



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

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May 8, 2025

DIVISION MEMORANDUM

No. 296, s. 2025

**COMPOSITION OF ELECTION TASK FORCE (ETF) IN SDO PAMPANGA FOR  
THE MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS**

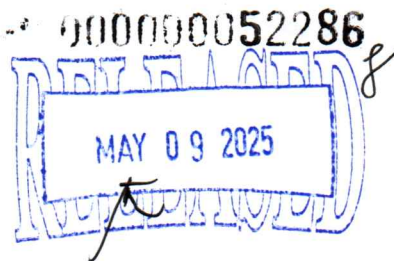
To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Division Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public & Private Elementary and Secondary School Heads  
All Others Concerned

1. In line with DepEd Memorandum No. 037, s. 2025 "ESTABLISHMENT OF THE 2025 DEPED ELECTION TASK FORCE IN CONNECTION WITH THE NATIONAL AND LOCAL ELECTIONS ON MAY 12, 2025", this Office informs all concerned personnel of the designated members of the SDO Pampanga Election Task Force outlined in **Enclosure A**.
2. The functions of the Division Election Task Force members include, but are not limited to, the following:
  - a. Serve as the institutional mechanism for real-time monitoring, assistance, and legal support to teaching and non-teaching personnel performing election duties;
  - b. Coordinate with COMELEC, Public Attorney's Office, law enforcement agencies, and other relevant institutions to safeguard the rights and welfare of the DepEd personnel deputized for election service.
3. The Division ETF shall maintain an ETF Operation Center responsible for monitoring and responding to election-related concerns. The structure of the Division ETF is outlined in **Enclosure No. B**.
4. To ensure the effective execution of the SDO Pampanga 2025 ETF and facilitate the efficient delivery of its mandate during the 2025 National and Local Elections, the ETF Command Center, located at the Schools Division of Pampanga, Brgy. Lourdes, High School Boulevard, City of San Fernando, Pampanga, shall be the primary hub for real-time monitoring, coordination, and incident response. The Command Center will be fully operational from May 11, 2025, at 1:00 p.m. to May 13, 2025, at 5:00 p.m. to oversee ETF operations across all schools. The schedule of reporting of the ETF members and support team can be found at this link:  
<https://bit.ly/sdopetf2025>



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5. All ETF members (Steering Committee) 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.
6. The Division ETF TWG shall implement the policies set by the Steering Committee and coordinate legal, operational, and logistical efforts at all levels. The TWG members shall also be part of the ETF Support Teams during the operations of the Division Election Command Center.
7. The Division ETF Support Teams shall be responsible for real-time monitoring, helpdesk operations, logistics, data collection, and legal assistance.
8. All Division ETF TWG and Support Teams shall be entitled to compensatory overtime credit subject to existing rules and policies in accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered and Division Memorandum No. 367, S. 2025.
9. DepEd officials and personnel are strictly prohibited from engaging in electioneering, campaign activities, or any partisan political conduct, except for the act of voting. This restriction is in full compliance with existing Civil Service laws and is intended to maintain the neutrality and integrity of DepEd's election involvement..
10. Immediate dissemination of and strict compliance with this Memorandum is directed.



**ROMEO M. ALIP, Ph.D., CESO V**  
Schools Division Superintendent

AOAS/05-029-25



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(Enclosure A to Division Memorandum No. \_\_\_\_, s. 2025)

**COMPOSITION OF THE STEERING COMMITTEE, TECHNICAL WORKING GROUP, AND SUPPORT TEAM AT THE SCHOOLS DIVISION OF PAMPANGA-COMMAND CENTER**

<b>Steering Committee</b>	
<b>Chairperson</b>	ASDS Leandro C. Canlas, PhD
<b>Vice-Chairperson</b>	SGOD Chief Arceli S. Lopez, PhD
<b>Members:</b>	
AOV JB B. Manalang	Administrative Services
Jonathan Christian Mallari	Legal Services
BO III Remedios M. Bacani	Procurement
Accountant III Erwin M. Cruz	Finance Services - Accounting
ITO I John Paul B. Pallasigue	Information and Communications Technology Service
SEPS Jayson M. Santos	Human Resource Development Section
PO III Robin D. Perez	Planning Services
ADA VI Geraldine M. Zamar	GSU - Logistics

<b>Technical Working Group</b>				
<b>Name</b>	<b>Office</b>	<b>Contact Nos.</b>	<b>Support Team</b>	<b>Roles &amp; Responsibilities</b>
Dexter E. Pangilinan	Personnel Unit	0922-810-6325	Real-time Monitoring & Coordination	<ul style="list-style-type: none"> <li>Organizes ETF SDO levels.</li> <li>Tracks nationwide election-related activities.</li> <li>Ensures immediate response to field concerns.</li> <li>Monitors polling station security and logistics.</li> </ul>
Atty. Arnold Adelo P. Obillos	Legal Services	(045) 435 9178	Legal & Incident Response Support	<ul style="list-style-type: none"> <li>Coordinates with PAO for legal assistance.</li> <li>Provides real-time legal support to teachers and personnel.</li> <li>Handles and resolves election-related complaints.</li> </ul>
Andy Patrick Barrogo	Records Unit	0967-035-0011	Hotline & Helpdesk Operations	<ul style="list-style-type: none"> <li>Operates 24/7 communication lines for ETF members and DepEd personnel.</li> </ul>



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			Data Collection and Post-Election Reporting	<ul style="list-style-type: none"><li>• Guides election-related inquiries.</li><li>• Assist with technical, procedural, and operational concerns.</li><li>• Consolidates real-time reports from SDO ETF teams.</li><li>• Gathers legal cases, security concerns, and operational challenges.</li><li>• Prepares the post-election assessment report.</li><li>• Prepares and consolidates reports and assessments.</li></ul>
Aldin Dimatulac	GSU	0922-810-6325	Logistics	<ul style="list-style-type: none"><li>• Ensures proper personnel deployment and documentation. Ensures smooth ETF deployment logistics.</li><li>• Manages the distribution of materials, uniforms, and supplies.</li></ul>
Daniel Valdez Jr.				



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(Enclosure B to Division Memorandum No. \_\_\_\_, s. 2025)

**Structure of the ETF Steering Committee in the Schools Division of Pampanga**

