



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0210_q

To : **BASILIO P. MANA-AY JR., CESO VI**
Assistant Schools Division Superintendent
AILENE B. ANONUEVO, PhD, Chief Education Supervisor
Schools Governance and Operations Division
JANWARIO E. YAMOTA, Chief Education Supervisor
ALL CONCERN

Subject: **CREATION OF THE 2025 DEPARTMENT OF EDUCATION DIVISION
ELECTION TASK FORCE (DETF) IN CONNECTION WITH THE
NATIONAL AND LOCAL ELECTIONS ON MAY 12, 2025**

Date: **May 7, 2025**

Pursuant to the Regional Memorandum AD-2025-069 dated April 29, 2025, and DepEd Memorandum No. 037, s. 2025, all Schools Division Offices are directed to create its Division Election Task Force Support Teams. Please see attached for your reference.

Relative hereto, the following are designated as members of the Division Election Task Force, to wit:

1. **Basilio p. Mana-ay Jr.**, CESO VI
2. **Janwario E. Yamota**, Chief Education Supervisor, CID
3. **Ailene B. Anonuevo, PhD**, Chief Education Supervisor, SGOD
4. **Ramil Jacky Firman**, Education Program Supervisor
5. **Elden B. Orbeta PhD**, Education Program Supervisor
6. **Jaime C. Carlom**, Education Program Supervisor
7. **Ana Liza M. Mendoza RN**, Senior Education Program Specialist, SocMob
8. **Raul E. Gacus EdD**, Administrative Officer VI
9. **Glenn B. Separis, CPA, MBA**, Division Accountant III
10. **Rosalie D. Estimada**, Administrative Officer V- Budget Officer

The Division Election Task Force is tasked with ensuring the seamless implementation of real-time monitoring, maintaining efficient helpdesk operations, managing logistics, collecting data, and providing legal assistance to teachers.

The Division Election Task Force shall be fully operational from May 11, 2025 (1:00 pm) to May 13, 2025 (5:00 pm). Members of the Support Teams are directed to attend the opening and closing of the monitoring and operation center during the midterm election.

Additionally, **Rodrigo Casona**, ADA IV, **Jaynard Cunado**, ADA IV, and **Alvin Gacus**, Driver are also requested to render services on May 11, 2025 (1:00 pm) to May 13, 2025 (5:00 pm).

The grant of honoraria, overtime pay, or CTO shall be subject to the approval of the ETF Chairperson and shall comply with the existing budgetary, accounting, procurement, and auditing rules and regulations. Members shall have the option to receive either honoraria or claim overtime pay or compensatory time credit. Members who opt to receive honoraria shall no longer be entitled to claim overtime pay or CTO.

Travel expenses, supplies, provision of food, and honoraria or overtime pay are all chargeable against the Division MOOE funds subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

MAY 08 2025

RECORDS SECTION - DO PANABO CITY
BY 



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

(Enclosure No. 4 to DepEd Memorandum No. 37, s. 2025)

DESIGNATION FORM FOR DEPED ETF-SUPPORT TEAMS

The Schools Division of Panabo City hereby designates the following personnel to serve in the ETF operations in connection to the 2025 Midterm Election:

SCHOOLS DIVISION OF PANABO CITY					
Name	Office	Position	ETF Team Assignment	DepEd Email Address (__@deped.gov.ph)	Mobile Number
BASILIO P. MANA-AY JR., CESO VI	Office of the Schools Division Office	Assistant Schools Division Superintendent	Division Election Task Force Chairperson	basilio.manaay	09992206454
JANWARIO E. YAMOTA	Curriculum Implementation Division	Chief Education Supervisor, CID	Division Election Task Force Vice-Chairperson	janwario.yamota	09498805048
RAMIL JACKY FIRMAN	Curriculum Implementation Division	Education Program Supervisor	Division Election Task Force, Member	jackie.firman	09171368079
ELDEN B. ORBETA	Curriculum Implementation Division	Education Program Supervisor	Division Election Task Force, Member	elden.orbeta	09625876794
JAIME C. CARLOM	Curriculum Implementation Division	Education Program Supervisor	Division Election Task Force, Member	jaime.carlom	09236689762
AILENE B. ANONUEVO, PHD	School Governance and Operations Division	Chief Education Supervisor, SGOD	Division Election Task Force, Member	ailene.anonuevo	09683559969
ANA LIZA M. MENDOZA, RN	School Governance and Operations Division	Senior Education Program Specialist, SocMob	Division Election Task Force, Member	analiza.mendoza	09959086821

