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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-361

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
Chief of the Curriculum Implementation Division  
All Public Schools Heads and Principals  
All concerned

Subject: **ELECTORAL BOARD MEMBERS ON MAY 12, 2025  
NATIONAL AND LOCAL ELECTIONS**

Date: August 5, 2024

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Attached is the invitation letter from the Commission on Elections, Office of the Election Officer, Panabo City, requesting Qualified, Willing and Available (QuaWillAva) public school teachers for the positions of Electoral Board Members (Chairman, Poll Clerk and Third Member) for the upcoming National and Local Elections. Please see attached for your reference.

As per this, School Heads/Principals are directed to submit list of interested teachers using the attached Poll Workers' Profile (PWP) Form on or before August 7, 2024, at 12:00 NN at the COMELEC Office of Panabo City.

For your information and compliance.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Enclosed.: As stated.  
SGOD/ABA/jji

**RELEASED**

**AUG 06 2024**

RECORDS SECTION-SDO PANABO CITY  
RECORDS SECTION-SDO PANABO CITY  
BY 



Schools Division Office of Panabo City  
City Hall Compound, Km 31, Panabo City  
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**DepEd Panabo:**  
**Empowering Champions In Education**  
CHAMPION  
Panabo  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.



Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
Office of the Election Officer  
Panabo City, Davao del Norte

NS  
Deejay

Division of Panabo City  
RECORDS SECTION

A rectangular red ink stamp. The word "RECEIVED" is printed in a large, bold, sans-serif font, with the "E" being the most prominent. To the right of "RECEIVED" is the date "AUG 02 2024" in a smaller, bold font. Below the date, the initials "CJ" are handwritten in cursive. To the right of "CJ" is the number "418" in a bold, sans-serif font.

To: **JINKY B. FIRMAN CESO VI**  
Schools Division Superintendent  
Department of Education  
Panabo City, Davao del Norte

Subject: **Electoral Board Members on May 12, 2024 National and Local Elections**

Date: 02 August 2024

## **Greetings of Peace!**

For the purpose of the upcoming May 12, 2025 National and Local Elections, this Office would like to request your assistance in disseminating this information to all schools within your Area of Responsibility.

We would like to inform those **Qualified, Willing and Available** (QuaWillAva) public school teachers that we are opening positions for Electoral Board Members (Chairman, Poll Clerk, and Third Member). To perform functions effectively, it is necessary to possess the following qualifications:

- **Leniency in the performance of duties and responsibilities as EB member**
- **Of good moral character and irreproachable reputation**
- **Able to render overtime on Election Day**
- **Not pregnant or without comorbidities**

In addition, there will be a 5-day service credit and an Honorarium to be released within fifteen (15) days of the date of the election.

Further, Attached Form ("PWP Form") should be fully accomplished for our perusal. We will collect it during the ocular inspection next week on August 05-07, 2024, from 8:00AM-5:00PM.

Thank you very much.

**ATTY. NORBERTO J. SINSONA, JR.**  
Election Officer IV

## **POLLWORKERS' PROFILE (PWP) FORM**