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ZENIA G. MOSTOLES, EdD, CESO V  
Schools Division Superintendent

OUA MEMO 00-0322-0093  
MEMORANDUM  
09 March 2022

For: **Regional Directors  
Schools Division Superintendents  
All Others Concerned**

Subject: **ADDENDUM TO OUA MEMO 00-0322-0075 RE:  
REGISTRATION TO THE 2022 ELECTION TASK FORCE**

This Memorandum is supplementary to the recently disseminated communicated dated 08 March 2022 titled *Registration to the 2022 Election Task Force*.

Listed below are the final venues for each cluster conference for the representatives from the regional and division offices to the 2022 Election Task Force (ETF):

Cluster	Date	Venue	Deadline of Registration
Cluster 1 (Regions VI, VII, VIII, IX)	March 14-16, 2022	Golden Peak Hotel & Suites Cebu City	March 12, 2022
Cluster 2 (Regions X, XI, XII, CARAGA, BARMM)	March 16-18, 2022	Venue 88 Hotel and Events Place General Santos City	March 14, 2022
Cluster 3 (Regions V, MIMAROPA, CALABARZON , )	March 20-22 2022	Alta D' Tagaytay Tagaytay City	March 18, 2022
Cluster 4 (Regions I, II, and CAR)	March 22-24 2022	Baguio Teachers Camp Baguio City	March 20, 2022
Cluster 5 (Central Office, Regions III, NCR)	March 27-29 2022	Subic Bay Exhibition and Convention Center Subic	March 25, 2022

**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICT), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg.; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayog





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Travel expenses shall be shouldered by the respective division offices, subject to the usual accounting and auditing rules and regulations.

It is reiterated that participants should register online via <https://bit.ly/ETFRegistration> on or before the dates indicated above. Please take note that all participants who will register for the 2022 ETF **should be fully vaccinated**. Due to budget constraints, accommodations will **not** be provided for drivers.

For all future correspondence and queries on the 2022 ETF, please email at [etf2022@deped.gov.ph](mailto:etf2022@deped.gov.ph).

For immediate and appropriate action.

  
  
**ALAIN DELA B. PASCUA**  
Undersecretary  
Chair, DepEd ETF



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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0322-0075**  
**MEMORANDUM**  
08 March 2022

**For: Regional Directors**  
**Schools Division Superintendents**  
**All Others Concerned**

**Subject: REGISTRATION TO THE 2022 ELECTION TASK FORCE**

In compliance to DepEd Memorandum 010, s. 2022 titled *Establishment of the 2022 DepEd Election Task Force and Its Operation and Monitoring Center in the Central, Regional and Schools/City Division Offices in Connection with the May 09, 2022 National and Local Elections* dated 02 March 2022, a copy of which is attached for reference, the Office of the Undersecretary for Administration (OUA) requests the registration of the following representatives from the regional and division offices to the 2022 Election Task Force (ETF):

1. Two (2) representatives from the Regional Offices
2. Four (4) representatives from the Division Offices, properly endorsed by their respective Schools Division Superintendents (SDSes), specifically:
  - a. Two (2) from the Division ETF
  - b. One (1) President/Vice President of Public Schools District Supervisors (PSDS) division chapter/federation
  - c. One (1) President/Vice President of Teachers Association division chapter/federation

The schedule and location of each clusters conference is summarized in the table below (exact venue to be announced). The first meal to be served will be dinner on Day 1 and the last meal will be breakfast Day 3.

Cluster	Date	Venue	Deadline of Registration
<b>Cluster 1 (Regions VI, VII, VIII, IX)</b>	<b>March 14-16, 2022</b>	<b>Golden Peak Hotel &amp; Suites</b> Gorodo Ave. cor. Escario Kamputhaw, Lahug, Cebu City	<b>March 12, 2022</b>



**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICT), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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<b>Cluster 2</b> <b>(Regions X, XI, XII,</b> <b>CARAGA, BARMM)</b>	<b>March 16-18,</b> <b>2022</b>	General Santos City <b>(VENUE TO BE</b> <b>ANNOUNCED)</b>	<b>March 14, 2022</b>
<b>Cluster 3</b> <b>(Regions V,</b> <b>MIMAROPA,</b> <b>CALABARZON , )</b>	<b>March 20-22</b> <b>2022</b>	Tagaytay City <b>(VENUE TO BE</b> <b>ANNOUNCED)</b>	<b>March 18, 2022</b>
<b>Cluster 4</b> <b>(Regions I, II, and</b> <b>CAR)</b>	<b>March 22-24</b> <b>2022</b>	<b>Baguio Teachers Camp</b> Baguio City	<b>March 20, 2022</b>
<b>Cluster 5</b> <b>(Central Office,</b> <b>Regions III, NCR)</b>	<b>March 27-29</b> <b>2022</b>	Subic <b>(VENUE TO BE</b> <b>ANNOUNCED)</b>	<b>March 25, 2022</b>

