



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

Office of Schools Division
Superintendent

30 Apr 2025

DIVISION MEMORANDUM

OSDS No. **0611** s. 2025

CREATION OF THE 2025 SCHOOLS DIVISION OFFICE ELECTION TASK FORCE IN
CONNECTION WITH THE NATIONAL AND LOCAL ELECTIONS ON MAY 12, 2025

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum No. 037, s. 2025 on the Creation of the 2025 Department of Education Election Task Force in Connection with the National and Local Elections on May 12, 2025, the **Election Task Force (ETF) Operations/Command Center** shall be operational at the Schools Division Office level from **May 11, 2025 (1:00 p.m.) until May 13, 2025 (5:00 p.m.)**.

2. The said command center shall be responsible for monitoring and responding to election related concerns of this division. It also aims to provide technical and legal assistance to issues and concerns encountered by public school teachers and other personnel in the performance of their duties as Electoral Board members who will serve in the election.

3. The SDO ETF shall consist of the following:

Chairperson	:	LEONARDO M. BALALA, CESO V Schools Division Superintendent
Vice-Chairperson	:	LEVI B. BUTIHEN Assistant Schools Division Superintendent
Members	:	MARICHU JEAN R. DELA CRUZ CID Chief CRISTOPHER T. FRUSA SGOD Chief ATTY. ARNEL B. BIEN Attorney III CARLO P. DIVEDOR, CPA Accountant III



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MAY GRACE T. TOMANAN
Administrative Officer V (Budget)

RONALD JIM S. SOMERA
Administrative Officer V (Administrative Services)

MA. TERESA S. HALLEGADO
Education Program Supervisor/DIO

VINCENT P. CELDA
Information Technology Officer

3. The key role and duties of the SDO ETF are as follows:
- a. The SDO ETF shall ensure seamless collaboration between DepEd and other agencies like COMELEC, and serve as institution link to volunteer organizations and individuals;
 - b. complements other government agencies for an orderly, peaceful, fair and honest elections;
 - c. offers technical and legal support to teachers and personnel by addressing queries and concerns and ensuring compliance with legal requirements during election duties;
 - d. monitor and assist the public school teachers and other personnel in the performance of their duties as EB, DESO, technical support and support staff through online communication or other means deem necessary.
4. The Election Task Force shall also be composed of the following committees and staffs to provide 24-hour manpower:

Committee	Staffs
Health and Well-being/DRRM	Dr. MC Darlsel Canta Lilibeth E. Funa
Public Information and Communication Center, IT Support	Maria Soledad O. Blancada Nathaniel Ian Santillan Mark Jefferson Montano
Legal	Lirio P. Espero
Quick Response Team	Ray O. Lloren Josie G. Cabalquinto Lourdes B. Lechonsito Marianette S. Barrera Blessy Joie P. Barnuevo
Drivers	Alfredo P. Pelle Anthony N. Osing Norie Glynn R. Sinoy
Utilities/Support	Ronil Resurrecion



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	Angelie Villarosa Erwin Cruz Khrystal Marie B. Fale
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5. The following are the areas of responsibility of ETF members and staffs:

MUNICIPALITY/PLACE TO MONITOR	ETF Members and Staffs
Upper Valley Team	
Banga	Marichu Jean Dela Cruz & Blessy Joie Barnuevo
Lake Sebu	Cristopher T. Frusa & Lourdes Lechonsito
Norala	Ma. Teresa S. Hallegado & Ray O. Lloren
Sto. Nino	Vincent P. Celda & Dr. MC Canta
Surallah	Hermie Jarra & Lilibeth Funa
Tboli	Juberto Jumantoc & Josie Cabalquinto
Lower Valley Team	
Tantangan	May Grace Tomanan & Marianette Barrera
Tampakan	Ronald Jim Somera & John Ariel Delfin
Tupi	Carlo P. Divedor & Lirio Espero
Polomolok	Atty. Arnel Bien & Ma. Soledad Blancada

6. All DepEd officials, being in the civil service, are strongly reminded not to intervene directly or indirectly in any election campaign or engage in any partisan political activities, except to vote as contained in Article IX-B, Section 2(b), paragraph 4 of the 1987 Philippine Constitution.

7. Public Schools District Supervisors/PICs and school heads are directed to report immediately to the SDO ETF all incidents involving DepEd personnel serving during election polls and/or election related incidents through this link: <https://bit.ly/SoCotNLE2025>

7. To ensure preparedness and smooth flow of the operations, the SDO Office Election Task Force Members shall have a deployment orientation on **May 11, 2025; 1:00 p.m., at the SDO Conference Hall.**

8. ETF Members and staffs shall be guided on time in time out policies and guidelines on overtime services during the conduct of the operation. All concerned personnel shall log their attendance on assigned time. The time of attendance shall be discussed during the deployment orientation.

9. All SDO ETF members and staffs shall be entitled to honoraria or overtime pay in compliance with the applicable issuances of the Commission on Audit and Department of Budget and Management, chargeable against Program Support Funds/Local Funds/Division MOOE, subject to the approval of the ETF



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Chairperson of the Schools Division Office and subject to the usual accounting and auditing rules and regulations.

10. Immediate dissemination and compliance with this Memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: As stated

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

PROHIBITION
ELECTIONS
COMMAND CENTER
EMPLOYEE
OFFICIALS

RJS/DM- creation of the 2025 sdo election task force in connection with the
national and local elections on may 12, 2025
0000/April 30, 2025