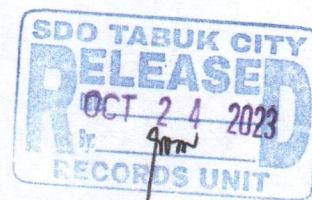




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Division Memorandum

No. 434 series 2023

**ESTABLISHMENT OF SDO-Tabuk City BARANGAY AND SANGGUNIANG KABATAAN
ELECTION TASK FORCE (BSK-ETF) FOR OCTOBER 30, 2023**

TO: School Division Superintendent
Assistant Schools Division Superintendent
All Unit Heads
All School Heads (Elementary & Secondary)

1. In compliance with DM 63, s. 2023, this office announces the establishment and composition of SDO-Tabuk City BSK-ETF to wit:

CHAIRPERSON: BENEDICTA B. GAMATERO PhD, CESO V-
Schools Division Superintendent

VICE CHAIRPERSON: JAN NOWEL E. PEÑA
Assistant Schools Division Superintendent

MEMBERS:

SALLY P. FEKEN - SGOD- Chief
RAMONCHITO SORIANO - CID- Chief
ATTY. RINGO G. SUMEDCA - Legal Officer
DOROTHY S. ASINGAL - Administrative Officer V
ALLAN DUMALSIN - Information Technology Officer

2. The function of the BSK-ETF members include, but are not limited to the following:
- Maintain an Operation and Monitoring Center to document and report all teachers and school-related issues and concern before, during, and after elections;
 - 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 Election Board;
 - Serve as DepEd institutional link to volunteer organizations and individuals;
 - Provide close horizontal and vertical coordination and consultation among DepEd, COMELEC, and partner agencies involved in the 2023 BSKE; and
 - Complement the other government agencies' efforts for an honest, orderly, and peaceful elections.
3. The BSK-ETF shall ensure that teachers are provided with adequate information, technical and legal assistance in the course of the performance of their duties as



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members of the Election Board, as well as DepEd Non- Teaching personnel who will serve in the October 30, 2023 BSKE.

4. The BSK-ETF Operation and Monitoring Center shall also serve as DepEd institutional links to volunteer organizations, individuals, and partner agencies involved in the conduct of the 2023 BSKE.
5. To facilitate monitoring, the districts are clustered. All issues and concerns shall be directed to the identified focal person.

Cluster	District	Focal Person
1	NTD 1 & 2	Sally P. Feken
2	ETD 1 & 2	Ramonchito A. Soriano
3	STD 1&2	Dorothy S. Asingal
4	STD 3 & WTD 2	Allan Dumalsin
5	WTD 1	Atty. Ringgo G. Sumedca

6. To assist the BSK-ETF, the following are designated as secretariat:
 1. Welda Liezle Bustig
 2. Marjuline Lawagan
 3. Lynette Sumedca
7. Anent to this, as per COMELEC Resolution No. 10727, a 5 days Service Credit/COC's is given to those who served as member of the SDO- Tabuk City BSK-ETF.
8. Furthermore, all DepEd Tabuk City employees and officials are reminded not to intervene directly or indirectly in any election campaign or engage in any political activity.
9. Immediate dissemination of this Memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office of Tabuk City

Enclosure to RM _____

2023 BARANGAY AND SANGGUNIANG KABATAAN (BSK) ELECTIONS
October 30, 2023

SCHOOLS DIVISION OFFICE BSK-ETF COMMITTEE

Name and Chairperson	Position	Contact No.
Chairperson: Benedicta B. Gamatero PhD, CESO V	Schools Division Superintendent	09171046290
Vice-chairperson: Jan Nowel E. Peña	Assistant Schools Division Superintendent	
Members: 1. Sally P. Feken 2. Ramonchito A. Soriano 3. Dorothy S. Asingal 4. Allan Dumalsin 5. Atty. Ringgo G. Sumedca	SGOD-Chief CID- Chief Administrative Officer V Information Technology Officer Legal Officer	09128085485 09556705987 09453666094 09169118726 09275696060

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BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent