



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

May 8, 2025

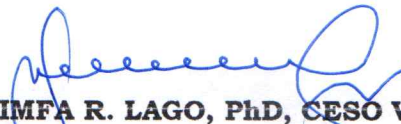
DIVISIONAL MEMORANDUM

No. 159, s. 2025

**UPDATED INFORMATION FOR THE OPERATION OF THE
DIVISION ELECTION TASK FORCE FOR THE 2025
NATIONAL AND LOCAL ELECTIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors/Education Program Supervisors
Public Elementary and Secondary School Heads
Unit / Section Heads
All Others Concerned

1. This Office disseminates the Updated Information for the Operation of the Division Election Task Force for the 2025 National and Local Elections on May 12, 2025.
2. Assignment of the Election Task Force Members and the List of Support Staff are found as Enclosures.
3. Further, this Office strictly adheres to Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Immediate and wide dissemination of this memorandum is desired.



NIMFA R. LAGO, PhD, CESO VI
Asst. Schools Division Superintendent
OIC, Schools Division Superintendent

To be indicated in the Perpetual index
under the following subjects:

2025 ELECTION TASK FORCE

DLL/DM – **UPDATED INFORMATION FOR THE OPERATIONS OF THE
DIVISION ELECTION TASK FORCE FOR THE 2025**___/May 8, 2025



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
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TERMS OF REFERENCE OF ELECTION TASK FORCE (ETF)

Support Team	Composition (Slots)	Roles and Responsibilities	Key Function During Election Day
Real-Time Monitoring and Coordination Team	Dionesio L. Liwagon Jr. Rhona M. Agustin	<ul style="list-style-type: none"> Organizes ETF at the SDO levels Tracks election-related activities Ensures immediate response to field concerns Monitors polling station security and logistics 	<ul style="list-style-type: none"> Maintains real-time documentation of ETF activities Monitors election processes in coordination with the RO teams Identifies issues requiring escalation and ensures prompt resolution Updates the Election Command Center with field reports
Legal and Incident Response Support Team	Maricel D. Avila Ivy J. Cabual	<ul style="list-style-type: none"> Coordinates with PAO for legal assistance Provides real-time legal support to teachers and personnel 	<ul style="list-style-type: none"> Responds to legal concerns of teachers and DepEd personnel Assists with documentation and reporting of legal incidents Ensures teachers' legal rights and protection are upheld.
Hotline and Helpdesk Operations Team	Adda Liza J. Saquin Arlene L. Tirol	<ul style="list-style-type: none"> Operates 24/7 communication lines for ETF members and DepEd personnel Guides election-related inquiries Assists with technical, procedural, and operations concerns 	<ul style="list-style-type: none"> Receives and logs queries and concerns from field personnel Provide immediate responses and troubleshooting guidance Escalates urgent issues to appropriate ETF teams
Data Collection and Post-Election Reporting Team	Luisander C. Luy Federico B. Aranieto Jr.	<ul style="list-style-type: none"> Consolidates real-time reports from school ETF teams Gathers legal cases, security concerns, and operational challenges Prepares the post-election assessments report Prepares and consolidates reports and assessments 	<ul style="list-style-type: none"> Ensures all election-day incidents and concerns are properly documented Compiles reports for ETF leadership and COMELEC coordination Provides recommendations for future election-related improvements Oversees preparation of post-election reports
Logistics Team	Anaclea A. Gacasan May P. Edullantes	<ul style="list-style-type: none"> Ensures proper personnel deployment and documentation Ensures smooth ETF deployment logistics Manages the distribution of materials, uniforms, and supplies Tracks financial disbursements related to ETF operations 	<ul style="list-style-type: none"> Ensures ETF members are deployed and accounted for Coordinates the distribution of supplies and operational needs Ensures ETF field personnel receive necessary resources Monitors inventory and addresses logistical shortages



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Division Election Task Force (ETF) for the 2025 National and Local Elections (NLE)

May 11, 2025	1:00 p.m. - ETF Core Team will formally open the Operations Center	
May 11, 2025	1:00 p.m. - 9:00 p.m.	9:00 p.m. - 5:00 a.m.
	1. Menerva Barola	1. Milagros Z. Mendoza
	2. Gladys Baybado	2. Lynneth E. Bajao
	3. Mary Jane L. Lomocso	3. Ann Soraida G. Rosario
	4. Fernando D. Sumondong	4. Imelda D. Pongase
	5. Jed Mae F. Coronel	5. Maita Shane Decipulo
	6. Ethel R. Manuel	6. Dinalyn Ramayrat
	7. Lorena G. Abcede	7. Stephen Anino
	8. Rowell C. Villarubia	8. Julie G. Pranciliso
		9. Lourben O. Lumasag
May 12, 2025	5:00 a.m. - 1:00 p.m.	1:00 p.m. - 9:00 p.m.
	1. Adelfa S. Jumawid	1. Fernando D. Sumondong
	2. Anna Pearl B. Barbadillo	2. Mary Jane L. Lomocso
	3. Arlene L. Tirol	3. Gladys L. Baybado
	4. Mario Christino D. Lumantas	4. Jed Mae F. Coronel
	5. Ebenezer Bud L. Bangcong	5. Menerva D. Barola
	6. Salome T. Villa	6. Ethel R. Manuel
	7. Ruby Jane Gacasan	7. Lorena G. Abced
	8. Gee Sonogan	8. Rowell C. Villarubia
May 12-13, 2025	9:00 p.m. - 5:00 a.m.	5:00 a.m. - 12:00 noon
	1. Milagros Z. Mendoza	<i>ETF Core Team will manage the Operations Center while everyone is reporting back to their respective offices.</i>
	2. Imelda D. Pongase	
	3. Angelita M. Maribojoc	
	4. Eulalio S. Rupinta	
	5. Rose Mary R. Abapo	



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PANDONG
Padayon Asenso Ozamiz
 #PadayonAsensoOzamiz



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May 12-13, 2025	9:00 p.m. - 5:00 a.m.	
	6. Mary Joy G. Doromal	
	7. Ell June S. Abucay	
	8. Rosalyn M. Lato	
	9. Jeanelei Carolino	



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