



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



04 May 2022

DIVISION MEMORANDUM

DM No. 353, s. 2022

**COMPOSITION OF THE 2022 DIVISION ELECTION TASK FORCE (ETF) OPERATION
AND MONITORING CENTER IN CONNECTION WITH THE MAY 9, 2022
NATIONAL AND LOCAL ELECTIONS**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary and Secondary School Principals
Head Teacher
Teacher-In-Charge
All Others Concerned

1. Pursuant to to DepEd Memorandum No. 010,s. 2022 entitled Establishment of the 2022 DepEd Election Task Force and Its Operation and Monitoring Center, Regional and Schols/City Division Offices in connection with May 9, 2022 National and Local Elections, the DepEd Quezon Election Task Force Division Operation Center shall be established at the SDO Quezon ICT Conference Room starting 8:00 p.m. in the evening of May 8, 2022 and end at 8:00 a.m. of May 10, 2022 in the morning with contact number of the following:

- Landline : (042) 784-0366, (042) 784-0321, (042) 7840391 and (042) 7840164
- Mobile No. : 09431282219

2. The Election Task Force shall be composed of the following and their schdule of assignments:

Chairperson	-	HERBERT D. PEREZ
Members	-	ELIZABETH M. DE VILLA
	-	LORENA S. WALANGSUMBAT
	-	MARIA DOLORES D. ATIENZA
	-	REXCIA MARIA B. BALDEO
	-	WILBERT PORTEZA

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

- RAQUEL P. MARCUAP
- EMMANUELE E. SANTIAGO
- RONALDO V. GARCIA

May 8, 2022 (Sunday-Monday) 8:00 p.m – 8:00 a.m.	May 09, 2022 (Monday) 8:00 a.m. – 8:00 p.m.	May 10, 2022 (Monday-Tuesday) 8:00 p.m. – 8:00 a.m.
Herbert D. Perez	Maria Dolores D. Atienza	Lorena S. Walangsumbat
Wilbert B. Porteza	Rexcia Maria B. Baldeo	Elizabeth M. De Villa

3. Expenses for the establishment and operations of the Division Election Task Force as well as payments of overtime to qualified personnel shall be charged against Division Fund subject to existing accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

adminmda/05/04/2022

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ELECTION TASK FORCE

MAY 09, 2022 NATIONAL AND LOCAL ELECTIONS



DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION

DIVISION OF QUEZON PROVINCE

CHAIRPERSON:

HERBERT D. PEREZ

Assistant Schools Division Superintendent

✉ herbert.perez002@deped.gov.ph

MEMBERS:

ELIZABETH M. DE VILLA

Chief Education Supervisor, SGOD

✉ elizabeth.devilla001@deped.gov.ph

MARIA DOLORES D. ATIENZA

Administrative Officer V

✉ mariadolores.atienza@deped.gov.ph

WILBERT B. PORTEZA

Information Technology Officer I

✉ wilbert.porteza@deped.gov.ph

EMMANUELE E. SANTIAGO

Teacher III

✉ emmanuele.santiago@deped.gov.ph

LORENA S. WALANGSUMBAT

Chief Education Supervisor, CID

✉ lorena.walangsumbat@deped.gov.ph

REXCIA MARIA B. BALDEO

Attorney III

✉ rexcia.baldeo@deped.gov.ph

RAQUEL P. MARCUAP

Public Schools District Supervisor

✉ raquel.marcuap@deped.gov.ph

RONALDO V. GARCIA

School Principal III

✉ ronaldov.garcia@deped.gov.ph

For questions, concerns, and complaints, you may reach us through:



