




Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

*Office of the Schools Division Superintendent*

MEMORANDUM

From:  **LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent

To: **FRANCISCO B. BOTAIRE, JR.**  
**RUTH B. CAPAZ**  
**MARLO T. LONGCOP**  
**MANUEL I. LIPATA**  
**MARY JANE M. AGUIRRE**  
**ARNIO L. SALUDARIO**  
District Supervisors  
Cataraman, Northern Samar

Subject: **SCHEDULED FINAL BRIEFING AND FINAL TESTING AND SEALING (FTS) FOR ELECTORAL BOARD (EBS) AND THEIR RESPECTIVE STAFF, DESO AND DESO TECHNICAL SUPPORT STAFF**

Date: April 18, 2022

This refers to the herein attached, notice from **ATTY. ALMIRA E. BASILOY**, Election Officer – Commission on Elections (COMELEC) Cataraman, informing your office of the conduct of the following activities for the conduct of the May 9, 2022 National and Local Elections:

- (1) **Final Briefing/ Refresher Course** for Electoral Board (EBs) and their respective Staff, DESO and DESO Technical Support Staff on **April 20-22, 2022** at the Ibabao Hall, Capitol Building, Cataraman, Northern Samar; and
- (2) **Final Testing and Sealing (FTS)** of Vote Counting Machines (VCMs) on **May 6, 2022** at the Cataraman Covered Court, Cataraman, Northern Samar.

District Supervisors are hereby directed to inform and ensure the attendance of the Electoral Board (EBs) and their respective Staff, DESO and DESO Technical Support Staff concerned (Please see attached list).

For your information, guidance and strict compliance.

Eny:  
As stated

**RELEASED**

*BF 4-19-22*



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Municipal Mayor  
**COMMISSION ON ELECTIONS**  
*Office of the Election Officer*  
Cataraman, Northern Samar



TO : **LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent  
Province of Northern Samar

THRU : **FRANCISCO B. BOTAIRE, JR.**  
**MANUEL I. LIPATA**  
**MARLO T. LONGCOP**  
**RUTH B. CAPAZ**  
**MARY JANE M. AGUIRRE**  
**ARNIO L. SALUDARIO**  
Cataraman District Supervisors  
Cataraman Districts, Northern Samar

SUBJECT : **2022 National and Local Elections Conduct of Final Briefing and Final Testing and Sealing (FTS)**

DATE : **11 April 2022**

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The undersigned respectfully notifies your good office that the Commission on Elections (COMELEC)-Cataraman, pursuant to its authority under the Constitution, the Omnibus Election Code thru **Resolution No.10727** dated November 20, 2021, will conduct the (1) **Final Briefing/Refresher Course** of its Electoral Boards (EBs) and their respective Staff, DESO and DESO Technical Support Staff, and all other Poll Workers of this Municipality on 20-22 April 2022, 8 o'clock in the morning at the IBABAO HALL, Provincial Capitol Building, Cataraman, Northern Samar, and (2) the **FINAL TESTING AND SEALING** with the same attendees on 6 May 2022, 8 o'clock in the morning at CATARAMAN COVERED COURT, Cataraman, Northern Samar.

In view thereof, attendance of all of the EB members (Chairmen, Poll Clerks and Third Members) and Department of Education Supervising Officers (DESO) and their respective Staff from your respective district (***Please refer to the attachment with respective schedule for information and guidance***) is required in the conduct of the aforesaid Pre-Election Mandatory Activities in connection with the preparation for the May 9, 2022 National and Local Elections.

Thank you very much always, stay safe and best regards!

  
Atty. **ALMIRA E. BASILOY**  
Election Officer