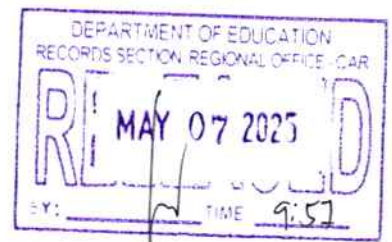




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



May 6, 2025

**REGIONAL MEMORANDUM**

No. 311.2025

**SUBMISSION OF SCHOOLS DIVISION OFFICES ELECTION TASK FORCE  
(SDO - ETF) DIRECTORY**

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. In reference to **RM No. 306, s. 2025 "Composition of the 2025 National Elections-Regional Election Task Force (NLE-RETF)"**, all Schools Division Offices are hereby directed to submit their Election Task Force Directory on or before **May 08, 2025 (Thursday)**, following the prescribed template. (please see enclosure 1). For submission, kindly email to [car.admin@deped.gov.ph](mailto:car.admin@deped.gov.ph).
2. Further, all SDOs are requested to establish its Operation and Monitoring Center starting at **1:00 p.m. of May 11, 2025 (Sunday)** and end at **5:00 p.m. of May 13, 2025 (Tuesday)**.
3. NLE-ETF in the Schools Division Offices 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 downloaded funds from the Operational Expenses of the DepEd ETF, specifically classified under MOOE expense category. (ref. Item II Funding Requirement, DM-OUOPS-2025-01-02592).
5. 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](mailto:car.admin@deped.gov.ph).
7. For strict compliance of all concerned.

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

ASD/MAB/050625  
2025NLE-SDOETF



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



DepEd Tayo Cordillera



<https://depedcar.ph>



**2025 NATIONAL AND LOCAL ELECTIONS (NLE)**

*May 12, 2025*

**DESIGNATION FORM FOR DEPED ETF-SUPPORT TEAMS**

The (Name of SDO) 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:

\_\_\_\_\_  
SDO - ETF Vice-chairperson

Approved by:

\_\_\_\_\_  
SDO - ETF Chairperson