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Republic of the Philippines  
**Department of Education**  
Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

DM No. 245, s. 2025

MAY 09 2025

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public School Heads and Teachers  
All Others Concerned

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject: **Establishment of the 2025 DepEd Election Task Force and its Operation and Monitoring Center in Connection with the National and Local Elections on May 12, 2025**

Date: May 8, 2025

**PARTICULARS**

1. The Department of Education (DepEd) is one of the national agencies deputized by COMELEC to ensure free, orderly, honest, peaceful, and credible elections through the appointment of public school teachers to serve as chairpersons and members of the Election Board, as well as the Technical Support Personnel.
2. By virtue of the aforementioned authority granted by COMELEC to DepEd to ensure compliance with and enforcement of all orders and instructions relative to the election duties of DepEd personnel, the 2025 DepEd National and Local Election Task Force (NL-ETF) Operation and Monitoring Center shall be established.
3. In this regard, the Division NL-ETF Committee shall be composed of the following with their respective contact details for any inquiries and concerns about the national and Local Election:

Chairperson : Sheila Marie A. Primicias, CESO VI (607-4715)  
Vice Chairperson : Edgardo P. Cosares (0919 001 7531)  
Members : Jun Howard J. Rioveros (0915 500 0610)  
Marife L. Arca (0917 184 5773)  
Myla D. Mapanao (0917 509 9983)  
Jane L. Tadifa (0906 343 9529)



Address : Tanqui, City of San Fernando  
2500 La Union  
Tel. No. : (072) 607-4715  
Email : [sanfernando.city1@deped.gov.ph](mailto:sanfernando.city1@deped.gov.ph)

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Sonia N. Nuesca (0967 270 6508)  
Cristeta L. Ramoleta (0977 811 0893)  
Jelyka Monic D. Casuga (0919 659 2016)  
Sheena Antonette C. Graycochea (0999 961 7284)

4. The functions of the NL-ETF members include, but not limited to the following:
  - a. Maintain an Operation and Monitoring Center to document and report all teachers and school-related issues and concerns before, during, and after elections;
  - b. 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 Election Board;
  - c. Serve as DepEd institutional link to volunteer organizations and individuals;
  - d. Provide close horizontal and vertical coordination and consultation among DepEd, COMELEC, and partner agencies involved in the 2025 National and Local Elections; and
  - e. Complement the other government agencies' efforts for an honest, orderly, and peaceful election.
5. For information and guidance.

**SHEILA MARIE A. PRIMICIAS, CESO VI**  
Schools Division Superintendent



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2500 La Union  
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Email : [sanfernando.city1@deped.gov.ph](mailto:sanfernando.city1@deped.gov.ph)

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