



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



02 May 2025

REGIONAL MEMORANDUM

No. 303.2025

**DISSEMINATION OF DEPED ISSUANCES RELATIVE TO THE CONDUCT OF THE
2025 NATIONAL AND LOCAL ELECTIONS (NLE)**

To: Assistant Regional Director
Schools Division Superintendents
Members, Regional and Division Election Task Force (ETF)
All Others Concerned

1. Enclosed are the following DepEd issuances relative to the conduct of the 2025 National and Local elections (NLE):

- Notice of Meeting (Virtual Convergence Meeting with Regional and Division ETF Chairpersons);
- DM-OUOPS-2025-01-02592 "Guidelines on the Utilization of Program Support Funds for the Operations of the DepEd ETF in Relation to the National and Local Elections on May 12, 2025; and,
- DM 037, s. 2025 "Creation of the 2025 DepEd ETF in Connection with the National and Local Elections on May 12, 2025.

2. For dissemination and strict compliance of all concerned.

3. For more details, kindly contact the **Administrative Services Division** at Tel. No. **422-1318 or 422-1804** or through email at car.admin@deped.gov.ph.

ESTELA P. LEON - CARIÑO EdD, CESO III
Director IV/Regional Director

ASD/MAB/050225
2025NLE



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



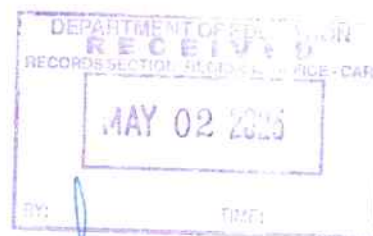
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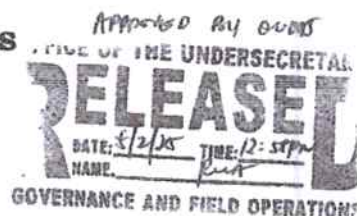
Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



NOTICE OF MEETING

FOR : **ETF STEERING COMMITTEE MEMBERS**
ETF TECHNICAL WORKING GROUP MEMBERS
REGIONAL ETF CHAIRPERSONS
DIVISION ETF CHAIRPERSONS
ALL OTHERS CONCERNED



FROM : **MALCOLM S. GARMA**
Assistant Secretary, Officer-In-Charge
Office of the Undersecretary for Operations

MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

WILFREDO E. CABRAL
Undersecretary,
Human Resources and Organizational Development

SUBJECT : **VIRTUAL CONVERGENCE MEETING WITH REGIONAL AND DIVISION ETF CHAIRPERSONS**

DATE & TIME : May 5, 2025 (Monday), 10:00 AM to 12:00 PM

PLATFORM : MS Teams (<https://bit.ly/ETF-RO-SDO-Convergence>)

This is in reference to DepEd Memorandum No. 37, s. 2025, entitled, "Creation of the 2025 Department of Education Election Task Force in connection with the National and Local Elections on May 12, 2025," and OM-OUOPS-2025-01-02622, entitled, "Conduct of DepEd Central Office Election Task Force (ETF) Activities in line with 2025 National and Local Elections and Submission of Designation Forms for ETF Support Teams."

In preparation for the 2025 elections, the Virtual Convergence Meeting with Regional and Division ETF Chairpersons will be conducted with the following agenda:

1. Presentation of ETF Composition and Functions
2. Reporting and Monitoring Mechanisms
 - a. Data Requirements Checklist
 - b. Reporting Templates
 - c. Process Flow
3. Election Preparatory Activities
 - a. Timeline of Activities
 - b. Training Design for Field ETF Operations
4. ETF Program Support Funds

For your guidance.



Republika ng Pilipinas
Department of Education

MEMORANDUM
DM-OUOPS-2025-01-02592

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : MALCOLM S. GARMA
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations



SUBJECT : GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR THE OPERATIONS OF THE DEPED ELECTION TASK FORCE IN RELATION TO THE NATIONAL AND LOCAL ELECTIONS ON MAY 12, 2025

DATE : APR 28 2025

1. This is in reference to DepEd Memorandum No. 037, s. 2025, with the subject, "Creation of the 2025 DepEd Election Task Force in Connection with the National and Local Elections on May 12, 2025." The DepEd Election Task Force (ETF) shall facilitate the Department's participation in the 2025 national and local elections.
2. To support the ETF in performing its functions, Programs Support Funds (PSF) shall be downloaded to all DepEd regions. The PSF shall be used to conduct activities in preparation, monitoring, and clean-up operations of the 2025 elections. Hence, this memorandum is issued to provide comprehensive guidelines for the allocation, utilization, and reporting of the aforementioned PSF.
3. For questions and clarifications, you may contact the Office of the Undersecretary for Operations via email at ouops@deped.gov.ph, or via landline at (02) 8633-5313 or (02) 8631-8492.
4. For your guidance and strict compliance.