SCHOOLS DIVISION OF PANABO CITY					
Name	Office	Position	ETF Team Assignment	DepEd Email Address (__@deped.gov.ph)	Mobile Number
RAUL E. GACUS	Office of the Schools Division Office	Administrative Officer VI	Division Election Task Force, Member	raul.gacus	09958951859
GLENN B. SEPARIS, CPA, MBA	Office of the Schools Division Office	Division Accountant III	Division Election Task Force, Member	glenn.separis	09466310809
ROSALIE D. ESTIMADA	Office of the Schools Division Office	Budget Officer	Division Election Task Force, Member	rosalie.estimada	09606028097

Recommended by:


BASILIO P. MANA-AY JR. CESO VI
 Assistant Schools Division Superintendent

Approved by:


JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent



Republic of the Philippines
Department of Education
DAVAO REGION

April 29, 2025

REGIONAL MEMORANDUM
AD-2025-069

**DISSEMINATION ON THE CREATION OF THE 2025 DEPARTMENT OF
EDUCATION ELECTION TASK FORCE IN CONNECTION WITH THE
NATIONAL AND LOCAL ELECTIONS ON MAY 12, 2025**

To: Assistant Regional Director
Schools Division Superintendents

1. Herewith is the DepEd Memorandum No. 037, s. 2025, dated April 22, 2025 from Atty. Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff, relative to the creation of the 2025 Department of Education Election Task Force (ETF) in connection with the National and Local Elections on May 12, 2025 of which shall be fully operational from May 11, 2025 (1:00pm) to May 13, 2025 (5:00pm).
2. Anent to this, Schools Division Superintendents are directed to create an ETF headed by a Chairperson, Vice-Chairperson, and eight members. The team shall work in close coordination with the CO ETF and the Election Command Center to ensure seamless implementation and issue resolution.
3. All ETF members shall be officially designated through the required Designation Form (Enclosure No. 4), to be submitted and approved under additional guidelines issued by the ETF Chairperson.
4. The grant of honoraria, overtime pay, or CTO shall be subject to the approval of the ETF Chairperson and shall comply with the existing budgetary, accounting, procurement, and auditing rules and regulations. Members shall have the option to receive either honoraria or claim overtime pay or compensatory time credit (CTO). Likewise, Job Order or Contract of Service personnel assigned to the ETF may opt to receive either honoraria or overtime pay. Members who opt to receive honoraria shall no longer be entitled to claim overtime pay or CTO.
5. Other details are stipulated in the attached memorandum for reference.
6. For information and strict compliance.

DEPARTMENT OF EDUCATION ROX:
RECORDS SECTION

RELEASED

By: *[Signature]*
Date: *May 05, 2025*
120674

ALLAN G. FARNAZO
Director IV

Encl.: As stated

ROAG/PS/JU



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxl.ph





Republic of the Philippines
Department of Education

APR 22 2025

DepEd MEMORANDUM
No. **037**, s. 2025

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

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private 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 ETF is established to facilitate the Department's participation in the 2025 National and Local Elections. The ETF shall serve as the institutional mechanism for real-time monitoring, assistance, and legal support to teaching and nonteaching personnel performing election duties. The ETF 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.

4. The ETF shall be operational at three levels: the Central Office (CO), regional offices (ROs), and schools division offices (SDOs), each maintaining an ETF Operations Center responsible for monitoring and responding to election-related concerns. The official structure of the ETF is outlined in **Enclosure No. 1**.

a. At the CO, the ETF shall consist of the Steering Committee, Technical Working Group (TWG), and Support Teams. The Steering Committee shall provide policy direction and overall decision-making and shall be composed of high-level DepEd officials. The TWG shall serve as the implementing body responsible for policy execution, interagency

coordination, and operational oversight. The Support Teams shall be responsible for specific real-time monitoring, legal support, incident response, logistics, and helpdesk operations. The full composition of the Steering Committee and the TWG is outlined in Enclosure No. 2, while the specific responsibilities of the ETF Support Teams are enumerated in Enclosure No. 3.

- b. At the ROs and SDOs, each ETF shall be headed by a Chairperson and Vice-Chairperson, with designated members supporting election-related operations. The RO ETF shall include a Chairperson, a Vice-Chairperson, and 10 members, while the SDO ETF shall include a Chairperson, a Vice-Chairperson, and eight members. These teams shall work in close coordination with the CO ETF and the Election Command Center to ensure seamless implementation and issue resolution.

