



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

Office of the Schools Division Superintendent

April 28, 2025

DIVISION MORANDUM
No. 26 s. 2025

**COMPOSITION OF THE 2025 DIVISION ELECTION TASK FORCE (ETF) AND
ESTABLISHMENT OF ETF OPERATION AND MONITORING CENTER IN
CONNECTION WITH THE NATIONAL AND
LOCAL ELECTIONS ON MAY 12, 2025**

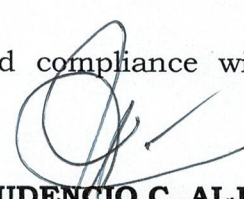
To: Assistant Schools Division Superintendent
Chief Education Supervisors of SGOD and CID
Education Program Supervisors
Senior Education Program Specialists/ Education Program Specialists
Public Schools District Supervisors/ Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum No. 037, 2025, dated April 22, 2025 *Creation of the 2025 Department of Education Election Task Force in connection with the National and Local Elections on May 12, 2025*, this Office informs the field of the composition and establishment of the 2025 Division Election Task Force (ETF) in connection with the May 12, 2025, National and Local Elections.
2. The composition of the Division Election Task Force (ETF) is indicated in the following matrix:


Name	Position	ETF Committee Designation	Contact Information
Rey F. Bulawan, EdD	ASDS	Chairperson	reyf.bulawan@deped.gov.ph
Atty. Risty T. Adarayan	Legal Officer	Vice Chair	risty.adarayan01@deped.gov.ph
Noe M. Hermosilla	SGOD Chief	Member	
Sylvia D. Villanueva	CID Chief	Member	sylvia.villanueva70@deped.gov.ph
Elna D. Enano	EPS	Member	elna_enano@deped.gov.ph
Michele D. Caguimbal	AOV	Member	michelle.caguimbal@deped.gov.ph
Deah A. Gamao, CPA	Division Accountant	Member	
Ma. Joy L. Gepollo	Division Budget Officer	Member	majoy_gepollo@deped.gov.ph
Davy A. Aplan	Division Information Officer	Member	davy.aplan@deped.gov.ph
Manuel I. Lipata	EPS	Member	manuel_lipata@deped.gov.ph

3. The functions of Division ETF members include, but are not limited, to the following:
 - a. Maintain an Operation and Monitoring Center to document and report all teachers and school- related issues and concerns before, during and after the Elections.

- b. Ensure that teachers are provided with and/or adequate information, technical and legal assistance during the performance of their duties as members of the Electoral Board;
 - c. Serve as DepEd institutional link to volunteer organizations and individuals.
 - d. Provide close horizontal and vertical coordination and consultation among DepEd, COMELEC and partner agencies involved in the 2025 National and Local Elections; and
 - e. Complement the other government agencies' efforts for an honest, orderly, and peaceful election.
4. The Division ETF will ensure that teachers shall be provided with adequate information, and technical and legal assistance during the performance of their duties as members of the Election Board, as well as DepEd non-teaching personnel who will serve during May 12, 2025, National and Local Elections.
 5. The Division Election Task Force (DETF) Operation and Monitoring Center shall be established at the Division Office Building, DepEd Northern Samar Division, Mabini St, Acacia, Catarman, Northern Samar.
 6. The Operation and Monitoring Center shall serve as DepEd institutional link to volunteer organizations, individuals, as well as partner agencies involved in the conduct of the 2025 Local and National Elections.
 7. All DepEd Division, district, and school personnel, being in the civil service, are reminded not to intervene directly or indirectly in any election campaign or engage in any partisan political activity, except to vote.
 8. The grant of honoraria to officials and personnel who will render services to their respective ETFs shall be subject to existing COA rules and regulations and relative to the DBM issuance on the matter.
 9. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR., CESO VI
Schools Division Superintendent

DepEd Northern Samar
RELEASED


Date: MAY 05 2025