



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

5 April 2022

DIVISION MEMORANDUM  
No. 151, s. 2021

**ORIENTATION ON DEPED'S PARTICIPATION AND PREPARATIONS  
FOR THE 2022 NATIONAL AND LOCAL ELECTIONS**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
*This Division*

1. Relative to OUA-Memo 00-322-0075 issued by the Office of the Undersecretary for Administration, this Office announces the conduct of the **Orientation on DepEd's Participation and Preparations for the 2022 National and Local Elections** on **April 13, 19 and 21, 2022** at the **Audio-Visual Room, 3<sup>rd</sup> Floor, City Hall Bldg.**, this city.
2. This activity aims to:
  - a. disseminate DepEd's participation and preparations aligned with the 2022 National and Local Elections;
  - b. discuss the existing laws, directives and other provisions expected to be adhered by government employees during elections; and
  - c. lay-out the activities to be undertaken by the division relative to the establishment of the Division Election Task Force.
3. List of schools by cluster and the flow of the activity are found as enclosures.
4. All are reminded that this Office adheres to the Equal Opportunity Principle (EOP) in all steps to be undertaken in this activity. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. For information, guidance and compliance.

  
**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

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

ELECTION TASK FORCE                      ORGANIZATION



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375  
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FOR THE 2022 NATIONAL AND LOCAL ELECTIONS**

Venue: Audio-Visual Room, 3<sup>rd</sup> Floor, City Hall Bldg.

<b>CLUSTER 1</b> April 13, 2022, Wednesday 8:00 – 12:00			<b>CLUSTER 2</b> April 19, 2022, Tuesday 8:00 – 12:00		
	<b>School</b>	<b>No. of Pax</b>		<b>School</b>	<b>No. of Pax</b>
1	El Salvador City CS	46	1	Cogon ES	18
2	El Salvador City NHS	27	2	Cogon NHS	42
3	Kibonbon ES	18	3	Hinigdaan ES	12
4	Sinaloc ES	18	4	Hinigdaan NHS	19
5	Sinaloc NHS	12	5	San Francisco de Asis ES	11
			6	San Francisco de Asis NHS	11
	<i>Total</i>	<b>121</b>		<i>Total</i>	<b>113</b>

<b>CLUSTER 3</b> April 19, 2022, Tuesday 1:00 – 5:00			<b>CLUSTER 4</b> April 21, 2022, Thursday 8:00 – 12:00		
	<b>School</b>	<b>No. of Pax</b>		<b>School</b>	<b>No. of Pax</b>
1	Molugan CS	39	1	Amoros ES	22
2	Molugan NHS	57	2	Bolisong ES	10
3	Taytay ES	19	3	Himaya ES	11
			4	Himaya NHS	12
			5	Kalaylabay IS	15
			6	PSB ES	19
			7	Sambulawan ES	11
			8	Sambulawan NHS	7
			9	Ulaliman ES	12
	<i>Total</i>	<b>115</b>		<i>Total</i>	<b>119</b>

<b>CLUSTER 5</b> April 18, 2022, Monday via Online Platform 10:30 – 12:00 (after the Monday Convocation)	
<b>Office</b>	<b>No. of Pax</b>
Division Office	75





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 FOR THE 2022 NATIONAL AND LOCAL ELECTIONS**

April 13 (AM), 19 (AM & PM) and 21 (AM), 2022  
 Venue: Audio-Visual Room, 3<sup>rd</sup> Floor, City Hall Bldg.

**SCHEDULE OF ACTIVITIES**

<b>Time</b>	<b>Activity</b>	<b>Incharge</b>
7:30 – 8:00 / 12:30 – 1:00	Arrival and Registration	<b>Jurica Ethel L. Estrada, PDO II</b>
8:00 – 8:30 / 1:00 – 1:30	Opening Program	
	<b>Pambansang Awit</b> <b>Invocation</b> <b>El Salvador City Hymn</b>  <b>Acknowledgment of Participants</b>  <b>Opening Remarks and Statement of Purpose</b>  <b>Message</b>	Multimedia  <b>Anna Mae M. Atillo</b> <i>Administrative Officer IV/ HRMO II/            Member, Division Election Task Force</i>  <b>Dionesio L. Liwagon, Jr., CESE</b> <i>OIC- Assistant Schools Division Superintendent</i>  <b>Olga C. Alonsabe, PhD, CESO V</b> Schools Division Superintendent
8:30 -9:30 / 1:30 – 2:30	Topic No. 1:  <b>Voter Education</b>	<b>Dr. Rolly B. Labis</b> Chief Education Supervisor Schools Governance and Operations Division (SGOD)/ Member, Division Election Task Force  <b>Dr. Ninian A. Alcasid</b> Chief Education Supervisor Curriculum Implementation Division (CID)/ Member, Division Election Task Force







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9:30 – 10:00/ 2:30 – 3:00	Topic No. 2: <b>Introduction to the Philippine National Public Key Infrastructure (PNPKI) and Digital Signatures</b>	<b>Sherrie R. Dungog</b> Information Technology Officer I
10:00 – 10:45/ 3:00 – 3:45	Topic No. 3: <b>Electioneering and Partisan Political Activities</b>	<b>Jeffrey M. Martinez</b> Administrative Officer V/ Member, Division Election Task Force
10:45 – 11:15/ 3:45 – 4:15	Topic No. 4: <b>DepEd Participation and Preparations</b>	<b>Dionesio L. Liwagon, Jr., CESE</b> OIC-Asst. Schools Division Superintendent/ Chairman, Division Election Task Force
11:15 – 11:45/ 4:15 – 4:45	Open Forum	Program Hosts
11:45 – 11:15/ 4:45 – 5:00	<b>Words of Gratitude and Closing Remarks</b>	<b>Dr. Rolly B. Labis</b> Chief Education Supervisor School Governance and Operations Division (SGOD)/ Member, Division Election Task Force

Program Hosts:

**Ms. Karen Rose A. Serrania, SEPS, HRD**

**Mr. Merogim P. Mugot, EPS II, HRDD**



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