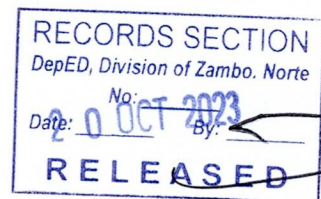




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

October 20, 2023

Division Memorandum

No. 465, s. 2023

ESTABLISHMENT OF THE 2023 DIVISION ELECTION TASK FORCE OPERATION AND MONITORING CENTER IN CONNECTION WITH THE 2023 BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS ON OCT. 30, 2023

TO: Assistant Schools Division Superintendents
Chief Education Supervisors and Education Program Supervisors
PSDSs and PICDs
School Heads, Public Elementary and Secondary Schools
Teaching, Teaching- Related and Non-Teaching Personnel
All Others Concerned

- Pursuant to the DepEd Memorandum No. 063, s. 2023 entitled "Establishment of the 2023 Department of Education Election Task Force and its Operation and Monitoring Center in connection with the Barangay and Sangguniang Kabataan Elections on October 30, 2023". In connection with this the division shall establish the 2023 DepEd Zamboanga del Norte Division Election Task Force and its Operation and Monitoring Center.
- The composition of the 2023 DepEd Zamboanga del Norte Division Election Task Force shall be as follows:

Designation	Name	Position	Email Address	Mobile Number
Chairman	Joy E. Letran- Singson EMD	CES, SGOD	joy.singson001@deped.gov.ph	09989863087
Vice- Chairman	Erivie A. Acaylar	EPS	ervie.acaylar001@deped.gov.ph	09277122119
Member	Julius O. Belagntol	ITO	julius.belagantol@deped.gov.ph	09171585831
Member	Jun Leonard U. Romarate	AO IV	junleonard.romarate@deped.gov.ph	09187357374
Member	Atty. Christine Joyce S. Paco	Legal Assistant I	christinejoyce.paco@deped.gov.ph	09460256019
Secretariat	Joseph L. Pantoja	PDO I	joseph.pantoja@deped.gov.ph	09171422344
Secretariat	Mary Jerica L. Ocupe	ADA VI	maryjerica.ocupe@deped.gov.ph	09609018962

- All Districts are enjoined to constitute their BSK-ETF Committee. The chairs and vice-chairs are instructed to submit a signed and scanned copy of the list of five officials/ employees who will compose their respective BSK-ETF with corresponding contact details on or before **October 25, 2023**. Likewise, you are also required to submit signed Situation/ Accomplishment Report right after the election to the following link provided:

- District BSK-ETF Committees - <https://bit.ly/3QmGJJC>
- Submission of District Situation Report - <https://bit.ly/3QpOKgY>



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

Email: zn.division@deped.gov.ph

Website: www.depedzn.net

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines

Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

- All concerned are encouraged to contact the Division Operation and Monitoring Center for inquiries and/ or assistance at our hotline numbers provided hereunder. The Center will be established in the division office starting 1:00 pm of October 29, 2023 and ends 5:00 pm of October 30, 2023.

Hotline Numbers: **(065) 917 6137**
 0966 157 1283
 0910 866 0158

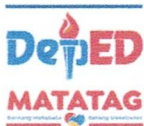
- All expenses relative to the performance of the function including the payment of overtime pay for qualified SDO Personnel may be charged against SDO funds, subject to the usual accounting and auditing rules and regulations.
- Attendance to the said activity shall entitle DepEd Personnel to three (3) days Compensatory Time- off pursuant to Budget and Management Joint Circular No. 2, s. 2004 on Non- Monetary Remuneration for Overtime Services Rendered.
- Immediate dissemination and compliance of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

Enclosed:

Template for District Elections Task Force Members
Template of Situation/Accomplishment Report
DepEd Memorandum No. 063, s. 2023

SGOD/mylo/JLS/ DM- Establishment of the 2023 Division Election Task Force
DM No. ___/ October 20, 2023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
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Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

District BSK-ETF Committees - <https://bit.ly/3QmGJJC>

**District Elections Task Force Members
for Barangay and SK Election on Oct. 30, 2023**

Designation	Name	Position	Email Address	Mobile Number
Chairman (PSDS):				
Vice- Chairman (Principal):				
Member (NTP):				
Member (NTP):	S			
Member (NTP):				
Secretariat (NTP):				

Prepared by:

Secretariat

Conformed:

PSDS

NOTED:

SDS/ ASDS/ ETF Div. Chairman

Note: upload a scanned signed copy to the link: <https://bit.ly/3QmGJJC>

SGOD/ mjlo/ JLS/ DM- Establishment of the 2023 Division Election Task Force
DM No. ___/ October 20, 2023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

Situation/ Accomplishment Report: <https://bit.ly/3QpOKgY>

Situation / Accomplishment Report

Date/ Time of Report: _____

District: _____

1. Total Number of Personnel Deployed: _____

- a. No. of Route Security Established: _____
- b. No. of Route Security Personnel Deployed: _____
- c. No. of Convoy Security Personnel Deployed: _____

2. No. of Untoward Incidents During the Delivery: _____

(if there is, State the Situation)

- a.
- b.
- c.

