DIVISION MEMORANDUM
No. 120, s. 2018

To: Public Schools District Supervisors
   Secondary/Elem. Schools Heads
   Teachers
   All Concerned

From: SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

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

Date: May 11, 2018

1. In connection with the May 14, 2018 Synchronized Barangay and Sangguniang Kabataan
   Elections, the Schools Division Office of Catanduanes Election Task Force Operation
   Center shall be established at SDS Conference Room starting 2:00 PM of May 13, 2018
   and ends at 12:00 noon of May 15, 2018.

The 2018 Division Election Task Force shall be composed of the following:

Chairman: SOCORRO V. DELA ROSA
   Schools Division Superintendent
   CP No. 094944987482

Vice-Chairman: MA. LUISA T. DELA ROSA
   Asst. Schools Division Superintendent
   CP No. 09994820365

Members:
   MIGUEL C. OGALINOLA
   Chief, SGOD
   CP No. 09202905204

   ATTY. TITO M. TONIO
   Attorney III
   CP No. 09216999074

   EVA S. TOLENTINO
   Administrative Officer V
   CP No. 09213327955
   Email: eva.tolentino@deped.gov.ph

   MARIA IMELDA S. ABEJO
   Senior Edu. Program Specialist
   CP No. 09079504358
   Email: maria.abejo@deped.gov.ph

   REY C. BONAYON
   Planning Officer IV
   CP No. 09052866831
   Email: rey.bonayon@deped.gov.ph

   FRANKIE TURALDE
   Education Program Supervisor
   CP No. 09998770908
   Email: frankie.turalde@deped.gov.ph

   NELSON T. SICIO
   Education Program Supervisor
   CP No. 09198220134

   JEZRAHEL T. OMADTO
   Education Program Supervisor
   CP No. 09485505861
2. The Division Task Force shall have the following functions:

   a. Provide immediate assistance to teachers in need in their respective jurisdictions.
   b. Coordinate with concerned government agencies, appropriate partner agencies/volunteer organizations/individuals and ensure assistance to teachers.
   c. Monitor and track down the resolution of issues and concerns and provide regular feedback to the National Election Task Force on the status of each case.
   d. Concerns that can be addressed at the Division Level should be resolved in that level.
   e. Summit a summary report of the complaints received for the day to the Regional Election Task Force.
   f. Perform such other functions that may be assigned by authorized agencies and the Department of Education.

3. School Heads may coordinate with the Task Force on issues and concerns that necessitate assistance from Schools Division Office of Catanduanes.

4. For information, wide dissemination and compliance of all concerned.