



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



May 6, 2025

**REGIONAL MEMORANDUM**

No. **408**, s. 2025

**To:** Schools Division Superintendents  
Regional and Division Election Task Force  
All Others Concerned

**ORIENTATION OF THE 2025 DEPED NCR ELECTION TASK FORCE IN  
CONNECTION WITH THE NATIONAL AND LOCAL ELECTIONS ON MAY 12, 2025**

1. In reference to DepEd Memorandum No. 037, s. 2025 dated April 22, 2025, which established the 2025 DepEd Election Task Force (ETF) in Connection with the National and Local Elections on May 12, 2025, this Office, through the Public Affairs Unit and Legal Unit, will conduct the above-captioned activity on **May 8, 2025** in **Midas Hotel**, 2702 Roxas Boulevard, Pasay City.
2. Participants in this activity are the Regional and Division ETF. This activity aims to capacitate the participants to serve as the institutional mechanism for real-time monitoring, assistance, and legal support to teaching and non-teaching personnel performing election duties.
3. Kindly refer to the following enclosures for details:
  - a. Indicative Program of Activity
  - b. DepEd NCR Election Task Force & Orientation Secretariat
4. The venue, food and other incidental expenses incurred in this activity shall be charged to the allocated Sub-Allotment Release Order. While transportation expenses of SDO participants incurred in this activity shall be charged against local fund subject to usual accounting and auditing rules and regulations.
5. For further information and any concerns, please contact Richard D. Vidal, Education Program Specialist II, Officer-In-Charge, Office of the Regional Director - Public Affairs Unit through email [richard.vidal@deped.gov.ph](mailto:richard.vidal@deped.gov.ph).
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

**JOCELYN DR ANDAYA**

Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

rdv/pau



Address: **6 Misamis Street, Bago Bantay, Quezon City**  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <http://www.depедncr.com.ph>





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

Enclosure 1. **Indicative Program of Activity**

**Orientation of the 2025 DepEd Election Task Force (ETF)**  
**in Connection with the National and Local Elections on May 12, 2025**

May 8, 2025

Midas Hotel, 2702 Roxas Boulevard, Pasay City

Time	Duration	Activity	Person Responsible
8:00AM – 9:00AM	1hr	Registration	<b>ETF Orientation Secretariat</b>
9:00AM – 9:15AM	15m	Preliminaries > Nationalistic Song > Ecumenical Prayer > DepEd Quality Policy Statement	<b>ETF Orientation Secretariat</b>
9:15AM – 9:30AM	15m	Acknowledgement of Participants	<b>Don Ray V. Salvador</b> <i>EPS II, HRDD</i>
9:30AM – 9:35AM	5m	Opening Remarks	<b>Joel T. Torrecampo</b> <i>OIC-Assistant Regional Director</i>
9:35AM – 9:45AM	10m	Director's Moment	<b>Jocelyn DR Andaya</b> <i>Regional Director, NCR concurrent OIC, Office of the Assistant Secretary for Operations</i>
9:45AM – 10:45AM	1hr	Session 1	<b>Speaker 1</b>
10:45AM – 11:00AM	15m	Health Break	
11:00AM – 12:00NN	1hr	Session 2	<b>Speaker 2</b>
12:00NN – 1:00PM	1hr	Lunch Break	
1:00PM – 3:00PM	2hr	ETF Activity Planning per Schools Division Office	<b>SDO ETF</b>
3:00PM – 3:15PM	15m	Health Break	
3:15PM – 4:00PM	45m	Closing Program/QAME Photo Opportunity	<b>ETF Orientation Secretariat</b>

Masters of Ceremony  
**Rhea B. Eden & Kyle B. Vilgera**





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

Enclosure 2. **DepEd NCR Election Task Force & Orientation Secretariat**

**2025 DepEd NCR Election Task Force**

Name	Position	Office
<b>Chair:</b> Asec. Jocelyn DR Andaya	Regional Director, NCR concurrent OIC, Office of the Assistant Secretary for Operations	ORD
<b>Vice-Chair:</b> Joel T. Torrecampo	Schools Division Superintendent, OIC, Office of the Assistant Regional Director	OARD
<b>Members:</b>		
Atty. Annaliza G. Esperanza	Attorney IV	ORD-Legal Unit
Richard D. Vidal	Education Program Specialist II Officer-In-Charge	ORD-PAU
Elsa P. Mariano	Administrative Officer V	ASD-Personnel
Precious M. Villareal	Administrative Officer V	ASD-Records
Jingle A. Lim	Education Program Supervisor	FTAD
Andrew E. Tan	Education Program Supervisor	CLMD
Rhea B. Eden	Education Program Supervisor	HRDD
Al-Nemery M. Gangco	Project Development Officer I	ORD-PAU
Joseph T. Indicio	Statistician I	PPRD
Minerva L. Generoso	Administrative Officer II	Finance Division

