



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

April 23, 2025

DIVISION MEMORANDUM

No. **04-140** s. 2025

**COMPOSITION OF THE ELECTION TASK FORCE FOR THE NATIONAL AND
LOCAL ELECTION ON MAY 12, 2025**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Division Office Personnel
Elementary and Secondary School Heads
All concerned
This Division

1. Pursuant to DepEd Memorandum No. 037, s. 2025 dated April 22, 2025 otherwise known as *Creation of the 2025 Department of Education Election Task Force in connection with the National and Local Election on May 12, 2025*, this Office informs the field on the composition of the Election Task Force (ETF) of Schools Division Office of Siargao.

2. The Election Task Force (ETF) composition is indicated below:

Name	ETF Team Assignment
Gemna G. Pobe, EdD, DPA	Chair
Atty. Jeddah May C. Nangcas	Vice-Chair
Malou S. Omosay	Member
Francis Albert C. Golo	Member
Reggy C. Asupre	Member
Jerlie Belmart S. Sulapas	Member

3. The Division Election Task Force Operation and Monitoring Center shall be established at the Division Office Training Center starting at 1:00 PM on May 11, 2025 (Sunday) and ending on 5:00 PM on May 13, 2025 (Tuesday).

4. The functions of the ETF members include, but are not limited to the following:
- maintain an Operation and Monitoring Center to document and report all teachers and school-related issues and concerns before, during, and after elections;
 - 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;
 - serve as DepEd institutional link to volunteer organizations and individuals;



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

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DepEd Siargao



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- d. provide close horizontal and vertical coordination and consultation among DepEd, COMELEC, and partner agencies involved in the 2025 National and Local Election; and
 - e. complement the other government agencies' efforts for an honest, orderly and peaceful elections.
5. 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.
 6. ETF members holding *plantilla* positions shall have the option to receive either honoraria or claim of overtime pay or compensatory time-off (CTO). An ETF member who opts to receive honoraria shall no longer be entitled to claim overtime pay or CTO.
 7. Expenses that may be incurred during the election related activities shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
 8. For any election-related concerns, you may reach the Election Task Force through our official hotline number: 09190040217.
 9. Immediate dissemination of and strict compliance with this memorandum are hereby directed.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: None
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:
ELECTION TASK FORCE


OSDS/momosay
04/25/25



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