



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

Office of the Schools Division  
Superintendent

24 MAR 2022

DIVISION MEMORANDUM  
No. 248, s. 2022

**ESTABLISHMENT OF THE 2022 DIVISION DEPED TASK FORCE AND ITS  
OPERATION AND MONITORING CENTER OFFICE IN CONNECTION WITH THE  
MAY 09, 2022 NATIONAL AND LOCAL ELECTIONS**

TO : Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors/Division Coordinators  
Public School District Supervisors/District In-Charge  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 010 s. 2022, titled **“ESTABLISHMENT OF THE 2022 DEPED TASK FORCE AND ITS OPERATION AND MONITORING CENTER IN THE CENTRAL, REGIONAL AND SCHOOLS/CITY DIVISION OFFICES IN CONNECTION WITH THE MAY 09, 2022 NATIONAL AND LOCAL ELECTIONS”**. The establishment of the 2022 Division DepEd Task Force and its operation and monitoring center office in connection with the May 09, 2022 national and local elections is hereby directed.

2. By virtue of the aforementioned memorandum to ensure compliance with and enforcement of all orders and instructions relative to the election duties of DepEd personnel to ensure free, orderly, honest, peaceful and credible elections, the 2022 DepEd Election Task Force (ETF) Operation and Monitoring Center for the May 09, 2022 National and Local Elections (NLE) shall be established at the Division of Negros Oriental Office, Kagawasan Avenue, Capitol Area, Daro, Dumaguete City, starting 1:00 PM of May 08, 2022 and ending at 5:00 PM of May 10, 2022.

3. The Division – ETF shall be composed of the following group/units vis-à-vis their respective functions:

**A. STEERING GROUP**

Chairperson : DR. MARCELO K. PALISPIS  
Members : DR. NILITA L. RAGAY  
DR. JOELYZA M. ARCILLA

1. Provide the overall policy direction of the E-TF in terms of guidelines and priorities to be pursued;
2. Forge formal institutional linkages with partner agencies, volunteer organizations and individuals;



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644  
Email Address: negros.oriental@deped.gov.ph



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3. Define the aims, goals and powers of the E-TF and formulate the framework strategies and guidelines; and
4. Approve the work plan and appropriate resources to the activities of the E-TF.

**B. OPERATIONS AND LEGAL SUPPORT GROUP**

Chairperson : DR. RACHEL B. PICARDAL  
Members : DR. KARL T. CREDO  
MRS. KARLA P. ANTONIO  
DR. REGINA CLARINA E. EMPESO  
ENGR. MARJORIE PORCINA

1. Oversee the day-to-day operations and monitoring of the center;
2. Render immediate recommendation and coordinates directly with the Regional/Division Task Force counterparts;
3. Supervise different units of the ET-F; and
4. Report directly to the Steering Group.

**C. SECRETARIAT**

Chairperson : MR. ANDRIE P. AMOR  
Members : MRS. CONCHITA J. TUIN  
MS. IVONE MARIE M. VILLAFRANCA  
MS. MA. IRENE CECILIA A. ELEMIA  
MS. KAREN JOY I. CUBALAN

1. Provide E-TF with administrative and technical support.
2. Prepare a daily summary report; and
3. Provide the Steering Group feedbacks and information on issues and status of all the complaints submitted to the ET-F.

**D. CALL CENTER MONITORING DATA BASE UNIT**

Chairperson : MRS. REMLYN V. GAOGAO  
Members : DR. DAE P. HABALO  
MS. IRYLL MAE S. MACAHIG  
MR. NIÑONITO DIVINO  
MR. ELMAR C. CABRERA

1. Receive/consolidate all monitoring reports and advice the appropriate E-TF unit;
2. Refer the complaint or issues to appropriate partner government agencies or to any volunteer organization or individual;
3. Keep track of the action undertaken on the complaint; and
4. Record and provide feedbacks to the Operations Group



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**D. LOGISTICS AND EXTERNAL COORDINATION MOBILE UNIT**

Chairperson : DR. DAN P. ALAR  
Members : DR. RUBY JEAN ESTRELLITA M. BIDAURE  
MR. JOSEPH R. GEMINA  
MR. JUNRYLL DELUBIO  
MR. ARNEL NAMIAS

1. Deployment and delivery of logistical support
2. Hub of the DepEd's coordination with the partner government agencies;
3. Refers issues and complaints of teachers that can best be addressed by partner government agencies.
4. The Division-ETF will ensure that teachers shall be provided with adequate information, technical and legal assistance in the course of the performance of their duties as members of the Election Board, as well as DepEd non-teaching personnel who will serve during the May 09, 2022 National and Local Elections.
5. The grant of honoraria to officials and personnel who will render services to their respective ETFs shall be subject to existing Commission on Audit rules and regulations and relative to the Department of Budget and Management issuance on the matter. Payments of overtime pay or grant of compensatory time-off to qualified personnel who will compose the DepEd Division ETF are authorized, subject to availability of funds and existing auditing rules and regulations, as well as the pertinent Civil Service laws.
6. Expenses relative to the conduct of the said activity, shall be chargeable to the Division MOOE, subject to the existing auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
Office of the Schools Division  
Superintendent  
3/24/22

SSP/MKP-JMA-NLR/OASDS-P/MKT



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