IMPLEMENTING GUIDELINES FOR THE ALLOCATION, UTILIZATION, AND REPORTING OF PROGRAM SUPPORT FUNDS FOR THE OPERATIONS OF THE DEPED ELECTION TASK FORCE

I. Background

1. Pursuant to Article IX-C, Section 2(4) of the 1987 Philippine Constitution, the Commission on Elections (COMELEC) is granted the authority to deputize law enforcement agencies and government instrumentalities, including the Department of Education (DepEd), to ensure free, orderly, honest, peaceful, and credible elections.
2. Further, the Republic Act No. 10756, or the Election Service Reform Act, outlines the role of DepEd during elections. The Electoral Boards constituted by the COMELEC shall be composed primarily of public school teachers, with private school teachers and DepEd non-teaching personnel as alternative appointees.
3. Through DepEd Memorandum No. 037 s. 2025, the 2025 DepEd Election Task Force (ETF) is created to fulfill the mandates of the Department in relation to the national and local elections on May 12, 2025. The ETF, which is operational across all levels of governance, serves as a mechanism for real-time monitoring and provision of support to DepEd personnel in performing their election duties.
4. In light of these legal bases and DepEd issuance, program support funds (PSF) are provided to all DepEd Regional Offices (ROs) to ensure that the ETF effectively executes its functions in relation to the upcoming election. These implementing guidelines provide regional allocation, outline the purpose of the PSF, and establish a mechanism for proper documentation and reporting of expenditures relevant to ETF operations.

II. Funding Requirement

5. The funding required for the implementation of this policy shall be sourced from the Operational Expenses of the DepEd ETF, specifically classified under the Maintenance and Other Operating Expenses (MOOE) expense category.
6. Pursuant to the appropriations provided under Republic Act No. 12116, otherwise known as the FY 2025 General Appropriations Act (GAA) – Current Funds, a total amount of Ninety-Four Million Six Hundred Twenty-Eight Thousand Pesos (PHP 94,628,000) shall be downloaded to the ROs through the issuance of a Sub-Allotment Release Order (Sub-ARO).
7. The PSF shall be utilized for activities related to the 2025 national and local elections, including but not limited to: preparation, monitoring, and post-election clean-up operations. For a detailed breakdown of the fund allocations to be downloaded to the ROs, please refer to **Annex A**.

III. Utilization of Funds

8. DepEd ROs shall use the PSF for the operations of the ETF and the conduct of its activities related to the national and local elections on May 12, 2025. Allowable activities and eligible expenses are outlined below:



A. Allowable Activities

a. Conduct of Orientation and Training of ETF Members.

Selected ROs shall conduct joint orientation and training activities for ETF members from ROs and SDOs. These activities shall provide an avenue for the ETF members to clarify their roles and responsibilities, to understand the standard procedures to which they will facilitate, and to build rapport with other ETF members across governance levels to foster efficient coordination. **Annex B** provides the list of host regions and participants.

b. Clean-Up Operations

The Clean-Up Operations funds will be allocated for the post-election cleaning and restoration of schools that served as polling centers. These efforts are essential to ensure that all facilities used during the electoral process are returned to a safe, clean, and orderly state for the immediate resumption of regular school activities.

To implement these activities effectively, the ROs and SDOs will be responsible for mobilizing and managing the clean-up operations within their respective jurisdictions. Cleaning tasks will include the removal of election-related materials such as posters, streamers, and flyers; proper waste disposal; general sanitation of classrooms and school grounds; and the reorganization of school facilities that were temporarily rearranged for election-related use.

In support of these efforts, clean-up operations may also involve the hiring of additional manpower—whether through temporary workers, job order personnel, or contracted service providers—to ensure thorough and timely cleaning of precincts located within school premises.

c. Reproduction of Election-Related Materials

Election-related materials including but not limited to signages and process flows shall be reproduced and placed in conspicuous areas for reference of the voters and personnel assisting during the election day. One of such materials is the Flowchart of Activities during the Election Day (Annex C), which shall be printed in tarpaulins.

