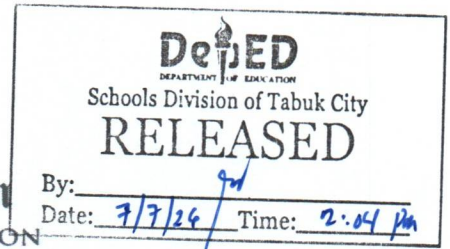




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

July 7, 2026

**DIVISION MEMORANDUM**  
NO. 297 s. 2026

**CONSTITUTION OF ELECTORAL BOARDS (EB), DEPARTMENT OF EDUCATION  
SUPERVISING OFFICIALS (DESO), AND SUPPORT STAFF (SS) FOR THE  
BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS (BSKE) ON  
NOVEMBER 2, 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached as Enclosure No. 1 is the Memorandum dated July 7, 2026 from Mr. Reyman A. Solbita, Election Officer IV, Commission on Elections (COMELEC), Office of the Election Officer, Tabuk City, requesting the Department of Education to submit a certified list of public-school teachers and substitutes who are qualified, willing, and available to serve as members of the Electoral Board (EB), Department of Education Supervising Officials (DESO), and Support Staff (SS) for the Barangay and Sangguniang Kabataan Elections (BSKE) scheduled on November 2, 2026.
2. In compliance therewith, all public elementary and secondary school heads are hereby directed to identify and submit the names of qualified personnel who may be considered for election-related duties.
3. Nominees must possess the following qualifications prescribed by COMELEC:
  - a. Registered voter of the City of Tabuk;
  - b. Of good moral character and irreproachable reputation;
  - c. Of known integrity and competence;
  - d. Has never been convicted of any election offense or any crime punishable by more than six (6) months imprisonment and has no pending information for any election offense; and
  - e. Able to speak and write Filipino, English, or the local dialect.
4. School Heads shall likewise ensure that no nominee is related within the fourth (4th) civil degree of consanguinity or affinity to any candidate in the polling place of assignment, to any member of the same Electoral Board, or to the spouse of said candidate.



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

**Email:** tabuk.city@deped.gov.ph

**Website:** <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City




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

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**Office of the Schools Division Superintendent**

5. The duly certified list of qualified, willing, and available personnel shall be submitted to the School Governance and Operations Division (SGOD) on or before **July 15, 2026**, for consolidation and subsequent submission to the Office of the Election Officer, Tabuk City, on or before July 20, 2026, as required in the attached memorandum.
6. School Heads are directed to disseminate the contents of the attached memorandum to all concerned personnel and ensure compliance with the qualifications and requirements prescribed therein.
7. Immediate dissemination of and compliance with this Memorandum are directed.

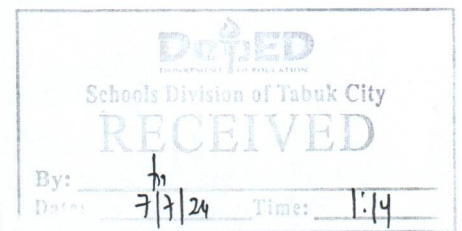
  
**CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC – Schools Division Superintendent



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
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Republic of the Philippines  
Cordillera Administrative Region  
**COMMISSION ON ELECTIONS**  
PROVINCE OF KALINGA  
**OFFICE OF THE ELECTION OFFICER**  
Tabuk City, Kalinga



**MEMORANDUM :**

**TO : CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI**  
SCHOOLS DIVISION SUPERINTENDENT  
SCHOOLS DIVISION OF TABUK CITY  
DEPARTMENT OF EDUCATION  
BULANAO, TABUK CITY, KALINGA

**FROM : REYMAN A. SOLBITA**  
ELECTION OFFICER IV  
COMMISSION ON ELECTIONS  
BULANAO, TABUK CITY, KALINGA

**SUBJECT : CONSTITUTION OF ELECTORAL BOARDS, DEPARTMENT OF EDUCATION SUPERVISING OFFICIAL AND SUPPORT STAFF TO SERVE DURING THE BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS (BSKE) ON NOVEMBER 2, 2026**

**DATE : JULY 7, 2026**

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**MADAM:**

This has reference to the mandate of the COMELEC to conduct the Barangay and Sangguniang Kabataan Elections (BSKE) on November 2, 2026. Although the conduct of the BSKE 2026 is uncertain, there is a green light for us to proceed with the November 2, 2026 BSKE.

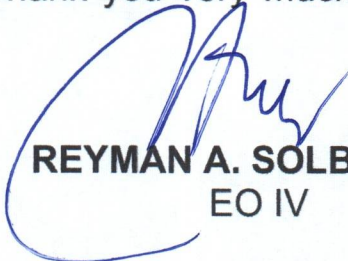
As our lawful partner agency in the holding of the BSKE, I am requesting your good office to require your teachers within Tabuk City to submit their intention to serve during the BSKE and to submit to my office the certified list of public-school teachers and substitutes who are qualified, willing and available to render election-related services as members of the Electoral Board (EB), Department of Education Supervising Official (DESO) and Support Staff (SS) until July 20, 2026, based on the attached Project of

In the preparation of the list, please be guided with the QUALIFICATIONS OF ELECTORAL BOARD, to wit:

- a) A registered voter of the city;
- b) Of good moral character and irreproachable reputation;
- c) Of known integrity and competence;
- d) Has never been convicted of any election offense or of any crimes by more than 6 months of imprisonment, or has no pending Information for any election offense; and
- e) Able to speak and write Fiipino, English, or the local dialect.

Lastly, no person shall be appointed as a member of the EB if said person is related within the 4<sup>th</sup> civil degree of consanguinity or affinity, to any member of the same EB, to any candidate to be voted for in the polling place of assignment, or to the said candidate's spouse.

Please be guided accordingly. Thank you very much for your usual and prompt action on this request.



**REYMAN A. SOLBITA**  
EO IV