



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



DIVISION MEMORANDUM

No. 030


s. 2013

DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: 1/29/13 Time: 10:16 AM
Jonah

TO : Promotional Staff
Public Schools District Supervisors
Elementary and Secondary School Principals
Section Heads and Staff

FROM :  EDILBERTO L. OPLENARIA
OIC, Schools Division Superintendent

DATE : January 29, 2013

RE : Submission of Interested and Qualified DepEd School-Based Personnel to Serve as PCOS Technicians and Supervisors in the 2013 Automated National and Local Elections

1. This is in adherence to the fax message dated January 25, 2013 from DepEd Regional Office, Region X and Memorandum dated January 14, 2013 from DepEd Central Office.
2. As stated, there is a need to hire PCOS Technical Support Personnel and Supervisors in the provinces of Region X for the 2013 Automated National and Local Elections. Like in Bukidnon, there are 568 PCOS Technicians needed to be hired on or before February 2013 by the COMELEC.
3. Relative to this, a memo was issued from Atty. Alberto T. Muyot, Undersecretary for Legal and Legislative Affairs of DepEd, requesting for qualified and interested DepEd School-Based Personnel who may serve as PCOS Technical Support Personnel and Supervisors in the 2013 Automated National and Local Elections.
4. In view hereof, you are hereby directed to submit the names of interested and qualified nominees to this Office on or before January 30, 2013 *Attention: Division Planning Section* for consolidation. The list of interested nominees will be submitted to the DepEd Regional Office, Region X on January 31, 2013 *Attention: Regional Planning Unit* also for consolidation.
5. For widest dissemination, guidance, and compliance.

Encl. As stated

Copy furnished:
Records Section



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO **DepED**
Gregorio A. Pelaez Sr. Memorial Sports Center
Velez St., Cagayan de Oro City
DEPARTMENT OF EDUCATION

Telephone Nos.: (08822) 727836;722651;727232/Telefax Nos.: (08822)720665;710382;711654

DepED - X
Cagayan de Oro City

FAX MESSAGE FOR TRANSMISSION

JAN 23 1 52 68
RELEASED

JANUARY 25, 2013

TO: SCHOOLS DIVISION SUPERINTENDENTS/
ASST. SCHOOLS DIVISION SUPERINTENDENTS
THIS REGION

ENCLOSED IS THE MEMORANDUM FROM ATTY. ALBERTO T. MUYOT, UNDERSECRETARY FOR LEGAL & LEGISLATIVE AFFAIRS OF THIS DEPARTMENT DATED JANUARY 14, 2013 REQUESTING FOR QUALIFIED AND INTERESTED DEPED SCHOOL-BASED PERSONNEL WHO MAY SERVE AS PCOS TECHNICAL SUPPORT PERSONNEL AND SUPERVISORS IN THE 2013 AUTOMATIC NATIONAL AND LOCAL ELECTIONS PD THE NAMES OF INTERESTED NOMINEES ARE TO BE SUBMITTED TO THIS OFFICE ATTENTION: REGIONAL PLANNING UNIT ON OR BEFORE JANUARY 31, 2013 FOR CONSOLIDATION.

WIDEST DISSEMINATION OF THIS MEMORANDUM IS HEREBY ENJOINED.

RD FARNAZO

SENDER:

ms chatto
ATTY. SHIRLEY O. CHATTO
Chief Administrative Officer



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
 DepEd Complex, Meralco Ave., Pasig City



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

DEPARTMENT OF EDUCATION
 RECORDS DIVISION

RELEASED
 000964
 17 JAN 2013

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 Website: http://www.deped.gov.ph

MEMORANDUM

TO : DR. ALLAN G. FARNAZO
 Officer-In-Charge, DepED-Region X

FROM : ATTY. ALBERTO T. MUYOT
 Undersecretary for Legal & Legislative Affairs

RE : Recruitment of Qualified DepED Personnel to serve
 as PCOS Technicians and Supervisors Pursuant to
 COMELEC Resolution No. 9554

DATE : 14 January 2013

DepED-X
 Cagayan de Oro City
 JAN 21 2013
 12/13
 RECEIVED

Pursuant to COMELEC Resolution No. 9554 dated 06 November 2012, entitled, "In The Matter of Hiring and Selection of PCOS Machines Technicians for Every Polling Center in Connection with the May 13, 2013 National and Local Elections, you are hereby directed to nominate qualified and interested DepED school-based personnel who may serve as PCOS Technical Support Personnel and Supervisors in the 2013 Automated National and Local Elections.

For Region X, the following are the manpower requirements per province that need to be hired on or before February 2013.

Province	No. of PCOS Technicians
Bukidnon	568
Camiguin	59
Misamis Occidental	496
Misamis Oriental	587
Lanao del Norte	529
TOTAL	2,239

For your information and guidance, the following are the minimum qualifications for PCOS Technical Support Personnel:

- a) Computer-literate (with knowledge on basic computer operations);
- b) Willing to be trained; and
- c) Physically-fit.

The PCOS Technical Support Personnel will have the following functions:

- a) Assist the Board of Election Inspectors (BEI) in setting up of the PCOS machine in their respective polling places;
- b) Troubleshoot and attend to errors or problems in the operation of the PCOS machine (battery, modem, main and back-up CF Cards, thermal paper, BGAN);
- c) Submit a report on technical problems encountered in the field, if any, during mock elections, final testing and sealing and election day;
- d) Report to the National Support Center and to the PCOS Supervisor, during the Final Testing and Sealing and Election Day, the following information pertaining to their precinct assignment:
 - ✓ Date and time of their arrival and departure in the polling center;
 - ✓ Successful installation of machines;
 - ✓ Start of voting;
 - ✓ Time of closing of voting; and
 - ✓ Status of transmission.
- e) Report to the PCOS Supervisor, during the Final Testing and Sealing and Election Day, the following:
 - ✓ Any irregular condition of the PCOS machine before, during and after voting;
 - ✓ Loss of equipment, parts of equipment, or peripherals; and
 - ✓ Inventory and sealing of PCOS machine.
- f) Perform such other duties and functions, which the Commission may prescribe from time to time.

On the other hand, the PCOS Supervisor to be hired should meet the same qualifications as PCOS Technical Support Personnel, in addition to possessing at least one-year of supervisory or managerial experience. They shall have the following functions:

- a) Monitor and supervise the actions of the PCOS Technical Support Personnel;
- b) Report to the National Support Center (NSC) all concerns/problems that cannot be solved in their level;
- c) Submit full detailed reports based on his assessment of the PCOS Technical Support Personnel's attendance and performance during trainings, briefings and meetings, mock elections, final testing and sealing and election day;
- d) Compile, summarize and submit all reports submitted to him by the PCOS Technicians; and
- e) Perform such other duties and functions, which the Commission may prescribe from time to time.

The proposed honorarium for the PCOS Technical Support Personnel and Supervisor is still being discussed. In addition, they will receive a training allowance pegged at one thousand six hundred pesos (Php 1,600.00) for the three (3) days of training with free food and accommodation. The target date for the training of PCOS Technicians and Supervisors is between February to April 2013.

Please submit the list of qualified personnel to the COMELEC Regional/Provincial Election Supervisor on or before 15 February 2013. From the list submitted, COMELEC will hire, train and deploy the PCOS Technical Support Personnel and Supervisors

For your strict compliance.


ATTY. ALBERTO T. MUYOT
Undersecretary