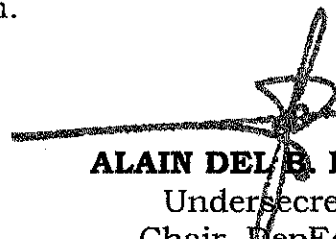
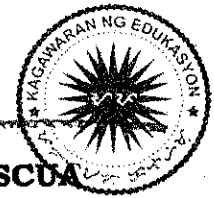
Participants should register online via <https://bit.ly/ETFRegistration> on or before the dates indicated above. Please take note that all participants who will register for the 2022 ETF **should be fully vaccinated**. Due to budget constraints, accommodations will **not** be provided for drivers.

Regional Directors and Schools Division Superintendents are likewise advised to send the directory of their Regional/Division ETF on or before 13 March 2022 to [etf2022@deped.gov.ph](mailto:etf2022@deped.gov.ph). The directory should include names, designations, positions, email addresses, mobile phones, Viber and Facebook accounts. Please see attached template (**Annex A**.)

Attached are the programme (**Annex B**) and DepEd Memorandum No. 10 (**Annex C**) for reference.

For all future correspondence and queries on the 2022 ETF, please email at [etf2022@deped.gov.ph](mailto:etf2022@deped.gov.ph) .

For immediate and appropriate action.



  
**ALAIN DEL B. PASCUA**  
 Undersecretary  
 Chair, DepEd ETF

# DepEd Election Task Force (ETF) Orientations PROGRAMME

## DAY 1

1:00 pm	Arrival/Registration/Antigen Testing
2:00pm	Hotel Check in
4:00pm – 6:00pm	Presentation and Roll-out of the ff: - <b>DepEd Election Monitoring Apps</b> - <b>Digital Signatures</b>
6:00pm-8:00pm	Dinner

## DAY 2

6:30 am – 7:30am	Breakfast
7:30 am – 8:00am	<b>Invocation</b> <b>National Anthem</b> <b>Welcome Message</b> <b>Keynote Message</b> (Secretary Leonor M. Briones)
8:00 am -9:00am	<b>Election Task Forces (ETFs) and Operations and Monitoring Center (OMCs) in the Central, Regional and Division Offices</b> (Director Marcelo H. Bragado Jr.)
9:00 am -10:00 am	<b>Prohibition on Electioneering and Partisan Political Activity for DepEd Officials and Personnel</b> (Usec. Revsee A. Escobedo)
10:00 am -11:00 am	<b>Updates from COMELEC, DICT and DepEd on Election Matters</b> (Usec. Alain Del B. Pascua)
11:00 am -12:00 nn	<b>Open Forum</b> (Usec. Alain Pascua, Usec Revsee Escobedo, Director Marcelo Bragado Jr)
12:30 pm – 1:30 pm	Lunch
1:30 pm - 2:45 pm	<b>Voters Education and Supervision, Poll Center Management, Automated Election System (AES) and Vote Counting Machine Demonstration</b> (COMELEC Representative)
2:45 pm – 4:00 pm	<b>Nature and Importance of PNPKI Digital Signature to the 2022 National and Local Elections and Future Elections</b> (DICT Representative)



**Annex A**

**2022 DepEd Election Task Force Directory**  
**REGION \_\_\_\_\_**

**Representatives from the Regional Office:**

NAME	Division	Designation	Position	Email Address	Salary grade	Mobile Number

Approved by:  
\_\_\_\_\_ Regional Director



4:00 pm- 4:30 pm	Open Forum
4:30 pm - 5:00 pm	Closing Remarks
6:00 pm- 8:00pm	Dinner

**Day 3**

6:00am - 8:00am	Breakfast
12:00nn	Check out





Republic of the Philippines  
**Department of Education**

02 MAR 2022

DepEd MEMORANDUM  
No. **010**, s. 2022

**ESTABLISHMENT OF THE 2022 DEPED ELECTION TASK FORCE AND ITS OPERATION  
AND MONITORING CENTER IN THE CENTRAL, REGIONAL AND SCHOOLS/CITY  
DIVISION OFFICES IN CONNECTION WITH THE MAY 09, 2022  
NATIONAL AND LOCAL ELECTIONS**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Article IX-C, Section 2 (4) of the 1987 Philippine Constitution, the Commission on Elections (COMELEC) has the power to deputize law enforcement agencies and instrumentalities of the government for the exclusive purpose of ensuring free, orderly, honest, peaceful and credible elections.
2. The Department of Education (DepEd) is one of the national agencies deputized by COMELEC to ensure free, orderly, honest, peaceful and credible elections, through the appointment of public school teachers to serve as chairpersons and members of the Election Board, as well as Technical Support Personnel.
3. By virtue of the aforementioned authority granted by COMELEC to DepEd to ensure compliance with and enforcement of all orders and instructions relative to the election duties of DepEd personnel to ensure free, orderly, honest, peaceful and credible elections, the **2022 DepEd Election Task Force (ETF) Operation and Monitoring Center for the May 09, 2022 National and Local Elections (NLE)** shall be established at the *Bulwagan ng Karunungan*, DepEd Central Office, Meralco Avenue, Pasig City, starting at 1:00 p.m. of **May 08, 2022** and ending at 5:00 p.m. of **May 10, 2022**.
4. Undersecretary Alain Del B. Pascua and Undersecretary Revsee A. Escobedo are designated as Chair and Vice Chair of the DepEd ETF Operations and Monitoring Center, respectively. They shall create committees and appoint its respective chairs and vice chairs, for approval of the Secretary. The creation of such committees and appointment of its respective chairs and vice chairs shall be made weeks before the day of NLE for preparatory purposes.
5. The Committee Chairs and Vice Chairs shall immediately constitute and submit the names of their members, for the approval of the Chair and Vice Chair of the DepEd ETF.
6. Likewise, all regional and schools/city division offices of the Department are authorized to establish their respective ETF Operations and Monitoring Centers on the same schedules mentioned above.



7. The functions of ETF members include, but are not limited, to the following:
  - a. maintain an Operation and Monitoring Center to document and report all teacher and school-related issues and concerns before, during and after the Elections;
  - b. ensure that teachers are provided with and/or referred to adequate information, technical and legal assistance in the course of the performance of their duties as members of the Electoral Board;
  - c. serve as DepEd institutional link to volunteer organizations and individuals;
  - d. provide close horizontal and vertical coordination and consultation among DepEd, COMELEC and partner agencies involved in the 2022 NLE; and
  - e. complement the other government agencies' efforts for an honest, orderly and peaceful election.
8. The conduct of nationwide orientations, trainings/fora to brief teachers and officials who are members of the ETF shall be organized, subject to the budget as may be allocated by the Undersecretary for Finance and approved by the Secretary. The orientation, trainings/fora shall cover the procedures on the use of digital signatures, enhancement and updates to the mobile monitoring application systems, COVID-19 protocols, do's and don'ts before, during, and after the Elections, and other election-related concerns.
9. All ETF officials and members in the central, regional and schools division Offices are required to attend the orientation, trainings and other fora, subject to availability of funds and approval of their respective executive committee officials, regional directors (RDs) and schools division superintendents (SDSs). The schedule of the aforementioned trainings shall be announced through the issuance of a separate memorandum.
10. All RDs and SDSs are enjoined to submit a list of five officials/employees who will compose its ETF, with their respective designation, position, salary grade, DepEd email address, and contact information (Globe/Smart). They are to submit the aforementioned data to the Office of the Director for Procurement Management Service on or before March 07, 2022 through email at **marc.bragado@deped.gov.ph**.
11. The five designated members of the regional and division ETF are directed to register through **[https://bit.ly/ETF2022\\_Confirmation](https://bit.ly/ETF2022_Confirmation)** for monitoring and reporting purposes.
12. The ETF will ensure that teachers shall be provided with adequate information, technical and legal assistance in the course of the performance of their duties as members of the Election Board, as well as DepEd nonteaching personnel who will serve during the May 09, 2022 National and Local Elections.
13. The Operation and Monitoring Center shall also serve as DepEd institutional link to volunteer organizations, individuals, as well as partner agencies involved in the conduct of the 2022 National and Local Elections.
14. All DepEd officials and personnel, being in the civil service, are reminded not to intervene directly or indirectly in any election campaign or engage in any partisan political activity, except to vote.

15. The grant of honoraria to officials and personnel who will render services to their respective ETFs shall be subject to existing Commission on Audit rules and regulations and relative to the Department of Budget and Management issuance on the matter. Payments of overtime pay or grant of compensatory time-off to qualified personnel in the central, regional, and schools/city division offices who will compose the DepEd ETF are authorized, subject to the availability of funds and existing auditing rules and regulations, as well as the pertinent Civil Service laws.

16. The ETF must ensure that funds be provided to enhance the DepEd Mobile App to meet the new requirements and reports needed from the field as well as conduct field monitoring.

17. For more information, please contact the **Office of the Undersecretary for Administration**, Department of Education (DepEd) Central Office, 5th Floor Mabini Building, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph) or telephone numbers (02) 8637-6207 and (02) 8633-7203.

18. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:

DepEd Memorandum No. 065, s. 2016



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To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
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