



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division Superintendent

October 24, 2023

DIVISION MEMORANDUM

No. 459, s. 2023

**ESTABLISHMENT OF THE 2023 DEPED CEBU PROVINCE ELECTION TASK
FORCE OPERATIONS AND MONITORING CENTER IN CONNECTION WITH
THE BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS ON
OCTOBER 30, 2023**


To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools
District Supervisors/OICs
School Heads and Teachers
Public and Private Elementary and Secondary Schools
All Others Concerned

1. This office has established the 2023 Election Task Force (ETF) Operation and Monitoring Center in connection with the Barangay and Sangguniang Kabataan Elections on October 30, 2023.
2. The Division 2023 BSK-ETF Operation and Monitoring Center shall start its operation at the division office area, IPHO Building Sudlon, Lahug, Cebu City on October 29, 2023 at 1:00 – 5:00 PM and it shall end on October 30, 2023 at 5:00 PM.
3. The composition of the Division personnel to serve in the 2023 BSK-ETF operations and Monitoring Center are the following:

Position	Name
Chairman	SDS Senen Priscilo P. Paulin
Vice Chairmen	Dr. Lorenzo M. Dizon
	Jeremy C. Denampo
Members	Dr. Victor A. Ybañez
	Dr. Fay C. Luarez

	Dr. Mary Ann P. Flores
Support Staff	Pablito Catubay
	Ma. Teresa A. Peralta
	Jonel Quindao
	Emmanuel F. Mendoza
	Francis John Mari B. Elnar
	Rodrigo Lerasan
	Jhunric Laurel

4. The 2023 BSK-ETF members are entitled to have overtime pay for their services on October 29, 2023 subject to availability of funds and existing auditing rules and regulations as well as pertinent Civil Service Law. All concerned personnel are hereby directed to accomplish a Daily Time Record (DTR) and prepare an Accomplishment Report. Submit the said documents to this Office on or before November 17, 2023.
5. All Public Schools District Supervisors, Central School Principals and/or Secondary School Lead Principals are expected to be on-call of duty on October 30, 2023 and are expected to monitor the conduct of the Barangay/SK Elections on this day in their respective districts or municipalities.
6. Those who will render duties or services on election day only/October 30 (8:00 AM to 6:00 PM) shall be given **five (5) days leave or service credits** as per existing Comelec resolution.
7. Travelling, food (meals and snacks) and other incidental expenses to be incurred by each personnel shall be chargeable against Division Funds, subject to usual accounting and auditing rules and regulations.
8. This Memorandum serves as **Authority to Travel**.
9. Immediate and wide dissemination of, and compliance with this Memorandum is directed.


SENEN PRISCOLO P. PAULIN, CESO V
 Schools Division Superintendent