



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

May 6, 2025

DIVISION MEMORANDUM
NO. 196, s.2025

TO: **Assistant Schools Division Superintendent**
Division Personnel
All School Heads (Elementary and Secondary)
All Concerned

**ESTABLISHMENT OF SDO-TABUK CITY NATIONAL AND LOCAL ELECTIONS
TASK FORCE ON MAY 12, 2025**

1. In compliance with DepEd Memorandum No. 037 s. 2025, this office announces the creation and composition of SDO- Tabuk City National and Local Election Task Force to wit:

Chairperson: Atty. Ringgo G. Sumedca
Legal Officer
Vice Chairperson: Ramonchito A. Soriano
CID Chief
Members: Sally P. Feken- SGOD Chief
Doodie Marie Duclan- EPS/CID
Allan S. Dumalsin – ITO officer
Catherine M. Badong – AO IV/HRMO
Lovelyn L. Mukay – AO IV/Record Officer
James Ceasar A. Dayao – AO IV/ Supply Officer
Dewaii B. Bagayao – SEPS
Kenneth Atiwag - EPS

2. The function of the National and Local Election Task Force members includes, 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 adequate technical and legal assistance in the course of the performance of their duties as members of the Election Board;



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DepEd Tayo Tabuk City



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- 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 Election.
 - e. Complement the other government agencies' effort for an honest, orderly, and peaceful elections.
3. The National and Local Election Task Force shall ensure that teachers are provided with adequate information, technical and legal assistance during the performance of their duties as members of the Election Borad, as well as DepEd Non- Teaching personnel who will serve in the May 12, 2025 National and Local Election.
 4. The SDO- Tabuk City Election Task Force Operation and Monitoring Center shall also serve as DepEd institutional links to volunteer organizations, individuals, and partner agencies involved in the conduct on the 2025 National and Local Elections.
 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	Doodie Marie Duclan
3	ETD 3	Romeo Agagon
4	STD 1	Dewaii B. Bagayao
5	STD 2	Catherine M. Badong
6	STD 3	James Ceasar A. Dayao
7	WTD 1	Lovelyn L. Mukay
8	WTD 2	Allan S. Dumalsin

6. To assist the National and Local Election Task Force, the following are designed as secretariats:
 1. Marjuline Lawagan
 2. Lynette Sumedca
 3. Mark Christian Buduan





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7. 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.
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 direct.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

