



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**  
*P2 Brgy. Hamorawon, Calbayog City, Western Samar*

May 05, 2025

**DIVISION MEMORANDUM**

NO. 217, s. 2025

**UPDATED COMPOSITION OF THE 2025 DIVISION ELECTION TASKFORCE (ETF)  
AND ESTABLISHMENT OF ETF OPERATION AND MONITORING CENTER IN  
CONNECTION WITH THE NATIONAL AND LOCAL ELECTIONS ON MAY 12, 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
SDO Unit Heads  
District Heads  
School Heads (Elementary and Secondary)  
All others concerned

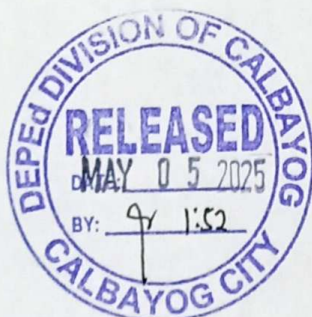
1. In response to the request of DepEd Regional Office 8 and anchoring on the DepEd Memorandum No. 037, s. 2025 dated April 22, 2025, "Creation of the 2025 Department of Education Election Task Force in Connection with the National and Local Elections on May 12, 2025, informs the field of the updated composition and establishment of the 2025 Election Task Force (ETF) in connection with the May 12, 2025 National and Local Elections.
2. The composition of DepEd Calbayog City Division Election Task Force (ETF) is indicated in the following matrix:

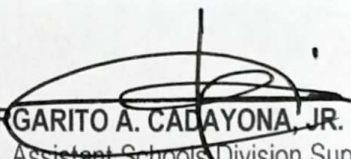

Name	Position	ETF Committee Designation	Contact Number
Margarito A. Cadayona, Jr.	OIC-SDS	Chairman	09175997573
Jun-Nilou D. Dulfo	OIC- ASDS	Vice Chair	09171762501
Avelina P. Tupa	OIC- SGOD Chief	Member	09064110897
Renato S. Cagomoc	CID Chief	Member	09166463527
Grace S. Pagunsan	AO V	Member	09177066292
Atty. Rhea P. Aguado	Legal Officer	Member	09164200387
Sheryll Ann Marie G. Lacaba	Accountant	Member	09651739283
Garry H. Ballon	ITO	Member	09190770407
Sunshine Marjorie E. Ventures	Budget Officer	Member	09971552279
Oscar D. Billate, Jr.	EPS- Designate	Member	09173154612



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**Website:** <https://calbayogcity.deped.gov.ph>  
**Email Address:** [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)

3. The functions of Division ETF members include, but are not limited, to the following:
  - a. Maintain an Operation and Monitoring Center to document and report all teachers and school-related issues and concerns before, during and after the Elections.
  - b. Ensure that teachers are provided with and/or adequate information, technical and legal assistance during 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 & Local Elections; and
  - e. Complement the other government agencies' efforts for an honest, orderly, and peaceful election.
4. The Division ETF 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 May 12, 2025, National and Local Elections.
5. The Division Election Task Force (DETF) Operation and Monitoring Center shall be established at the Division Office Building, DepEd Calbayog City Division Office, P2, Brgy. Hamorawon, Calbayog City, Western Samar, starting at 1:00 p.m. on May 11, 2025, Sunday, and ending at 5:00 p.m. on May 13, 2025, Tuesday.
6. The Operation and Monitoring Center shall serve as DepEd institutional link to volunteer organizations, individuals, as well as partner agencies involved in the conduct of the 2025 Local and National Elections.
7. All DepEd Division, district, and school personnel, being in the civil service, are reminded not to intervene directly or indirectly in any election campaign or engage in any partisan political activity, except to vote.
8. All ETF members shall be entitled to honoraria, subject to the availability of funds and in compliance with applicable issuances of the Commission on Audit and the Department of Budget and Management.
9. Moreover, there will be an **orientation with the Division ETF members on May 6, 2025, at 1:00 PM in the SDO Conference Hall.**
10. For guidance and strict compliance.



  
**MARGARITO A. CADAYONA, JR. PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division 



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