



Republic of the Philippines  
**Department of Education**  
 Region X  
**DIVISION OF EL SALVADOR CITY**



Zone 3, Poblacion, El Salvador City  
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

**DIVISION MEMORANDUM**

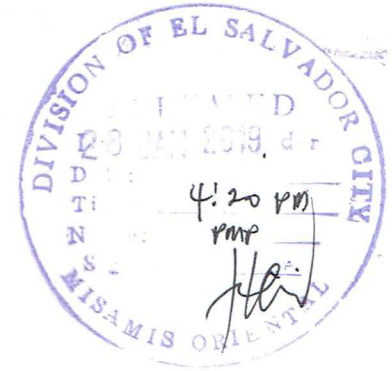
No. 025, s. 2019

**TO:** Division Chiefs  
 Education Program Supervisors  
 Secondary School Heads  
 Elementary School Heads  
 This Division

**FROM:** **JESNAR DEMS S. TORRES, Ph.D., CESE**  
 OIC, Schools Division Superintendent

**Subject:** **2019 DIVISION ELECTION TASK FORCE**

**Date:** 25 January 2019



1. In view of the forthcoming May 13, 2019 Automated National and Local Elections, the **DIVISION ELECTION TASK FORCE (ETF)** is hereby established with its composition, to wit:

NAME	ROLE	SCHEDULE OF DUTY
Aliena S. Dajay	Chairperson	On call 24/7
Rolly B. Labis	member	May 13& 14, 2019 (4AM-8AM)
Anna Mae Atillo	member	May 12 & 13, 2019 (4pm-8pm)
Jeffrey M. Martinez	member	May 13, 2019 (8AM - 4PM)
Eulita M. Castillo	member	May 12 & 13, 2019 (4pm-8pm)
Kevin B. Asequia	member	May 13 & 14, 2019 (12MN-4AM)
Grace P. Paculba	member	May 13, 2019 (8AM - 4PM)
Clark Unson	member	May 12 & 13, 2019 (8PM-12MN)
Rothelee L. Saburnido	member	May 13, 2019 (8AM-4PM)



Republic of the Philippines  
Department of Education  
Region X



**DIVISION OF EL SALVADOR CITY**

Zone 3, Poblacion, El Salvador City

Telefax No: (088) 555-0475 | Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph) | Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)

Herminigildo B. Pantin	member	May 12 & 13, 2019 (8PM-12MN)
Gabriel Labadan	member	May 12 & 13, 2019 (8PM – 12 MN)
Johnell Francis S. Vacalares	member	May 13 & 14, 2019 (12MN-4AM)

2. Any election related concerns encountered by teachers in their respective assigned precincts relative to the 2019 Automated National and Local Elections shall be channeled to any member of the ETF based on the Schedule.
3. Attached is the roles and functions of the Election Task Force(ETF), Monitoring templates and hourly monitoring report to serve as reference for the ETF members.
4. For information, guidance and compliance.



Republic of the Philippines  
**Department of Education**  
Region X  
**DIVISION OF EL SALVADOR CITY**



Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475 | Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph) | Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)

### **ROLES AND RESPONSIBILITIES**

- 1.) The Election Task Force 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 Board of Election Inspectors (BEIs) as well as principals, supervisors, and other employees of DepED Division Office who will serve during the May 13, 2019 Automated National and Local Elections.
2. The ETF shall maintain a monitoring system on all election related cases within their respective areas of jurisdiction and if applicable and practicable, coordinate with other government agencies, volunteer organizations, as well as partner agencies involved in the elections for the welfare of the teachers.
3. Issues shall be categorized based on the required assistance and its level of urgency
4. Concerns raised which can be resolved at the division level should be dealt with accordingly.
5. The Division ETF shall provide the Regional ETF with a summary report of all the complaints/incidents within their respective jurisdiction.