B. Eligible Expenses

- a. Payment of Honorarium for Election Task Force (ETF) Members. ETF members who opt to receive an honorarium in lieu of overtime pay and compensatory time-off (CTO) shall be entitled to such payment in accordance with the Department of Budget

and Management (DBM) Budget Circular 2007-2 entitled, "Guidelines on the Grant of Honoraria due to Assignment in Government Special Projects."

The grant of the honorarium shall be subject to the availability of funds and must comply with the applicable government accounting and auditing rules and regulations.

- b. Payment of wages for the hired workforce engaged in clean-up operations, including post-election cleaning and the restoration of schools that served as polling centers.
 - c. Board and lodging of participants and management team, use of function rooms and other equipment subject to DepEd Order No. 02, s. 2018, titled *Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of Funds for Venues, Meals, and Snacks, and Accommodation of Official Activities Organized and Conducted by the Department of Education)*
 - d. Travel and miscellaneous expenses related to the aforementioned allowable activities subject to Executive Order No. 77, s. 2019, titled *Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personne*; and DepEd Order No. 22, s. 2019, titled *Guidelines on Official Local Travels in the Department of Education*
 - e. Supplies and materials necessary for the conduct of the aforementioned allowable activities
 - f. Other incidental expenses that are not included in the budget estimate but are necessary in the conduct of the said activity shall be charged in the contingency fund.
9. The utilization of funds shall be in accordance with the existing budgeting, accounting, auditing and procurement rules and regulations.
 10. Should there be a deficiency in the downloaded funds, the RO and SDO may request additional funds, subject to the availability of funds.
 11. Any excess, unutilized, or unexpended ETF funds, may be utilized for other ETF-related activities, subject to the existing budgeting, accounting, auditing rules and regulations.

IV. Submission of Reports

12. The RO shall submit Regional Accomplishment and Utilization Reports (**Annex D**) to the CO, through the Office of the Undersecretary for Operations, on or before June 13, 2025 (Friday), one month after the national and local elections.

ANNEX A
**COST BREAKDOWN OF ALLOCATION FOR THE DOWNLOADING OF FUNDS
2025 DEPED ELECTION TASK FORCE - NATIONAL AND LOCAL ELECTIONS**

REGIONS	CONDUCT OF ORIENTATION and TRAINING OF ETF MEMBERS (Selected Region to Host)						PRINTING OF ELECTION-RELATED MATERIALS (10,000 - C.O; 25,000 per RO/SDO)		HONORARIUM		CLEAN-UP OPERATIONS		TOTAL ALLOCATION PER REGION
	No. of pax	Board and Lodging	Honorarium	Supplies and Materials	Uniform (Polo Shirt/Jacket)	AMOUNT	Total No. of ROs and SDOs	TOTAL AMOUNT	Total Number of ETF (12 ETF for RO; 10 for SDO)	TOTAL AMOUNT (12 ETF for RO; 10 for SDO @12,000.00 per ETF)	Total No. of ROs and SDOs	TOTAL AMOUNT (per RO and SDO @ 213,675)	
CAR	254	1,016,000.00	20,000.00	76,200.00		1,112,200.00	9	225,000.00	92	1,104,000.00	9	1,923,076.89	4,364,276.89
NCR	292	584,000.00	30,000.00	87,600.00	869,400.00	1,571,000.00	17	425,000.00	172	2,064,000.00	17	3,632,478.57	7,692,478.57
Region I						-	15	375,000.00	152	1,824,000.00	15	3,205,128.15	5,404,128.15
Region II						-	10	250,000.00	102	1,224,000.00	10	2,136,752.10	3,610,752.10
Region III	324	1,296,000.00	20,000.00	97,200.00		1,413,200.00	22	550,000.00	212	2,544,000.00	22	4,700,854.62	9,208,054.62
Region IV-A						-	24	600,000.00	242	2,904,000.00	24	5,128,205.04	8,632,205.04
Region IV-B	334	1,336,000.00	20,000.00	100,200.00		1,456,200.00	8	200,000.00	82	984,000.00	8	1,709,401.60	4,349,601.60
Region V						-	14	350,000.00	142	1,704,000.00	14	2,991,452.94	5,045,452.94
Region VI	374	2,244,000.00	20,000.00	112,200.00		2,376,200.00	22	550,000.00	222	2,664,000.00	22	4,700,854.62	10,291,054.62
Region VII	364	1,456,000.00	20,000.00	109,200.00		1,585,200.00	21	525,000.00	212	2,544,000.00	21	4,487,179.62	9,141,379.62
Region VIII						-	14	350,000.00	142	1,704,000.00	14	2,991,453.08	5,045,453.08
Region IX						-	9	225,000.00	92	1,104,000.00	9	1,923,076.98	3,252,076.98
Region X	254	1,016,000.00	20,000.00	76,200.00		1,112,200.00	15	375,000.00	152	1,824,000.00	15	3,205,128.30	6,516,328.30
Region XI	356	1,424,000.00	30,000.00	106,800.00		1,560,800.00	12	300,000.00	122	1,464,000.00	12	2,564,102.64	5,888,902.64
Region XII						-	9	225,000.00	92	1,104,000.00	9	1,923,076.98	3,252,076.98
Region XIII						-	13	325,000.00	132	1,584,000.00	13	2,777,777.86	4,686,777.86
TOTAL:	2,552	10,372,000.00	180,000.00	765,600.00	869,400.00	12,187,000.00	234	5,850,000.00	2,362	28,344,000.00	234.00	50,000,000.00	96,381,000.00