**Election Task Force Orientation Secretariat**

Name	Position	Office
Don Ray V. Salvador	Education Program Specialist II	HRDD
Aira L. Alarcon	Administrative Officer II	ASD-Personnel
Michaela B. Antonio	Administrative Aide IV	ASD-Procurement
Maria Alexis G. Llaguno	COS – Technical Assistant II	ORD
Eunice F. Labon	COS – Technical Assistant I	ESSD-SHNU
Kyle B. Vilgera	Contract of Service	ORD-LRPS
Donette Dacles	Contract of Service	ASD-Records



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](mailto: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)

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

STEERING COMMITTEE COMPOSITION	
<b>Chairperson</b>	Usec. Malcolm Garma
<b>Vice-Chairperson</b>	Usec. Wilfredo E. Cabral
<b>Members:</b>	
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
<b>MEMBERS</b>		
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

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<b>ERWIN LOZANO</b>	Office of the Secretary	8633-7208 / 8633-7228
<b>ATTY. JOHVIE VALENTON</b>	Office of the Secretary	8633-7208 8636-4876
<b>ATTY. HANA ESCUETA</b>	Legislative Liaison Office	8637-6206
<b>RAYMUND TRIBIANA</b>	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"><li>• Lead (1)</li><li>• Co-lead (1)</li><li>• Operations: (16) - Regional Focals</li><li>• HROD (3) Major Island Cluster focal</li></ul>	<ul style="list-style-type: none"><li>• Organizes ETF at CO, RO, and SDO levels.</li><li>• Tracks nationwide election-related activities.</li><li>• Ensures immediate response to field concerns.</li><li>• Monitors polling station security and logistics.</li></ul>	<ul style="list-style-type: none"><li>• Maintains real-time documentation of ETF activities.</li><li>• Monitors election processes in coordination with RO and SDO ETF teams.</li><li>• Identifies issues requiring escalation and ensures prompt resolution.</li><li>• Updates the Election Command Center with field reports.</li></ul>
Legal and Incident Response Support Team	<ul style="list-style-type: none"><li>• Lead (1)</li><li>• Co-lead (1)</li><li>• Legal (10)</li><li>• HROD (1)</li></ul>	<ul style="list-style-type: none"><li>• Coordinates with PAO for legal assistance.</li><li>• Provides real-time legal support to teachers and personnel.</li><li>• Handles and resolves election-related complaints.</li></ul>	<ul style="list-style-type: none"><li>• Respond to legal concerns of teachers and DepEd personnel.</li><li>• Assists with documentation and reporting of legal incidents.</li><li>• Ensures teachers' legal rights and protections are upheld.</li></ul>
Hotline and Helpdesk Operations Team	<ul style="list-style-type: none"><li>• Lead (1)</li><li>• Co-Lead (1)</li><li>• PAS (3)</li><li>• HROD (3)</li><li>• NEAP (3)</li></ul>	<ul style="list-style-type: none"><li>• Operates 24/7 communication lines for ETF members and DepEd personnel.</li><li>• Guides election-related inquiries.</li><li>• Assists with technical, procedural, and operational concerns.</li></ul>	<ul style="list-style-type: none"><li>• Receives and logs queries and concerns from field personnel.</li><li>• Provide immediate responses and troubleshooting guidance.</li><li>• Escalates urgent issues to appropriate ETF teams.</li></ul>
Data Collection and Post-Election Reporting Team (10)	<ul style="list-style-type: none"><li>• Lead (1)</li><li>• Co-Lead (1)</li><li>• ICTS (5)</li><li>• OUHROD (1)</li><li>• HROD (2)</li></ul>	<ul style="list-style-type: none"><li>• Consolidates real-time reports from RO and SDO ETF teams.</li><li>• Gathers legal cases, security concerns, and operational challenges.</li><li>• Prepares the post-election assessment report.</li><li>• Prepares and consolidates reports and assessments.</li></ul>	<ul style="list-style-type: none"><li>• Ensures all election-day incidents and concerns are properly documented.</li><li>• Compiles reports for ETF leadership and COMELEC coordination.</li><li>• Provides recommendations for future election-related improvements.</li><li>• Oversees preparation of post-election reports.</li></ul>
Logistics Team	<ul style="list-style-type: none"><li>• Lead (1)</li><li>• Co-Lead (1)</li><li>• Finance (3)</li><li>• HROD (4)</li><li>• AMD (2)</li><li>• GSD (2)</li><li>• Procurement (2)</li></ul>	<ul style="list-style-type: none"><li>• Ensures proper personnel deployment and documentation.</li><li>• Ensures smooth ETF deployment logistics.</li><li>• Manages the distribution of materials, uniforms, and supplies.</li><li>• Tracks financial disbursements related to ETF operations.</li></ul>	<ul style="list-style-type: none"><li>• Ensures ETF members are deployed and accounted for.</li><li>• Coordinates the distribution of supplies and operational needs.</li><li>• Ensures ETF field personnel receive necessary resources.</li><li>• Monitors inventory and addresses logistical shortages.</li></ul>

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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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