3. Total No. of Voting Centers in the Municipality: _____

- a. Total No. of Voting Centers in whole in the municipality: _____
- b. No. of Voting Centers with Delivered Official Ballots: _____
- c. Percentage of Delivery: _____

4. Updates on the Delivery of VCMS from Municipal Hubs to Voting Centers

- a. Total No. of Voting Centers: _____
- b. Total No. of Polling Centers with delivered VCMS: _____
- c. Percentage of delivery: _____

5. Assessment:

- a.
- b.
- c.

Signature of the Committee:

 Chairperson

 Vice-Chairperson

 Member

 Member

 Member

Note: upload a scanned signed copy to the link: <https://bit.ly/3QpOKgY>

SGOD/mjlo/JLS/ DM- Establishment of the 2023 Division Election Task Force/ DM No.____/ October 20, 2023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
 Email: zn.division@deped.gov.ph Website: www.depedzn.net
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines
Department of Education

OCT 18 2023

DepEd MEMORANDUM
No. **063**, s. 2023

ESTABLISHMENT OF THE 2023 DEPARTMENT OF EDUCATION ELECTION TASK FORCE AND ITS OPERATION AND MONITORING CENTER IN CONNECTION WITH THE BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS ON OCTOBER 30, 2023

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, the **2023 DepEd Barangay and Sangguniang Kabataan Election Task Force (BSK-ETF) Operation and Monitoring Center** shall be established. The DepEd BSK-ETF shall join the COMELEC Command Center starting at 1:00 p.m. on October 29, 2023, and ending at 5:00 p.m. on October 30, 2023.
4. Usec. Revsee A. Escobedo and Atty. Suzette T. Gannaban-Medina are designated as Chair and Vice-Chair of the DepEd ETF, respectively. They shall create committees and appoint their respective chairs and vice-chairs, with the approval of the Undersecretary and Chief-of-Staff. The creation of such committees and the appointment of their respective chairs and vice-chairs shall be created immediately to ensure DepEd preparedness for the 2023 BSKE.
5. The regional and schools/city division offices are enjoined to constitute their BSK-ETF Committee. The chairs and vice-chairs are instructed to submit a list of five officials/employees who will compose their respective BSK-ETF with corresponding contact details on or before **October 23, 2023**, to the Office of the Undersecretary for Operations through email at oure@deped.gov.ph.

6. Likewise, all regional and schools/city division offices of the Department are authorized to establish their respective BSK-ETF Operations and Monitoring Centers on the same schedules as mentioned above.

7. The functions of the BSK-ETF members include, but are not limited to the following:

- a. Maintain an Operation and Monitoring Center to document and report all teachers and school-related issues and concerns before, during, and after 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 2023 BSKE; and
- e. Complement the other government agencies' efforts for an honest, orderly, and peaceful elections.

8. The conduct of nationwide orientations and training to brief the teachers and officials who are members of the BSK-ETF shall be organized, subject to existing accounting and auditing rules. The orientations and training shall cover the procedures for the conduct of elections, including mall voting and early voting hours for senior citizens and persons with disabilities¹ including what and what not to do before, during, and after the elections, and other election-related concerns. Moreover, all BSK-ETF officials and their members in the central, regional, and schools/city division offices are required to attend the orientation and training, subject to the availability of funds and the approval of their respective executive committee officials, regional directors (RDs), and schools division superintendents (SDSs). The schedule of the orientation and training shall be announced through the issuance of a separate Memorandum.

9. The BSK-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 in the October 30, 2023 BSKE.

10. Further, the BSK-ETF Operation and Monitoring Center shall also serve as DepEd institutional links to volunteer organizations, individuals, and partner agencies involved in the conduct of the 2023 BSKE.

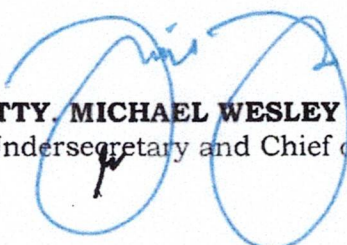
11. All DepEd officials and personnel, being in the civil service are reminded not to intervene directly or indirectly in any election campaign or engage in any partisan political activity, except to vote.

12. 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, as well as issuances from the Department of Budget and Management relative to the matter. Payments of overtime 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, including applicable Civil Service laws.

¹ DepEd OUOPS Memorandum, Conduct of Mall Voting and Early Voting Hours for Senior Citizens and Person with Disability, August 9, 2023

13. The ETF must ensure that funds are provided to assist in the reported concerns from the field and the conduct of field monitoring.
14. For more information, please contact the **Office of the Undersecretary for Operations**, Department of Education (DepEd) Central Office, Ground Floor Rizal Building, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City, or through email at oure@deped.gov.ph or telephone numbers (02) 8631-8492 and 8633-5313.
15. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


ATTY. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff

Reference:

DepEd Memorandum No. 062, s. 2023

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



AUTHORITY
BUREAUS AND OFFICES
COMMITTEES
CENTERS
ELECTIONS
EMPLOYEES
MONITORING
OFFICIALS
ORIENTATION
TEACHERS