



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

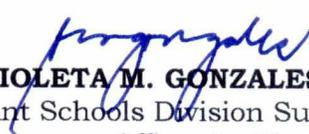
JAN 12 2026

MEMORANDUM  
No. 007, s. 2026

**VOTER'S EDUCATION AND REGISTRATION CARAVAN**

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

1. Pursuant to **COMELEC Resolution No. 11177**, the Commission on Elections announces the rules and regulations on the conduct of the system of continuing registration of voters from October 2025 to May 2026. In relation to this, a **satellite onsite registration** will be conducted in various secondary schools in **February 2026**.
2. Likewise, in coordination with **DepEd** and **YASDO**, COMELEC will launch the Voter's Education and Registration Caravan in January 2026. To expedite the process, registration forms will be distributed in advance. Registration requirements are as follows:
  - a. Photocopy of Birth Certificate
  - b. Photocopy and presentation of the original School ID
3. Further, learners of Grades 10, 11, and 12 must first secure duly accomplished (see enclosure) parental and guardian consent form and submit it their respective adviser. The survey must then be completed **on or before January 15, 2026**, through this link: <https://tinyurl.com/COMEducReg>.
4. Other details related to the said activity shall be issued in a separate memorandum.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
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 subject

SCHOOL

TEACHERS

AFS/ CONTINUING REGISTRATION OF VOTERS FOR THE NOVEMBER 2, 2026 BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS

007 January 9, 2026

NUM-2026-007



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
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[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
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007



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## PARENTAL/GUARDIAN CONSENT FORM

Date: \_\_\_\_\_

**To Whom It May Concern:**

I/We, the undersigned, hereby willingly and voluntarily give my/our consent for my/our son/daughter/ward \_\_\_\_\_ to participate in the **Voter's Education and Registration Caravan.** Name

Further, I/We authorize the personnel of the Department of Education to collect, process, retain, and dispose of the personal information of the above-mentioned learner in accordance with the provisions of the **Data Privacy Act of 2012.**

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Relationship to Learner:** \_\_\_\_\_

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## PARENTAL/GUARDIAN CONSENT FORM

Date: \_\_\_\_\_

**To Whom It May Concern:**

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**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Relationship to Learner:** \_\_\_\_\_

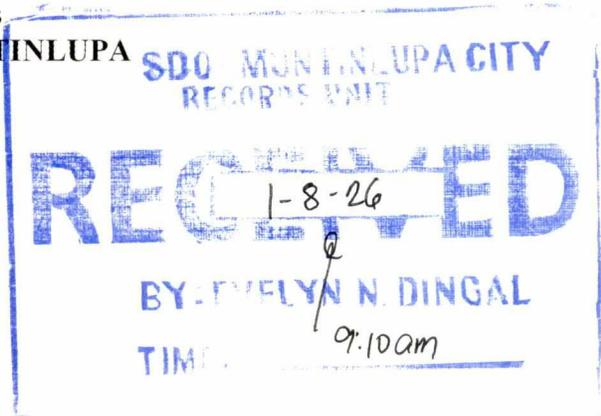
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Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
Office of the City Mayor



January 5, 2026

**Dr. VIOLETA GONZALES**  
Schools Division Superintendent  
**SCHOOLS DIVISION OFFICE**  
Muntinlupa City

**Subject: Request for Issuance of Memorandum for the Conduct of the Voter's Education and Registration Caravan**

Dear Dr. Gonzales:

In line with the continuing efforts of the City Government of Muntinlupa to promote civic awareness, democratic participation, and responsible suffrage among the youth, we respectfully request the support of your good office in facilitating the conduct of the **Voter's Education and Registration Caravan in all private and public junior and senior high schools within Muntinlupa City.**

This initiative aims to educate eligible and soon-to-be-eligible youth voters, particularly students aged fifteen (15) years old and above, on the importance of voter's education and civic engagement, while also facilitating voter registration in coordination with the Commission on Elections (COMELEC).

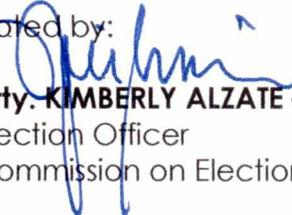
The Voter's Education and Registration Caravan will be implemented by the City Government of Muntinlupa through the Youth Affairs and Sports Development Office (YASDO), in partnership with the Commission on Elections (COMELEC). This program is designed to be accurate, non-partisan, and youth-friendly, ensuring that students receive proper guidance and reliable information regarding the electoral process.

In this regard, we respectfully seek the assistance of the Schools Division Office - Muntinlupa City through the **issuance of a Memorandum** encouraging the participation of both private and public junior and senior high schools. Your support will be vital in ensuring orderly scheduling, maximum participation, and alignment with existing school policies and academic activities.

We look forward to your favorable consideration and continued support for this initiative. Thank you very much.

Respectfully yours,

  
**Hon. ROZZANO RUFINO B. BIAZON**  
City Mayor  
City Government of Muntinlupa

Noted by:  
  
**Atty. KIMBERLY ALZATE - CU**  
Election Officer  
Commission on Election Muntinlupa