



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

05 May 2025


DIVISION MEMORANDUM

No. 227, s. 2025

**ONLINE MEETING OF SDO BATANGAS ELECTION TASKS FORCE (ETF)
IN CONNECTION WITH THE NATIONAL AND LOCAL ELECTIONS ON
MAY 12, 2025**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Heads
All Others Concerned

1. Division Memorandum No. 216, s. 2025 announces the composition of the Division of Batangas Election Task Force (ETF) in connection with the National and Local Elections scheduled for May 12, 2025. The ETF shall serve as the official institutional mechanism to provide real-time monitoring, immediate assistance, and legal support to all teaching and non-teaching personnel assigned to perform election-related duties.
2. In this regard, please be informed that an online meeting will be conducted on May 7, 2025, starting at 9:00 AM, for all Public Schools District Supervisors (PSDS) and members of the Division of Batangas Election Task Force, via MS Teams, <https://tinyurl.com/SDOBatsETFMeeting>.
3. The agenda of the meeting will be the discussion of the following:
 - a. Functions and Role of the SDO ETF
 - b. Process Flow for the Online Incident Report Form
 - c. Reporting Template
 - d. Other election-related matters.
4. Expenses relative to the conduct of this activity shall be charged to the School MOOE or other local funds, subject to usual auditing and accounting rules and regulations.
5. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

KMS/Online Meeting of Division ETF in connection with the 2025 NLE/R2-142787/5-5-25