ANNEX B

BREAKDOWN OF PARTICIPANTS FOR ETF ORIENTATION AND TRAINING

HOST REGIONS	REGION (Participants)	ETF Members*	TOTAL ETF Participants	Organizers + Execom + TWG + Speakers	TOTAL PARTICIPANTS
NCR	NCR	172	272	20	292
	CO	100			
CAR	CAR	92	244	10	254
	I	152			
R3	II	102	314	10	324
	III	212			
R4-B	IV-A	242	324	10	334
	IV-B	82			
R6	V	142	364	10	374
	VI	222			
R7	VII	212	354	10	364
	VIII	142			
R10	IX	92	244	10	254
	X	152			
R11	XI	122	346	10	356
	XII	92			
	CARAGA	132			
GRAND TOTAL		2,462	2,462		2,552

* There are 12 ETF members per RO and 10 ETF members per SDO.



A FLOWCHART

CASTING · COUNTING · TRANSMISSION · CANVASSING · PROCLAMATION

As of March 28, 2022

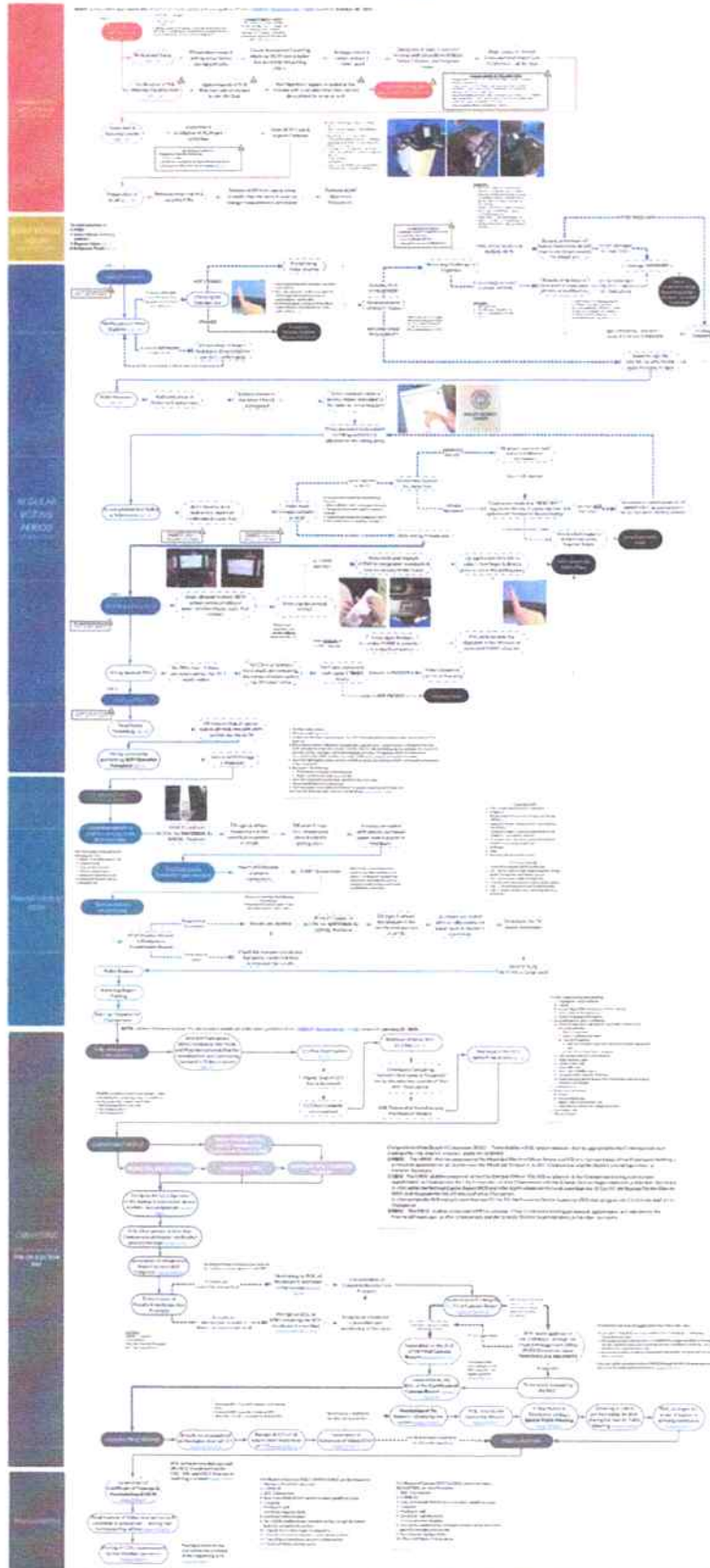
Atty. Alberto C. Agra

Chief Law Officer with the Election Division of the Department of Justice

and Editor of the 2022 Election Law Book

Journal & TV

Robert Charles A. Tang



CONGRATULATORY MESSAGES

Atty. Alberto Agra needs no introduction. His stellar legal career as a government official, sports agent, insider, and political law professor has given him a reputation that precedes him. With decades of experience in electoral law and a remarkable career marked by his deep expertise and unwavering commitment to democracy, Atty. Agra has become an indispensable figure in shaping the legal landscape of our nation's elections. It is an honor to have him as a guest in our classrooms, both legal and practical, and there is no better suited to guide us through the intricacies of this vital process.

Enoch Francisco R. Masada, Jr.
Commissioner, Commission on Elections

The COMELEC gratefully welcomes initiatives, especially by private individuals, that will assist in educating voters about the elections. One such initiative is this publication by Atty. Alberto C. Agra of a flowchart containing the flowchart of the steps from voting to canvassing. We commend Atty. Agra for his proactive endeavor to educate voters about what happens from voting until canvassing. Atty. Agra is one of the leading election lawyers in the country. He is a prominent professor of law, and former public servant. The COMELEC is thankful for his helping hand.

