



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 15 2025

MEMORANDUM

No. 182, s. 2025

**ESTABLISHMENT OF THE DIVISION ELECTION TASK FORCE FOR 2025
NATIONAL AND LOCAL ELECTIONS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Deped Memorandum No. 063, s. 2023 dated October 18, 2023, "Establishment of the 2023 Department of Education Election Task Force and its Operation and Monitoring Center," which was the latest issuance pertinent to National and Local Election (NLE), this office informs the field of the composition and establishment of the 2025 Division Election Task Force (ETP) in connection with the May 12, 2025 National and Local Elections.

2. Relative to this, the Division Election Task Force (DETF) for the 2025 National and Local Elections is hereby constituted, as follows:

Chairperson	Violeta M. Gonzales	OIC-Schools Division Superintendent
Vice chairperson	Lilia A. Ricero	OIC-Assistant School Division Superintendent
Members	Florante C. Marmeto	CID, Chief
	Ma. Regaele A. Olarte	SGOD, OIC-Chief
	Erness Faith Regacho-Espanto	Attorney III
	Andres F. Sicam Jr	EPS II- HRD
	Eduardo L. Kondo	Project Development Officer II
	Jerone M. Tagapan	Division Engineer III
	Ma. Romma S. Pagador	Project Development Officer II
	Phoebe A. Arroyo	SEPS P&R
	Annabel Q. Calit	Administrative Aide I

3. The functions of the Division Election Task Force 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;

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- 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 2025 National and Local Election; and
 - e. Complement the other government agencies' efforts for an honest, orderly, and peaceful elections.
3. The Division Election Task Force will ensure that teachers shall be provided with adequate information, and technical and legal assistance during the performance of their duties as members of the Election Board as well as DepEd non-teaching personnel who will serve during the May 12, 2025 NLE.
 4. The Division Election Task Force Operation and Monitoring Center shall commence at 1:00 p.m. on May 11, 2025, and shall end at 5:00 p.m. on May 13, 2025.
 5. Likewise, the officials and personnel who will render their services in the Division Election Task Force are entitled to Compensatory Time-Off (CTO).
 6. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

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

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

ELECTIONS

CENTERS

AFS/ Division Election Task Force
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