5. 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 following guidelines shall be strictly observed:

- a. The DepEd Election Command Center, located at TechZone, Makati City, shall be the primary hub for real-time monitoring, coordination, and incident response. The Command Center shall be fully operational from May 11, 2025 (1:00 p.m.) to May 13, 2025 (5:00 p.m.) to oversee ETF operations across all CO, ROs, and SDOs.
- b. Each ETF Steering Committee at the CO, RO, and SDO levels shall be headed by a Chairperson and a Vice-Chairperson, who shall be responsible for policy implementation, compliance oversight, and election-related operational execution. The ETF Chairperson at each governance level shall approve the final composition of their respective ETF Operations Center. All ETF members shall be officially designated through the required Designation Form (Enclosure No. 4), to be submitted and approved under additional guidelines issued by the ETF Chairperson.
- c. The TWG shall implement the policies set by the Steering Committee and coordinate legal, operational, and logistical efforts at all levels (Enclosure No. 2). It shall be led by the Director of the Bureau of Human Resource and Organizational Development (BHRD). The TWG members shall also be part of the ETF Support Teams during the operations of the DepEd Election Command Center.
- d. The ETF Support Teams shall be responsible for real-time monitoring, helpdesk operations, logistics, data collection, and legal assistance (Enclosure No. 3).
- e. The TWG shall designate the support teams' leads and co-leads. The designations are open to all *plantilla* personnel holding a position of division chief or higher who may or may not be members of the TWG. The TWG shall endorse its proposed designations to the Steering Committee for approval.

6. 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.

SDO
Chairperson
Vice-Chairperson
8 members

- a. ETF members holding *plantilla* positions shall have the option to receive either honoraria or claim overtime pay or compensatory time off (CTO). Likewise, Contract of Service personnel assigned to the ETF may opt to receive either honoraria or overtime pay.
- b. An ETF member who opts to receive honoraria shall no longer be entitled to claim overtime pay or CTO.
- c. The grant of honoraria, overtime pay, or CTO shall be subject to the approval of the ETF Chairperson at the respective governance level and shall comply with existing budgetary, accounting, procurement, and auditing rules and regulations.

7. DepEd officials and personnel are strictly prohibited from engaging in electioneering, campaign activities, or any partisan political conduct, except for the act of voting. This restriction is in full compliance with existing Civil Service laws and is intended to maintain the neutrality and integrity of DepEd's election involvement.

8. For further inquiries, the **Office of the Undersecretary for Operations**, located on the 16th Floor of the TechZone Building, Makati City, may be contacted via email at ouops@deped.gov.ph.

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

By Authority of the Secretary:

[Signature]
ATTY. FATIMA LIPP D. PANONTONGAN
 Undersecretary and Chief of Staff



Encls.:

As stated

Reference:

DepEd Memorandum No. 029, s. 2025

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

**AUTHORITY
 BUREAUS AND OFFICES
 COMMAND CENTER
 ELECTIONS**

**EMPLOYEES
 OFFICIALS
 PROHIBITION
 TEACHERS**

(Enclosure No. 1 to DepEd Memorandum No. 037, s. 2025)



STRUCTURE OF THE ETF IN CENTRAL, REGIONAL, AND SCHOOLS DIVISION OFFICES

CENTRAL OFFICE

Steering Committee (9)
Technical Working Group (21)
Support Teams (70)

REGIONAL OFFICES

Chair (1)
Vice Chair (1)
Members (10)

DIVISION OFFICES

Chair (1)
Vice Chair (1)
Members (8)

Total: 10



COMPOSITION OF THE STEERING COMMITTEE AND TECHNICAL WORKING GROUP AT THE CENTRAL OFFICE-COMMAND CENTER

STEERING COMMITTEE COMPOSITION	
Chairperson	Usec. Malcolm Garma
Vice-Chairperson	Usec. Wilfredo E. Cabral
Members:	
Usec. Filemonray L. Javier	Legal and Legislative Affairs
Usec. Mel John I. Verzosa	Administration
Usec. Gerard L. Chan	Procurement
OIC Usec. Edson Byron K. Sy	Finance
ASec. Marcelino G. Veloso III	Information and Communications Technology Service
ASec. Carmela C. Oracion	National Educators Academy of the Philippines
OIC ASec. Jocelyn D.R. Andaya	Operations