George Enriq M. Garcia
Chairman, Commission on Elections

Prof. Alberto Agra's educational handout on Election Law is not only an excellent resource for the legal community, but more importantly, serves as a guide to the Filipino citizens who will be called upon to exercise their right of suffrage. This document is a testament to his deep expertise in electoral law and his unwavering commitment to the rule of law. It is a pleasure to have him as a guest in our classrooms, both legal and practical, and there is no better suited to guide us through the intricacies of this vital process.

Ms. Janelle Mariposa Desapina-Aguila
Dean, College of Law, University of the Philippines

The Philippine Constitution, in no uncertain terms, declares the intent of securing the blessings of independence and democracy under the rule of law among the nation's aspirations. Its provisions regarding the election process, Atty. Agra, a long-standing member of our faculty at the Ateneo de Manila University School of Law, contributes in a valuable way to keeping the public informed so that each one of us in turn can study, understand, and protect the rule of law and thus preserve the integrity of the elections and the blessings of our democracy.

Jose Maria G. Huelgas
Dean, Ateneo de Manila School of Law

As Dean of Pamantasan ng Lungsod ng Maynila College of Law, I encourage both students and legal practitioners to take election law seriously. This flowchart serves as an excellent resource, connecting legal concepts with real-world electoral practices. By learning and applying this knowledge, future lawyers can help build a more just, transparent, and trustworthy electoral system—one that truly reflects the will of the people.

