



March 8, 2019

REGIONAL MEMORANDUM  
No. 034, s. 2019

**ESTABLISHMENT OF REGIONAL AND DIVISION  
ELECTION TASK FORCE FOR THE MAY 13, 2019  
NATIONAL AND LOCAL ELECTIONS**

To : All Schools Division Superintendents  
All Concerned Employees  
This Regional Office

1. Pursuant to its power under Article IX-C, Section 2 (4) of the 1987 Philippine Constitution, the Commission on Elections (COMELEC) has deputized, among others, the Department of Education (DepEd) to ensure free, orderly, honest, peaceful, and credible elections through the appointment of public school teachers to serve as chairpersons and members of the Electoral Board.
2. Taking its cue from DepEd Memorandum 081, s. 2018, the DepEd Regional Office XI hereby establishes the **DepEd ROXI Election Task Force (RO-ETF) for the May 13, 2019 National and Local Elections** at the *Waling-Waling Hall*, DepEd ROXI, F. Torres St., Davao City, which shall start operating at **2:00 p.m. of May 12, 2019** and shall end at **12:00 noon of May 14, 2019**.
3. In the same manner, all schools division offices (SDOs) are hereby directed to create their respective ETF on the same dates and schedules mentioned above in order to achieve synergy during the elections. The ETF shall be composed of at least five, but not more than ten, members. The said composition of the Division ETF shall be submitted to this Regional Office with the contact numbers of the members.
4. Compensatory Overtime Credit (COC) shall be granted to personnel rendering services on May 12-13, 2019.
5. Furthermore, SDOs are hereby authorized to use their MOOE for meals and snacks, subject to the availability of funds and usual accounting and auditing rules.

*Empowerment Adaptability Goal-oriented Leadership Excellence*

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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION XI**  
 Davao City



Address: P. Torres St., Davao City (8000)  
 Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph  
 Website: www.depedrox1.ph

6. Specific details of the RO-ETF are enclosed to this Memorandum.
7. For your information, guidance, and compliance.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO IV**  
 Regional Director

Enclosed.: As Stated.  
 Reference: DM No. 081, s. 2018

To be indicated in the *Perpetual Index*  
 Under the following subjects:

COMMITTEES    ELECTIONS    EMPLOYEES    SCHOOL POLICY

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*Empowerment    Adaptability    Goal-oriented    Leadership    Excellence*

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The following personnel shall compose the DepEd RO-ETF with their respective functions and responsibilities:

Team/Group	Members	Scope/Function
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**DepEd ROXI ELECTION TASK FORCE**  
May 12, 2019 (2:00 p.m.) – May 14, 2019 (12:00 noon)  
Waling-Waling Hall, DepEd ROXI, F. Torres St., Davao City

**I. GENERAL OBJECTIVES**

In the exigency of service and to assist the Commission on Elections (COMELEC) achieve free, orderly, honest, peaceful and credible elections, the DepEd ROXI Election Task Force (RO-ETF) is established to:

- a. ensure that teachers and other DepEd personnel who will render election service shall be provided with adequate information, technical and legal assistance in the course of the performance of their duties during the May 13, 2019 National and Local Elections; and
- b. serve as institutional link to volunteer organizations, individuals, as well as partner agencies involved in the conduct of the elections.

**II. COMPOSITION OF RO-ETF**

The following personnel shall compose the DepEd RO-ETF with their respective functions and responsibilities:

<b>Team/Group</b>	<b>Members</b>	<b>Scope/Function</b>
Overall Steering Committee	Atty. Alberto T. Escobarte Dr. Evelyn R. Fetalvero Dr. Roy T. Enriquez Dr. Warlito Hua Atty. Arvin Antonio V. Ortiz	<ul style="list-style-type: none"><li>• Oversees the entire operation of the ETF</li><li>• Provides the overall policy direction of the ETF</li></ul>
Operations & Monitoring Group	Dr. Danilo Canda Dr. George Wong Dr. Danilo Dohinog Dr. Brenda S. Belonio Dr. Alfeo B. Ingay Ms. Isidra B. Despi	<ul style="list-style-type: none"><li>• Monitors the conduct of elections in all schools division offices</li><li>• Coordinates with the respective Division ETF</li><li>• Receives, answers, or refers election-related queries and concerns</li><li>• Maintains a record of concerns/queries received and actions taken</li></ul>
Legal	Atty. Arvin Antonio V. Ortiz Ms. Cecille Maria Sheelah C. Balbas	<ul style="list-style-type: none"><li>• Provides immediate technical or legal assistance/advice</li><li>• Coordinates with volunteer legal organizations and individuals in providing technical or legal assistance/advice</li></ul>



ICT	Mr. Ricardo Guinto Mr. Pochoio Hernandez Mr. Karlo Esmeralda	<ul style="list-style-type: none"><li>• Provides ICT support to all ETF teams/groups</li><li>• In coordination with other teams/groups, creates and maintains the Official Social Media (FB &amp; Messenger) Accounts of the ETF, and Online Query Form via Google Forms</li></ul>
Public Affairs/Communications	Mr. Jenielito Atillo Dr. Maria Gemima V. Galang	<ul style="list-style-type: none"><li>• Acts as the Official Spokesperson of the ETF</li><li>• Coordinates information dissemination to the media</li><li>• Facilitates communications and other matters related to public and media relations</li></ul>
Secretariat	Ms. Joan C. Junia Ms. Marjorie Ann M. Juverillo Ms. Sarah Batingal	<ul style="list-style-type: none"><li>• Provides administrative support to the ETF</li><li>• Consolidates all the records of concerns/queries received by the Operations and Monitoring Group</li><li>• Documents the activities of the ETF</li><li>• Keeps all the records of the ETF</li></ul>
Logistics and Drivers Post	Mr. Alan Mohinog Mr. Rey Escuadro Mr. Cirilo Putol Mr. Allan Cose Mr. Renoir Beltran	<ul style="list-style-type: none"><li>• Deploys and delivers logistical support</li><li>• Provides transportation services in support of the logistical, administrative and operational requirements of the center</li></ul>

### III. SCHEDULE OF ACTIVITIES/OPERATION

Date	Task/Activity	Focal Person/Group
May 3, 2019	Basic Orientation Seminar on General Election Laws	Atty. Arvin Antonio V. Ortiz
May 7, 2019	Creation of ETF Social Media Accounts and Online Query Form	Mr. Ricardo Guinto
May 8, 2019	Launching of ETF Social Media Accounts and Online	RO-ETF



	Query Form	
May 12, 2019 (2:00 p.m.)	Launching of ETF	Steering Group
May 13, 2019	Election Day	RO-ETF
May 14, 2019 (12:00 noon)	Winding Up	RO-ETF

#### IV. OFFICIAL SOCIAL MEDIA ACCOUNTS & HOTLINE NUMBERS

Teachers who are deputized to serve in the elections, as well as the voting public, may bring their concerns and queries or seek assistance through the following channels:

**Hotline Numbers** : (082) 291-1665  
(082) 221-6147

**Official Social Media Accounts** : TBA

**Online Query Form** : TBA