



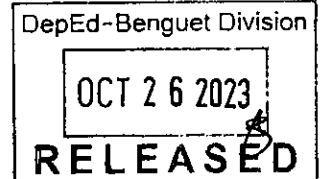
Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

25 October 2023

**DIVISION MEMORANDUM**

No. 396, s. 2023

**DIVISION ELECTION TASK FORCE (DETF)**



To: ASDS/Chief of Division  
PSDS/Coordinating Principals  
School Heads (Elementary & Secondary)  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to **DM No. 063, s. 2023** and **RM No. 634, s. 2023** on the "**Establishment of the 2023 Department of Education Election Task Force and Monitoring Center in Connection with the Barangay and Sangguniang Kabataan Election on October 30, 2023**".
2. The Division ETF Operation and Monitoring Center shall be established at the **DepEd - CAR Benguet Schools Division Office, La Trinidad Benguet** starting at **1:00 p.m. of October 29, 2023** and end at **5:00 p.m. of October 30, 2023**.
3. All members of the Division ETF are directed to coordinate with the Regional ETF for concerns and issues that may arise during the election period.
4. All expenses incurred relative to this activity shall be charged against SDO MOOE subject to availability of funds. The grant of honoraria to the SDO ETF who will render services shall be subject to existing COA rules and regulations. Payment of overtime pay or grant of Compensatory Overtime Credit (COC) to qualified personnel are authorized, subject to availability of funds and existing auditing rules and regulations, as well as pertinent Civil Service Laws.
5. Enclosed is the composition of the 2023 Barangay and Sangguniang Kabataan - Division Election Task Force (BSK-DETF) and its corresponding duties and responsibilities.
6. For more details, kindly contact the **Administrative Unit** at **Tel. No. 422-2001** or through email at **[ao.sdobenguet@gmail.com](mailto:ao.sdobenguet@gmail.com)**.
7. Immediate dissemination of this memorandum is desired.

  
**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

Enclosure to DM \_\_\_\_\_

**DIVISION ELECTION TASK FORCE**

<b>Name and Designation</b>	<b>Duties and Responsibilities</b>
<b>Chairperson:</b> Atty. Nover B. Singangan Jr. <i>Attorney III</i>	1. Maintain an Operation and Monitoring Center to document and report all teacher and school-related issues and concerns before, during and after the election.
<b>Members:</b> Lucio B. Alawas <i>Chief Education Supervisor</i>	2. Ensure that the 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.
Arvin M. Doman <i>Senior Education Program Supervisor</i>	3. Serve as DepEd institution link to volunteer organizations and individuals.
Lorna M. Yaco <i>Education Program Specialist II</i>	4. Provide close horizontal and vertical coordination and consultation among SDO DepEd and COMELEC.
Dondie D. Galasgas <i>Administrative Aide VI</i>	5. Complement the other government agencies' efforts for an honest, orderly and peaceful election.