Mayrilyn S. Arduin
Dean, Pamantasan ng Lungsod ng Maynila College of Law

Annex D

ACCOMPLISHMENT AND UTILIZATION REPORT

Region:

Regional PSF Amount:

<i>Implementing Office (RO/ SDO)</i>	<i>Activity</i>	<i>Date and Venue, if applicable</i>	<i>Accomplishment</i>	<i>Budget Allocation (PHP)</i>	<i>Budget Obligation (PHP)</i>	<i>Budget Utilization (PHP)</i>	<i>Remaining Amount (PHP)</i>
<i>TOTAL</i>	-	-	-				

Prepared by:

Staff

Reviewed by:

Chief

Approved by:

Regional Director



Republic of the Philippines
Department of Education

APR 22 2025

DepEd MEMORANDUM
No. **037**, s. 2025

**CREATION OF THE 2025 DEPARTMENT OF EDUCATION ELECTION
TASK FORCE IN CONNECTION WITH THE NATIONAL
AND LOCAL ELECTIONS ON MAY 12, 2025**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Secondary School Heads
All Others Concerned

1. Pursuant to Article IX-C, Section 2(4) of the 1987 Philippine Constitution, the Commission on Elections (COMELEC) is granted the authority to deputize law enforcement agencies and government instrumentalities, including the Department of Education (DepEd), to ensure free, orderly, honest, peaceful, and credible elections. DepEd's mandated role in electoral participation is further reinforced under Republic Act No. 10756 or the Election Service Reform Act (ESRA), which designates public school teachers as members of the Electoral Board and provides compensation and legal protection for personnel rendering election-related services.

2. Under the General Appropriations Act of the fiscal year 2025, a dedicated budget item has been allocated for the DepEd Election Task Force (ETF) to support its operational and logistical requirements, ensuring efficient coordination, monitoring, and assistance for DepEd personnel engaged in election service.

3. In compliance with the foregoing mandates, the ETF is established to facilitate the Department's participation in the 2025 National and Local Elections. The ETF shall serve as the institutional mechanism for real-time monitoring, assistance, and legal support to teaching and nonteaching personnel performing election duties. The ETF shall coordinate with COMELEC, the Public Attorney's Office, law enforcement agencies, and other relevant institutions to safeguard the rights and welfare of DepEd personnel deputized for election service.

4. The ETF shall be operational at three levels: the Central Office (CO), regional offices (ROs), and schools division offices (SDOs), each maintaining an ETF Operations Center responsible for monitoring and responding to election-related concerns. The official structure of the ETF is outlined in **Enclosure No. 1**.

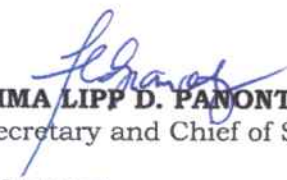
- a. At the CO, the ETF shall consist of the Steering Committee, Technical Working Group (TWG), and Support Teams. The Steering Committee shall provide policy direction and overall decision-making and shall be composed of high-level DepEd officials. The TWG shall serve as the implementing body responsible for policy execution, interagency

coordination, and operational oversight. The Support Teams shall be responsible for specific real-time monitoring, legal support, incident response, logistics, and helpdesk operations. The full composition of the Steering Committee and the TWG is outlined in **Enclosure No. 2**, while the specific responsibilities of the ETF Support Teams are enumerated in **Enclosure No. 3**.

- b. At the ROs and SDOs, each ETF shall be headed by a Chairperson and Vice-Chairperson, with designated members supporting election-related operations. The RO ETF shall include a Chairperson, a Vice-Chairperson, and 10 members, while the SDO ETF shall include a Chairperson, a Vice-Chairperson, and eight members. These teams shall work in close coordination with the CO ETF and the Election Command Center to ensure seamless implementation and issue resolution.
5. To ensure the effective execution of the 2025 ETF and facilitate the efficient delivery of its mandate during the 2025 National and Local Elections, the following guidelines shall be strictly observed:
 - a. The DepEd Election Command Center, located at TechZone, Makati City, shall be the primary hub for real-time monitoring, coordination, and incident response. The Command Center shall be fully operational from May 11, 2025 (1:00 p.m.) to May 13, 2025 (5:00 p.m.) to oversee ETF operations across all CO, ROs, and SDOs.
 - b. Each ETF Steering Committee at the CO, RO, and SDO levels shall be headed by a Chairperson and a Vice-Chairperson, who shall be responsible for policy implementation, compliance oversight, and election-related operational execution. The ETF Chairperson at each governance level shall approve the final composition of their respective ETF Operations Center. All ETF members shall be officially designated through the required Designation Form (**Enclosure No. 4**), to be submitted and approved under additional guidelines issued by the ETF Chairperson.
 - c. The TWG shall implement the policies set by the Steering Committee and coordinate legal, operational, and logistical efforts at all levels (**Enclosure No. 2**). It shall be led by the Director of the Bureau of Human Resource and Organizational Development (BHROD). The TWG members shall also be part of the ETF Support Teams during the operations of the DepEd Election Command Center.
 - d. The ETF Support Teams shall be responsible for real-time monitoring, helpdesk operations, logistics, data collection, and legal assistance (**Enclosure No. 3**).
 - e. The TWG shall designate the support teams' leads and co-leads. The designations are open to all *plantilla* personnel holding a position of division chief or higher who may or may not be members of the TWG. The TWG shall endorse its proposed designations to the Steering Committee for approval.
6. 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.

