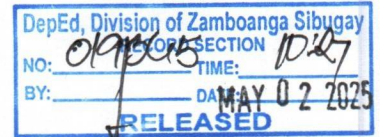




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**



April 30, 2025

**DIVISION MEMORANDUM**

No. 205, s. 2025

**CONSTITUTION OF THE DEPARTMENT OF EDUCATION  
DIVISION ELECTION TASK FORCE (ETF) 2025  
AND ESTABLISHMENT OF ETF OPERATION AND MONITORING CENTER  
IN CONNECTION WITH THE NATIONAL AND LOCAL ELECTIONS  
ON MAY 12, 2025**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors of SGOD and CID  
Public Schools District Supervisors/District-In-Charge  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
This Division

1. Pursuant to DepEd Memorandum No. 37, s. 2025 dated April 22, 2025 – Creation of the 2025 Department of Education Election Task Force in connection with the National and Local Elections on May 12, 2025, a copy of which is attached herewith for reference, a Division Election Task Force is hereby constituted to aid in ensuring the conduct of a free, orderly, honest, peaceful, and credible elections.
2. In line thereto, the Division Election Task Force shall be composed of the following:

	NAME	POSITION	ETF COMMITTEE DESIGNATION	CONTACT NUMBER
1	VIRGILIO P. BATAN, JR., CESO V	SDS	Chairperson	09177035938
2	DR. MA. COLLEEN L. EMORICHA, CESO IV	ASD	Vice-Chairperson	09171646139
3	LEGAL OPERATIONS AND POST ELECTION REPORTING			
	ATTY. CHRISTINE JOYCE S. PACO	Attorney III (Legal Officer)	Member	09460256019



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4	RHEA GRACE A. LA PLANA, LLB	AO II (Legal Assistant)	Member	09055741018
<b>HOTLINE AND HELPDESK OPERATIONS POST ELECTION REPORTING</b>				
5	GRACE JUGNO	AO V	Member	09606630461
6	ROSEMARIE DIOCARES	EPS (CID)		
7	RAFAEL QUERUBIN	EPS II (SGOD)		09263716746
8	RICHARD LAUREA	SEPS (SGOD)		09531648153
<b>DATA COLLECTION, DOCUMENTATION AND LOGISTICS</b>				
9	MARY BENNETH LAGROMA	Accountant IV	Member	09778112626
10	AYLENE MASCARINA	Budget Officer	Member	09778106446
<b>SUPPORT STAFF</b>				
	MOBIN TOTO ZANDRO TRAYVILLA CEASAR MUYARGAS	Admin Aide Admin Aide Admin Aide	Support Staff	



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📱 DepEd Tayo Zamboanga Sibugay Division





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REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

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3. The functions of ETF members shall 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 National and Local Elections 2025; and
  - e. Complement the other government agencies' efforts for an honest, orderly and peaceful election.
5. The DepEd Division and District Election Task Force 2025 shall commence duty in all designated Operations and Monitoring Centers starting at 8:00 AM on May 11, 2025, and ends at 5:00 PM on May 13, 2025.
4. Immediate dissemination and strict compliance of this memorandum is enjoined.

**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

OSDS-Legal-DivETF-2025-No.01  
RGAL20250430



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