



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO
City of Cabuyao



DIVISION MEMORANDUM

No. 019, s 2018

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Senior High School Principals/OIC's
Unit Heads
All Others concerned

FROM : 
DORIS D.J. ESTALILLA, Ed.D.
OIC- Schools Division Superintendent

DATE : 07 May 2018

SUBJECT : **ESTABLISHMENT OF THE 2018 DIVISION ELECTION TASK
FORCE OPERATION AND MONITORING CENTER**

1. Pursuant to DepEd Memorandum No. 81, s. 2018, directing all Divisions to establish composition of their respective 2018 Division Election Task force, schedule of operations and other details for the upcoming May 14, 2018 Barangay and Sanguniang Kabataan Elections, The DepEd Division of Cabuyao City establish the Election Task Force Division Operation Center at the Office of the Legal and Administrative Service Gabaldon Hall Cabuyao Central School starting 1:00 p.m. of May 13, 2018 and ends at 6:00 p.m. of May 15, 2018 with contact numbers (049) 5450792, (049) 545 079, or 09083386925.
2. Personnel in the division Office who shall render invaluable service to the EFT Operation Center shall be entitled to leave credits in accordance with DepEd Order No. 53, s 2003. (see enclosure 1.1)
3. Incidental expenses relevant to the establishment and operation of the 2018 Division Election Task Force shall be charged against Division Funds, subject to the existing accounting and auditing rules and regulations.
4. Immediate and wide dissemination of this Memorandum is desired.



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Enclosure 1.1

1. The 2018 Division Election Task Force (ETF) shall be composed of the following:

DORIS DJ. ESTALILLA, Ed. D
OIC-Schools Division Superintendent
Chairman

ELVIRA B. CATANGAY, Ed. D
OIC- Schools Division Superintendent
Co-Chairman

MEMBERS:

EDNA F. HEMEDEZ
OIC-Chief, CID

NOEL G. SEQUITO, Ed. D
Administrative Officer-V

Atty. JERICA CLARA S. MACHADO
Attorney III

GILBERT BAGSIC, RN, MAN
Division Nurse

JOY O. ANDAYA, RN
Division Nurse

REYNALDO A. TALAVERA, Ed. D
Public Schools District Supervisor