- a. ETF members holding *plantilla* positions shall have the option to receive either honoraria or claim overtime pay or compensatory time off (CTO). Likewise, Contract of Service personnel assigned to the ETF may opt to receive either honoraria or overtime pay.
 - b. An ETF member who opts to receive honoraria shall no longer be entitled to claim overtime pay or CTO.
 - c. The grant of honoraria, overtime pay, or CTO shall be subject to the approval of the ETF Chairperson at the respective governance level and shall comply with existing budgetary, accounting, procurement, and auditing rules and regulations.
7. DepEd officials and personnel are strictly prohibited from engaging in electioneering, campaign activities, or any partisan political conduct, except for the act of voting. This restriction is in full compliance with existing Civil Service laws and is intended to maintain the neutrality and integrity of DepEd's election involvement.
8. For further inquiries, the **Office of the Undersecretary for Operations**, located on the 16th Floor of the TechZone Building, Makati City, may be contacted via email at ouops@deped.gov.ph.
9. Immediate dissemination of and strict compliance with this Memorandum is directed.

By Authority of the Secretary:


ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff



Encls.:
As stated

Reference:
DepEd Memorandum No. 029, s. 2025

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

AUTHORITY
BUREAUS AND OFFICES
COMMAND CENTER
ELECTIONS

EMPLOYEES
OFFICIALS
PROHIBITION
TEACHERS

(Enclosure No. 1 to DepEd Memorandum No. 037, s. 2025)



STRUCTURE OF THE ETF IN CENTRAL, REGIONAL, AND SCHOOLS DIVISION OFFICES

CENTRAL OFFICE

Steering Committee (9)
Technical Working Group (21)
Support Teams (70)

REGIONAL OFFICES

Chair (1)
Vice-Chair (1)
Members (10)

DIVISION OFFICES

Chair (1)
Vice-Chair (1)
Members (8)

h.



COMPOSITION OF THE STEERING COMMITTEE AND TECHNICAL WORKING GROUP AT THE CENTRAL OFFICE-COMMAND CENTER

STEERING COMMITTEE COMPOSITION	
Chairperson	Usec. Malcolm Garma
Vice-Chairperson	Usec. Wilfredo E. Cabral
Members:	
Usec. Filemonray L. Javier	Legal and Legislative Affairs
Usec. Mel John I. Verzosa	Administration
Usec. Gerard L. Chan	Procurement
OIC USec. Edson Byron K. Sy	Finance
ASec. Marcelino G. Veloso III	Information and Communications Technology Service
ASec. Carmela C. Oracion	National Educators Academy of the Philippines
OIC ASec. Jocelyn D.R. Andaya	Operations

TECHNICAL WORKING GROUP		
NAME	OFFICE	CONTACT DETAILS
MEMBERS		
MARIO M. BERMUDEZ	Bureau of Human Resource and Organizational Development	8633-7237
MARGARITA CONSOLACION C. BALLESTEROS	Office of the Undersecretary for Human Resource and Organizational Development	8638-8638
JAN KEVIN M. RIVERA	Public Affairs Service	8633-2120
JAYSON A. LACBAYAN	Bureau of Learning Resources-Cebu Office	(032)255-3633 to 35
RUNVI V. MANGUERRA	Teacher Education Council	8638-6172
JASON V. MERCENE	Public Affairs Service	8631-6033 pas.cd@deped.gov.ph
ATTY. FERNANDO ANGELES III	Legal and Legislative Affairs	8637-4611 / 8633-8925
ATTY. ANGELICA CASTILLO	Legal and Legislative Affairs	8637-4611 / 8633-8925
ATTY. JEROME OBUSAN	Teacher Education Council	8638-6172
ATTY. JOSEPHINE IVANE V. CABILDO	Administration	8638-1780
DANPAUL SANTOS	Operations	8631-8492
VERNICE LORRAINE QUINTANA	Operations	8632-1371
MARIE ROYSE AYTONA	Procurement	8635-3761
KATHLEEN JOYCE RAMIREZ	Procurement	8635-3761
JUN RUSSELL AQUINO	Strategic Management	8633-1940
ROYCE VERGARA	Finance	8633-7231
ADEL ABAYA	Education Programs Management Office	8637-4211

h.

