

APR 28 2025

REGIONAL MEMORANDUM

No. 0420, s. 2025

To: Schools Division Superintendents
All Others Concerned

**CREATION OF THE 2025 CARAGA REGION ELECTION TASK FORCE IN
CONNECTION WITH THE NATIONAL AND LOCAL ELECTIONS ON MAY 12, 2025**

1. This has reference to DepEd Memorandum No. 037, series of 2025 on the creation of the 2025 DepEd Election Task Force in Connection with the National and Local Elections on May 12, 2025.
2. In compliance with the foregoing mandate, this office hereby announces the composition of the 2025 Regional Election Task Force (RETF) Steering Committee and Support Teams, which is composed of a Chairperson, Vice Chairperson and ten (10) members, the composition of which is outlined in Enclosure 1.
3. The RETF shall serve as the institutional mechanism for real-time monitoring, assistance and legal support to teaching and non-teaching personnel performing election duties. The RETF shall coordinate with the Central Office, Division Offices, COMELEC, Law enforcement agencies and other relevant institutions, to safeguard the rights and welfare of DepEd personnel deputized for election-related services.
4. The Command Center of the Regional ETF shall be at the Gold Hall, DepEd Caraga Regional Office and shall be the primary hub for real-time monitoring, coordination and incident response. It shall be fully operational from May 11, 2025 (Sunday, 1:00 p.m.) to May 13, 2025 (Tuesday, 12:00 nn) to oversee election related activities of DepEd personnel. To facilitate technical preparations, the operation will start at 10:00am of May 11, 2025 (Sunday).
5. Moreover, DepEd Officials and personnel are strictly prohibited from engaging in electioneering, campaign activities, or any partisan political conduct, except for voting. This restriction is in full compliance with existing Civil Service Laws and is intended to maintain the neutrality and integrity of DepEd in election involvement.
6. The Regional ETF shall be entitled to the grant of honoraria, overtime pay, or CTO, subject to the approval of the RETF Chairperson, and in accordance with the existing budgetary, accounting, procurement, and auditing rules and regulations. ETF members who opts to receive honoraria shall no longer be entitled to claim overtime pay or CTO.
7. Necessary expenses shall be charged to local funds

8. Widest dissemination and strict compliance of this memorandum is hereby enjoined.


MARIA INES C. ASUNCION
Regional Director 

Encl.: Composition of The Regional Election Task Force at the Regional Office Command Center

Reference: None

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

ORD/jmm
04/21/2025



Republic of the Philippines
Department of Education
CARAGA REGION

**COMPOSITION OF THE REGIONAL ELECTION TASK FORCE AT THE
REGIONAL OFFICE COMMAND CENTER**

Name	Position	Terms of Reference
Maria Ines C. Asuncion	Regional Director/ Chairperson	Oversees the entire operation of the Regional ETF
Pedro T. Escobarte, Jr.	Assistant Regional Director/ Vice-Chairperson	Assists the Chairperson in the supervision of the RETF operations.
Atty. Jose B. Guibone	Member	Legal and Incident Response a. Assists with documentation and reporting of legal incidents b. Provides real-time legal support to DepEd personnel c. Handles election-related complaints
Atty. Jessa D. Mangadlao-Miolata	Member	
Elizalde Bernales	Member	
Joel B. Rosales	Member	Logistics a. Ensures proper personnel deployment and documentation b. Ensures ETF personnel receives the necessary resources c. Addresses logistical concerns d. Ensures smooth ETF operations
Maria Paulita Lomonsod	Member	
Pedro Tecson	Member	

Jez Marie Macuno	Member	Hotline and Help Desk Operations/ Real-time Monitoring a. Operates 24/7 communication lines b. Receives and logs queries from field c. Provide immediate responses and troubleshooting guidelines d. Escalates issues to appropriate ETF teams e. Coordinate with Central and Divisions ETF f. Assists with technical and operational concerns g. Maintains real-time documentation of ETF related activities
Marcelino Ahon	Member	
Denisa Lindog	Member	Data Collection a. Consolidates real-time reports from Division ETF b. Ensures all concerns and incidents are properly documented
Shine Clarice Guarez	Member	