LANDLINE: (042) 784-0366, (042) 784-0321, (042) 784-0164, (042) 784-0391

MOBILE NO.: 09431282219



quezon@deped.gov.ph



Republic of the Philippines
Department of Education

02 MAR 2022

DepEd MEMORANDUM
No. **010**, s. 2022

**ESTABLISHMENT OF THE 2022 DEPED ELECTION TASK FORCE AND ITS OPERATION
AND MONITORING CENTER IN THE CENTRAL, REGIONAL AND SCHOOLS/CITY
DIVISION OFFICES IN CONNECTION WITH THE MAY 09, 2022
NATIONAL AND LOCAL ELECTIONS**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
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) has the power to deputize law enforcement agencies and instrumentalities of the government for the exclusive purpose of ensuring free, orderly, honest, peaceful and credible elections.
2. The Department of Education (DepEd) is one of the national agencies deputized by COMELEC to ensure free, orderly, honest, peaceful and credible elections, through the appointment of public school teachers to serve as chairpersons and members of the Election Board, as well as Technical Support Personnel.
3. By virtue of the aforementioned authority granted by COMELEC to DepEd 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, the **2022 DepEd Election Task Force (ETF) Operation and Monitoring Center for the May 09, 2022 National and Local Elections (NLE)** shall be established at the *Bulwagan ng Karunungan*, DepEd Central Office, Meralco Avenue, Pasig City, starting at 1:00 p.m. of **May 08, 2022** and ending at 5:00 p.m. of **May 10, 2022**.
4. Undersecretary Alain Del B. Pascua and Undersecretary Revsee A. Escobedo are designated as Chair and Vice Chair of the DepEd ETF Operations and Monitoring Center, respectively. They shall create committees and appoint its respective chairs and vice chairs, for approval of the Secretary. The creation of such committees and appointment of its respective chairs and vice chairs shall be made weeks before the day of NLE for preparatory purposes.
5. The Committee Chairs and Vice Chairs shall immediately constitute and submit the names of their members, for the approval of the Chair and Vice Chair of the DepEd ETF.
6. Likewise, all regional and schools/city division offices of the Department are authorized to establish their respective ETF Operations and Monitoring Centers on the same schedules mentioned above.

7. 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.

8. The conduct of nationwide orientations, trainings/fora to brief teachers and officials who are members of the ETF shall be organized, subject to the budget as may be allocated by the Undersecretary for Finance and approved by the Secretary. The orientation, trainings/fora shall cover the procedures on the use of digital signatures, enhancement and updates to the mobile monitoring application systems, COVID-19 protocols, do's and don'ts before, during, and after the Elections, and other election-related concerns.

9. All ETF officials and members in the central, regional and schools division Offices are required to attend the orientation, trainings and other fora, subject to availability of funds and approval of their respective executive committee officials, regional directors (RDs) and schools division superintendents (SDSs). The schedule of the aforementioned trainings shall be announced through the issuance of a separate memorandum.

10. All RDs and SDSs are enjoined to submit a list of five officials/employees who will compose its ETF, with their respective designation, position, salary grade, DepEd email address, and contact information (Globe/Smart). They are to submit the aforementioned data to the Office of the Director for Procurement Management Service on or before March 07, 2022 through email at **marc.bragado@deped.gov.ph**.

11. The five designated members of the regional and division ETF are directed to register through **https://bit.ly/ETF2022_Confirmation** for monitoring and reporting purposes.

12. The ETF will ensure that teachers shall be provided with adequate information, technical and legal assistance in the course of the performance of their duties as members of the Election Board, as well as DepEd nonteaching personnel who will serve during the May 09, 2022 National and Local Elections.

13. The Operation and Monitoring Center shall also serve as DepEd institutional link to volunteer organizations, individuals, as well as partner agencies involved in the conduct of the 2022 National and Local Elections.

14. All DepEd officials and personnel, being in the civil service, are reminded not to intervene directly or indirectly in any election campaign or engage in any partisan political activity, except to vote.

15. The grant of honoraria to officials and personnel who will render services to their respective ETFs shall be subject to existing Commission on Audit rules and regulations and relative to the Department of Budget and Management issuance on the matter. Payments of overtime pay or grant of compensatory time-off to qualified personnel in the central, regional, and schools/city division offices who will compose the DepEd ETF are authorized, subject to the availability of funds and existing auditing rules and regulations, as well as the pertinent Civil Service laws.

16. The ETF must ensure that funds be provided to enhance the DepEd Mobile App to meet the new requirements and reports needed from the field as well as conduct field monitoring.

17. For more information, please contact the **Office of the Undersecretary for Administration**, Department of Education (DepEd) Central Office, 5th Floor Mabini Building, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at usec.admin@deped.gov.ph or telephone numbers (02) 8637-6207 and (02) 8633-7203.

18. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Reference:

DepEd Memorandum No. 065, s. 2016



To authenticate this document, please scan the QR code. DEPED-OSCC-45312

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

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