ERWIN LOZANO	Office of the Secretary	8633-7208 / 8633-7228
ATTY. JOHVIE VALENTON	Office of the Secretary	8633-7208 8636-4876
ATTY. HANA ESCUETA	Legislative Liaison Office	8637-6206
RAYMUND TRIBIANA	Information and Communications Technology Service	8633-7256

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(Enclosure No. 3 to DepEd Memorandum No. 037, s. 2025)

TERMS OF REFERENCE OF ETF SUPPORT TEAMS

Support Team	Composition (Slots)	Roles and Responsibilities	Key Functions During Election Day
Real-Time Monitoring and Coordination Team)	<ul style="list-style-type: none">• Lead (1)• Co-lead (1)• Operations: (16) - Regional Focals• HROD (3) Major Island Cluster focal	<ul style="list-style-type: none">• Organizes ETF at CO, RO, and SDO levels.• Tracks nationwide election-related activities.• Ensures immediate response to field concerns.• Monitors polling station security and logistics.	<ul style="list-style-type: none">• Maintains real-time documentation of ETF activities.• Monitors election processes in coordination with RO and SDO ETF teams.• Identifies issues requiring escalation and ensures prompt resolution.• Updates the Election Command Center with field reports.
Legal and Incident Response Support Team	<ul style="list-style-type: none">• Lead (1)• Co-lead (1)• Legal (10)• HROD (1)	<ul style="list-style-type: none">• Coordinates with PAO for legal assistance.• Provides real-time legal support to teachers and personnel.• Handles and resolves election-related complaints.	<ul style="list-style-type: none">• Respond to legal concerns of teachers and DepEd personnel.• Assists with documentation and reporting of legal incidents.• Ensures teachers' legal rights and protections are upheld.
Hotline and Helpdesk Operations Team	<ul style="list-style-type: none">• Lead (1)• Co-Lead (1)• PAS (3)• HROD (3)• NEAP (3)	<ul style="list-style-type: none">• Operates 24/7 communication lines for ETF members and DepEd personnel.• Guides election-related inquiries.• Assists with technical, procedural, and operational concerns.	<ul style="list-style-type: none">• Receives and logs queries and concerns from field personnel.• Provide immediate responses and troubleshooting guidance.• Escalates urgent issues to appropriate ETF teams.
Data Collection and Post-Election Reporting Team (10)	<ul style="list-style-type: none">• Lead (1)• Co-Lead (1)• ICTS (5)• OUHROD (1)• HROD (2)	<ul style="list-style-type: none">• Consolidates real-time reports from RO and SDO ETF teams.• Gathers legal cases, security concerns, and operational challenges.• Prepares the post-election assessment report.• Prepares and consolidates reports and assessments.	<ul style="list-style-type: none">• Ensures all election-day incidents and concerns are properly documented.• Compiles reports for ETF leadership and COMELEC coordination.• Provides recommendations for future election-related improvements.• Oversees preparation of post-election reports.
Logistics Team	<ul style="list-style-type: none">• Lead (1)• Co-Lead (1)• Finance (3)• HROD (4)• AMD (2)• GSD (2)• Procurement (2)	<ul style="list-style-type: none">• Ensures proper personnel deployment and documentation.• Ensures smooth ETF deployment logistics.• Manages the distribution of materials, uniforms, and supplies.• Tracks financial disbursements related to ETF operations.	<ul style="list-style-type: none">• Ensures ETF members are deployed and accounted for.• Coordinates the distribution of supplies and operational needs.• Ensures ETF field personnel receive necessary resources.• Monitors inventory and addresses logistical shortages.

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(Enclosure No. 4 to DepEd Memorandum No. 037, s. 2025)



DESIGNATION FORM FOR DEPED ETF-SUPPORT TEAMS

The [Bureau / Service / Office] hereby designates the following personnel to serve in the ETF operations in connection to the 2025 Midterm Election:

[Bureau / Service / Office]					
Name	Office	Position	ETF Team Assignment	DepEd Email Address	Mobile Number

Recommended by:

Approved by:

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