

**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 ON OCTOBER 30, 2023**

**To: John Ariel A. Lagura
Maureen C. Castaño
Michelle T. Sagaral
Junicel T. Mancha
Bernadito Taguisa
Rosalie A. Tambis
Christian John Lagura**

1. In compliance with DepEd Memorandum No. 063 dated October 18, 2023 and DepEd Memorandum No. 066 dated October 27, 2023, this Office announces the establishment of the 2023 **DepEd Barangay and Sangguniang Kabataan Election Task Force (BSK-ETF) Operations and Monitoring Center** composed of the following:

1. **Wilfreda D. Bongalos Phd, CESO V**, Schools Division Superintendent, Over-all Chairman of the BSK-ETF.
2. **John Ariel A. Lagura**, Chief CID, Vice Chairman BSK-ETF
3. **Maureen C. Castaño**, Chief SGOD, Member
4. **Michelle T. Sagaral**, Division Accountant, Member
5. **Junicel Mancha**, PDO II, DRRM Coordinator, Member
6. **Bernadito Taguisa**, Admin Aide IV, Member
7. **Rosalie Tambis**, Admin Assistant III, Member
8. **Christian John Lagura**, Admin Assistant III, Member

2. The DepEd BSK-ETF together with COMELEC Command **Center shall commence its operations on October 29, 2023 at 6:00am and will end on October 31, 2023 at 6:00pm** to ensure that DepEd BSK-ETF can readily assist the

Department's personnel serving in the elections as canvassing of votes may be extended until midnight of the Election Day.

3. The functions of the BSK-ETF members include by but are not limited to the following:
 - a. Maintain an Operation and Monitoring Center to document and report all teachers and school-related issues and concerns before, during and after 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 2023 BSKE; and
 - e. Complement the other government agencies' effort for and honest, orderly and peaceful elections.
4. Payment of overtime or grant of compensatory time-off to qualified personnel who compose the DepEd BSK-ETF are authorized subject to the availability of funds and existing auditing rules and regulations.
5. For your guidance and compliance.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent