



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. 252 , s. 2025

April 30, 2025

**CREATION OF THE 2025 DEPARTMENT OF EDUCATION, SCHOOLS DIVISION
OFFICE OF TAGBILARAN CITY ELECTION TASK FORCE IN CONNECTION WITH THE
NATIONAL AND LOCAL ELECTIONS ON MAY 12, 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Article IX-C, Section 2(4) of the 1987 Philippine Constitution, the Commission on Elections (COMELEC) is granted the authority to deputize law enforcement agencies and government instrumentalities, including the Department of Education (DepEd), to ensure free, orderly, honest, peaceful, and credible elections. DepEd's mandated role in electoral participation is further reinforced under Republic Act No. 10756 or the Election Service Reform Act (ESRA), which designates public school teachers as members of the Electoral Board and provides compensation and legal protection for personnel rendering election-related services.
2. Under the General Appropriations Act of the fiscal year 2025, a dedicated budget item has been allocated for the DepEd Election Task Force (ETF) to support its operational and logistical requirements, ensuring efficient coordination, monitoring, and assistance for DepEd personnel engaged in election service.
3. In compliance with the foregoing mandates, the Division ETF is established to facilitate the Department's participation in the 2025 National and Local Elections which is composed of the following:
Chairperson: John Ariel A. Lagura
Vice-Chairperson: Maurine C. Castaño
Members: Janet T. Butalid
Aimee T. Amistoso
Michelle T. Sagara
Marife C. Rallos
Junichel T. Mancha
Gina E. Gamao
Jericho L. Yarte
Bernadito T. Taguisa
4. The functions of the ETF are the following:
 - a. serve as the institutional mechanism for real-time monitoring, assistance, and legal support to teaching and nonteaching personnel performing election duties.



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

b. shall coordinate with COMELEC, the Public Attorney's Office, law enforcement agencies, and other relevant institutions to safeguard the rights and welfare of DepEd personnel deputized for election service.

5. The DepEd SDO-Tagbilaran City Command Center, located at the Schools Division Office, shall be the primary hub for real-time monitoring, coordination, and incident response. The Command Center shall be fully operational from May 11, 2025 (1:00p.m.) to May 13, 2025 (5:00 p.m.) to oversee ETF operations across the division.

6. To ensure the effective execution of the 2025 ETF and facilitate the efficient delivery of its mandate during the 2025 National and Local Elections, the ETF members are instructed to report on the following schedule:

Date	Time	Personnel On Duty
May 11, 2025 (Sunday)	1:00 p.m. to 10:00 p.m.	John Ariel A. Lagura Michelle T. Sagaral Gina E. Gamao Bernadito T. Taguisa
May 11-12, 2025 (Sunday and Monday)	10:00 p.m. to 6:00 a.m.	Janet T. Butalid Marife C. Rallos Junicel T. Mancha Jericho L. Yarte
May 12, 2025 (Monday)	6:00 a.m. to 2:00 p.m.	Maurine C. Castaño Aimee T. Amistoso Michelle T. Sagaral Marife C. Rallos
May 12, 2025 (Monday)	2:00 p.m. to 10:00 p.m.	John Ariel A. Lagura Janet T. Butalid Gina E. Gamao Bernadito T. Taguisa
May 12-13, 2025 (Monday and Tuesday)	10:00 p.m. to 7:00 a.m.	Maurine C. Castaño Aimee T. Amistoso Junicel T. Mancha Jericho L. Yarte
May 13, 2025 (Tuesday)	7:00 a.m. to 12:00 p.m.	John Ariel A. Lagura Marife C. Rallos Bernadito T. Taguisa
May 13, 2025 (Tuesday)	12:00 p.m. to 5:00 p.m.	Michelle T. Sagaral Gina E. Gamao

7. All ETF members shall be entitled to honoraria, subject to the availability of funds and in compliance with applicable issuances of the Commission on Audit and the Department of Budget and Management. Other expenses relative to the establishment of the ETF shall be charged against local funds/Division MOOE, subject to the availability of funds and existing auditing rules and regulations.

8. Immediate dissemination of and strict compliance with this Memorandum is directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent