



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

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October 18, 2023

**DIVISION MEMORANDUM**

No. 614-A, s. 2023

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS,  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

**CREATION OF THE DEPED TACLOBAN DIVISION ELECTION TASK  
FORCE IN CONNECTION WITH THE BARANGAY AND SANGGUNIANG  
KABATAAN ELECTIONS ON OCTOBER 30, 2023**

1. The Barangay and Sangguniang Kabataan Elections will be conducted on **October 30, 2023**, throughout the country. With this, the Department of Education is deputized to assist and support the Commission on Elections in various activities and undertakings in relation to the elections.
2. The **2023 DepEd Tacloban City Division Barangay and Sangguniang Kabataan Election Task Force (BSK-ETF)** is hereby created as follows:

**CORE TEAM**

CHAIR : **JUDELLA R. LUMPAS, EdD, CESO VI**  
Schools Division Superintendent  
(0917-322-6014)

VICE-CHAIR: **JAIME LEON T. CARDONA**  
OIC-ASDS  
(0906-445-0880)

**Election Task Force Members**

MELANI D. ESCOBARTE (0917-713-6108)  
MARK CHESTER ANTHONY G. TAMAYO (0947-491-2951)  
NILO M. EDER (0953-221-0668)  
MARIA SOCORRO T. PANCIPANCI (0906-320-2124)  
CRISVILL M. VILLAMOR (0917-315-3290)





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3. The functions of the BSK-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 elections;
  - b. Ensure that teachers are provided with and/or referred to adequate information technical and legal assistance in the course of 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 2023 BSKE; and
  - e. Complement the other government agencies' efforts for honest, orderly, and peaceful elections.
4. The DepEd Tacloban City Division BSK-ETF Operations and Monitoring Center is established **starting October 29, 2023 (Sunday) at 1:00 PM until 5:00 PM of October 31, 2023 (Tuesday)** in DepEd Tacloban City Division office.
5. In accordance with DepEd Memorandum No. 063, s. 2023, the grant of honoraria to officials and personnel who will render services to the BSK-ETF shall be subject to existing Commission on Audit rules and regulations, as well as issuances from the Department of Budget and Management relative to the matter. Personnel who will compose the BSK-ETF shall be entitled to **payments of overtime or grant of compensatory time-off**, subject to the availability of funds and existing auditing rules and regulations, as well as pertinent Civil Service laws.
6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**JUDELLA R. LUMPAS, E.D., CESO VI**  
Schools Division Superintendent



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sdotaclobancity@deped.gov.ph

**RELEASED**  
Date: 16/10/23  
Time: 2:00 PM  
Signature: [Handwritten Signature]