TECHNICAL WORKING GROUP		
NAME	OFFICE	CONTACT DETAILS
MEMBERS		
MARIO M. BERMUDEZ	Bureau of Human Resource and Organizational Development	8633-7237
MARGARITA CONSOLACION C. BALLESTEROS	Office of the Undersecretary for Human Resource and Organizational Development	8638-8638
JAN KEVIN M. RIVERA	Public Affairs Service	8633-2120
JAYSON A. LACBAYAN	Bureau of Learning Resources-Cebu Office	(032)255-3633 to 35
RUNVI V. MANGUERRA	Teacher Education Council	8638-6172
JASON V. MERCENE	Public Affairs Service	8631-6033 pas.cd@deped.gov.ph
ATTY. FERNANDO ANGELES III	Legal and Legislative Affairs	8637-4611 / 8633-8925
ATTY. ANGELICA CASTILLO	Legal and Legislative Affairs	8637-4611 / 8633-8925
ATTY. JEROME OBUSAN	Teacher Education Council	8638-6172
ATTY. JOSEPHINE IVANE V. CABILDO	Administration	8638-1780
DANPAUL SANTOS	Operations	8631-8492
VERNICE LORRAINE QUINTANA	Operations	8632-1371
MARIE ROYSE AYTOWA	Procurement	8635-3761
KATHLEEN JOYCE RAMIREZ	Procurement	8635-3761
JUN RUSSELL AQUINO	Strategic Management	8633-1940
TERGARA	Finance	8633-7231
BAYA	Education Programs Management Office	8637-4211

ERWIN LOZANO	Office of the Secretary	8633-7208 / 8633-7228
ATTY. JOHIE VALENTON	Office of the Secretary	8633-7208 8636-4876
ATTY. HANA ESCUETA	Legislative Liaison Office	8637-6206
RAYMUND TRIBIANA	Information and Communications Technology Service	8633-7256



TERMS OF REFERENCE OF ETF SUPPORT TEAMS

Support Team	Composition (Slots)	Roles and Responsibilities	Key Functions During Election Day
Real-Time Monitoring and Coordination Team	<ul style="list-style-type: none"> Lead (1) Co-lead (1) Operations: (16) - Regional Focals HROD (3) Major Island Cluster focal 	<ul style="list-style-type: none"> Organizes ETF at CO, RO, and SDO levels. Tracks nationwide election-related activities. Ensures immediate response to field concerns. Monitors polling station security and logistics. 	<ul style="list-style-type: none"> Maintains real-time documentation of ETF activities. Monitors election processes in coordination with RO and SDO ETF teams. Identifies issues requiring escalation and ensures prompt resolution. Updates the Election Command Center with field reports.
Legal and Incident Response Support Team	<ul style="list-style-type: none"> Lead (1) Co-lead (1) Legal (10) HROD (1) 	<ul style="list-style-type: none"> Coordinates with PAO for legal assistance. Provides real-time legal support to teachers and personnel. Handles and resolves election-related complaints. 	<ul style="list-style-type: none"> Respond to legal concerns of teachers and DepEd personnel. Assists with documentation and reporting of legal incidents. Ensures teachers' legal rights and protections are upheld.
Hotline and Helpdesk Operations Team	<ul style="list-style-type: none"> Lead (1) Co-Lead (1) PAS (3) HROD (3) NEAP (3) 	<ul style="list-style-type: none"> Operates 24/7 communication lines for ETF members and DepEd personnel. Guides election-related inquiries. Assists with technical, procedural, and operational concerns. 	<ul style="list-style-type: none"> Receives and logs queries and concerns from field personnel. Provide immediate responses and troubleshooting guidance. Escalates urgent issues to appropriate ETF teams.
Data Collection and Post-Election Reporting Team (10)	<ul style="list-style-type: none"> Lead (1) Co-Lead (1) ICTS (5) OUHROD (1) HROD (2) 	<ul style="list-style-type: none"> Consolidates real-time reports from RO and SDO ETF teams. Gathers legal cases, security concerns, and operational challenges. Prepares the post-election assessment report. Prepares and consolidates reports and assessments. 	<ul style="list-style-type: none"> Ensures all election-day incidents and concerns are properly documented. Compiles reports for ETF leadership and COMELEC coordination. Provides recommendations for future election-related improvements. Oversees preparation of post-election reports.
Logistics Team	<ul style="list-style-type: none"> Lead (1) Co-Lead (1) Finance (3) HROD (4) AMD (2) GSD (2) Procurement (2) 	<ul style="list-style-type: none"> Ensures proper personnel deployment and documentation. Ensures smooth ETF deployment logistics. Manages the distribution of materials, uniforms, and supplies. Tracks financial disbursements related to ETF operations. 	<ul style="list-style-type: none"> Ensures ETF members are deployed and accounted for. Coordinates the distribution of supplies and operational needs. Ensures ETF field personnel receive necessary resources. Monitors inventory and addresses logistical shortages.

(Enclosure No. 4 to DepEd Memorandum No. 037, s. 2025)



DESIGNATION FORM FOR DEPED ETF-SUPPORT TEAMS

The [Bureau / Service / Office] hereby designates the following personnel to serve in the ETF operations in connection to the 2025 Midterm Election:

[Bureau / Service / Office]					
Name	Office	Position	ETF Team Assignment	DepEd Email Address	Mobile Number

Recommended by:

Approved by:

h.