



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
 Superintendent**

26 Oct 2023

DIVISION MEMORANDUM
 OSDS No. **145**s. 2023

CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM OSDS No. 142, s. 2023 ON THE ESTABLISHMENT OF THE 2023 SCHOOLS DIVISION OFFICE ELECTION TASK FORCE AND ITS OPERATION AND MONITORING CENTER IN CONNECTION WITH THE BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS ON OCTOBER 30, 2023

To: Schools Division Office Personnel
 Public Schools District Supervisors/Principals In-Charge
 Public Elementary and Secondary Schoolheads
 All Others Concerned

1. In reference to Division Memorandum OSDS No. 142, s. 2023 on **the Establishment of the 2023 Schools Division Office Election Task Force and its Operation and Monitoring Center** in connection with the Barangay and Sangguniang Kabataan Elections on October 2023, please be informed of the additional provisions.

2. To provide close monitoring, coordination and documentation of reports among teachers and school-related issues and concerns **before, during and after the election**, SDO Election Task Force Committee shall have the following **Area of Responsibility (AOR)**:

Area of Assignment	Name of Personnel Assigned
Banga	Mila A. De Leon Caroline P. Garcia Jet A. Javellana
Lake Sebu	Juberto E. Jumantoc Bert D. Labuaya Rodcl H. Catubay
Norala	Alex F. Floro Hanelyn S. Villaruel Lourdes O. Lechonsito
Polomolok	Hermie F. Jarra Jane Michelle E. Lasaca Maria Soledad O. Blancada
Sto. Niño	Roselyn G. Dardo Ma. Luz E. Estember

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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Area of Assignment	Name of Personnel Assigned
	Nerie H. Tresbe
Surallah	Glenn F. Soldevilla Ronald Jim Somera Janry L. Guanga
Tampakan	Milrose P. Caseres Aileen E. Palo Ray O. Lorens
Tantangan	Marichu Dela Cruz May Grace Tomanan Kathryn Grace Abing
Tboli	Zynafe Caijo Atty. Ryandel Alejandro Lirio Espero
Tupi	Sally Jabido Carlo P. Divedor, CPA Josie G. Calaquinto
SDO Conference Hall (Call Center Monitoring Data Base Unit, Health and Well-being)	Ma. Teresa S. Hallegado Vincent P. Celda Nathaniel Ian Santillan Dr. Amida A. Macalimbon Angelo O. Facunla Marlyn Dagum

3. SDO government service vehicle may be utilized in the monitoring of the AOR. The following route per vehicle shall be adhered to:

A.O.R./PLACE TO BE VISITED	UNIT/SERVICE VEHICLE
1. Banga Municipality	TOYOTA VAN
2. Surallah Municipality	
3. Tboli Municipality	
4. Lake Sebu Municipality	
5. Sto. Nino Municipality	TOYOTA VAN
6. Norala Municipality	
7. Tantangan Municipality	

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A.O.R/PLACE TO BE VISITED	UNIT/SERVICE VEHICLE
8. Polomolok Municipality	ISUZU MUX CROSSWIND
9. Tupi Municipality	
10. Tampakan Municipality	

4. For identification purposes, SDO Election Task Force shall wear their DepED IDs same during the election period.

5. A daily situational and/or incident report shall be submitted from October 29-31, 2023 by the SDO ETF every 6:00 a.m., 11:00 a.m and 4:00 p.m. All reports shall be consolidated by the Call Center Monitoring Team at the SDO and subsequently to be uploaded by then to the Regional Office thru this link: <https://bit.ly/BSKE2023IncidentReport>.

6. Furthermore, the Task Force shall be guided on the time in time out policies and guidelines on overtime services during the conduct of said activity:

a. Only employees who arrive on or before the start of the workday shall be allowed to render overtime work with pay, provided that at least 2 hours of overtime services are rendered;

b. One-hour break shall be observed for breakfast, lunch, or supper and rest, and every 3 hours of continuous overtime service, or as may be necessary;

c. Rendering overnight overtime service shall be resorted to only when extremely necessary. No employee shall be allowed to render overnight service for more than 2 consecutive nights, for health reasons and to ensure employee productivity;

d. Only a maximum of **12 hours of overtime services** on a rest day or scheduled day off, holiday, or special non-working day, **shall be compensated through Overtime Pay**. Any excess over 12 hours shall be compensated through CTO. The ETF shall use the SDO face recognition biometric scanner as means of verification of their attendance; and

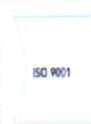
e. The Locator Slips shall be countersigned by the authorized personnel of the office visited.

7. Payments of overtime pay or grant of compensatory time-off to qualified personnel in the SDO who will compose the DepEd ETF shall be authorized, subject to the availability of funds and existing auditing rules and regulations, as well as the pertinent Civil Service laws.

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8. All other provisions in the previously issued memorandum shall remain in full force and effect.
9. Immediate dissemination of and compliance with this memorandum is directed.

LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None

Reference: Division Memo OSDS No. 42, s. 2023

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

COMMITTEES
ELECTION
OFFICIALS

RJS/DM- corrigendum and addendum to division memorandum OSDS no. 142, s. 2023 on the establishment of SDO ETF in connection with the BSKE 2023 0000/October 26, 2023

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