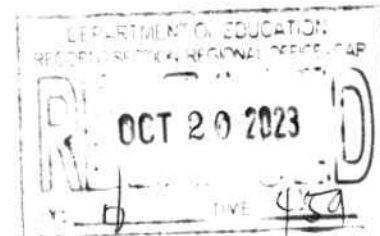




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



20 October 2023

**REGIONAL MEMORANDUM**

No. 639.2023

**COMPOSITION OF THE 2023 BARANGAY AND SANGGUNIANG KABATAAN -  
REGIONAL ELECTION TASK FORCE (BSK-RETF)**

To: Schools Division Superintendents  
RO Functional Division Chiefs  
All Others Concerned

1. Pursuant to **DM No. 063, s. 2023** and **RM No. 634, s. 2023** on the "**Establishment of the 2023 Department of Education Election Task Force and its Operation and Monitoring Center in Connection with the Barangay and Sangguniang Kabataan Elections on October 30, 2023**", enclosed is the composition of the 2023 Barangay and Sangguniang Kabataan - Regional Election Task Force (BSK-RETF) and its corresponding duties and responsibilities. This is to ensure that teachers and other DepEd personnel within the region who will render election services shall be provided with adequate technical and legal assistance in the course of the performance of their duties during the upcoming 2023 BSK Election.
2. The 2023 BSK-RETF Operation and Monitoring Center shall be established at the **DepEd-CAR Regional Office, Wangal, La Trinidad, Benguet** starting at **1:00 p.m. of October 29, 2023** and end at **5:00 p.m. of October 30, 2023**.
3. BSK-ETF in the Schools Division Offices are directed to coordinate with the Regional ETF for concerns and issues that may arise during the election period.
4. All expenses incurred relative to this activity shall be charged against Regional Office MOOE subject to availability of funds. The grant of honoraria to the Regional ETF who will render services shall be subject to existing COA rules and regulations. Payments of overtime pay or grant of Compensatory Overtime Credit (COC) to qualified personnel are authorized, subject to the availability of funds and existing auditing rules and regulations, as well as the pertinent Civil Service laws.
5. Enclosed is DM No. 063, s. 2023 and RM No. 634, for reference.
6. For more details, kindly contact the **Administrative Services Division** at Tel. No. **422-1318 or 422-1804** or through email at [car.admin@deped.gov.ph](mailto:car.admin@deped.gov.ph).
7. For strict compliance of all concerned.

  
**ESTELA P. LEON - CARIÑO EdD, CESO III**  
Director IV/Regional Director

AB/102023  
KE



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 - 1318  
Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)



DepEd Tayo Cordillera



<https://depedcar.ph>



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION

Enclosure to RM 639.2023

**2023 BARANGAY AND SANGGUNIANG KABATAAN (BSK) ELECTIONS**  
 October 30, 2023

**REGIONAL ELECTION TASK FORCE (RETF)**

<b>Name and Designation</b>	<b>Duties and Responsibilities</b>
<p><b>Chairperson:</b>            Estela P. Leon-Cariño EdD, CESO III  <i>Director IV/Regional Director</i></p> <p><b>Vice-chairperson:</b>            Ronal B. Castillo, CESO V  <i>Director III/Assistant Regional Director</i></p> <p><b>Members:</b>            Maksim A. Botilas            Atty. Vanessa B. Flora            Eleonora A. Albidas            Evangeline P. Malag            Manilyn D. Botilas            Vandolph B. Flora            Purita D. de los Santos            Daisy P. Eswat            Gladys Ann F. Baldo</p> <p><b>Support Staff/Drivers:</b>            Alexeeve T. Bugnay            Gregorio Gringo Cacacho</p>	<ol style="list-style-type: none"> <li>1. Maintain an Operation and Monitoring Center to document and report all teacher and school-related issues and concerns before during and after the election</li> <li>2. 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</li> <li>3. Serve as DepEd institutional link to volunteer organizations and individuals</li> <li>4. Provide close horizontal and vertical coordination and consultation among DepEd, COMELEC and partner agencies involved in the 2023 BSK Election</li> <li>5. Complement the other government agencies' efforts for an honest, orderly and peaceful election</li> <li>6. Conducts monitoring to school precincts during the election period</li> </ol>

