



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF MALAYBALAY CITY
 Purok 6, Casisang, Malaybalay City
 Telefax #088-314-0094



DIVISION MEMORANDUM

No. 225 s, 2018

DM 2018-04-22
 DepED-MALAYBALAY CITY DIVISION
RELEASED
 DATE: APR 30 2018 TIME: 3:43
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TO: Assistant Schools Division Superintendent
 Chief Education Supervisors & Staff, CID & SGOD
 Public Elementary and Secondary School Heads
 This Division

From: **REBONFAMIL R. BAGUIO**
 Schools Division Superintendent

Date: April 30, 2018

Subject: **ESTABLISHMENT OF THE 2018 DIVISION ELECTION TASK
 FORCE IN CONNECTION WITH 2018 BARANGAY AND
 SANGGUNIANG KABATAAN ELECTIONS ON MAY 14, 2018**

1. Regional Memorandum No. 232, s. 2018 requires all Divisions to establish 2018 Division Election Task Force on May 13 – 15, 2018.

2. Relative thereto, the Division EFT shall be composed of the following:

Chairman	Sunny Ray F. Amit Assistant Schools Division Superintendent
Co-Chairman	Lorenzo O. Capacio Chief Education Supervisor, SGOD
Members	Jutchel L. Nayra, DPA Administrative Officer V Rosie A. Salupado Education Program Supervisor, SGOD Sibyl L. Maputi Administrative Offer V-Budget
Secretariat	Paul John P. Arias Information Technology Officer I Pamela L. Astudillo Administrative Assistant III

Support Staff	Bryan B. Garces Administrative Aide VI Paterno T. Padua Jr Project Development Officer I
Legal Officer	Atty. Ophelia Pilar Rubio-Zamora Attorney III (on call)
Medical Staff	Dr. Marcosjolita K. Fulgencio Dentist
Driver	Edgar Blasé Driver (on call)

3. The Division ETF shall render services based on the following schedule and functions:

Date	Time	Activities
May 13, 2018 (Sunday)	1:00 PM to 12:00 AM	1. Inform and provide the teachers and personnel serving in the Election with technical and legal assistance in the course of the performance of their duties, as well as the precinct supervisors and support staff who served officially during the election. 2. Monitor and address specific election concerns, provided and informed the Regional and Central Office ETF with immediate report/s of all incidents/complaints on the election process within our jurisdiction using the Monitoring Forms; and, 3. Perform other related duties from time to time.
May 14, 2018 (Monday)	12:00 AM to 12:AM	
May 15, 2018 (Tuesday)	12:AM to 6:00PM	

4. All concerned are hereby informed of the following contact numbers of the Division Election Task Force.

HOTLINE NUMBERS	
Landline	088-3140094
TM	0995 538 0601

5. Payment of overtime pay to qualified personnel who will compose the Division Election Task Force is hereby authorized, subject to availability of funds and existing rules and regulations.

6. For compliance.

*Copy furnished:
Records Unit*

TO BE POSTED THE WEBSITE