



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

19 October 2023

DIVISION MEMORANDUM  
NO. **523** s. 2023

**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**

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisor  
Curriculum Implementation Division  
OIC, Chief Education Supervisor  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Relative to DepEd Memorandum No. 063, s. 2023 titled "*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*", this office hereby constitutes the 2023 DepEd Capiz Division Barangay and Sangguniang Kabataan Election Task Force (BSK-ETF) Committee to wit:

**Chair:** Dr. Edna B. Azcarraga  
**Vice Chair:** Atty. Joseph A. Iturralde  
**Members:** Atty. Benjie B. Doce  
Dr. Segundina F. Dollete  
Mr. Kenneth D. Anoché

2. The Division BSK-ETF shall create committees to assist them in the performance of their functions.

3. The DepEd Capiz Division BSK-ETF Operations and Monitoring Center is also hereby established to operate starting at 1:00 p.m. of October 29, 2023, and ending at 5:00 p.m. on October 30, 2023.

4. The functions of the BSK-ETF members include, but are 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 Electoral Board;
- c. Serve as DepEd institutional link to volunteer organizations and individuals;



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- d. Provide close horizontal and vertical coordination and consultation among DepEd, COMELEC, and partner agencies involved in the 2023 BSKE; and
- e. Complement the other government agencies' efforts for an honest, orderly, and peaceful elections.
5. The BSK-ETF will ensure that teachers shall be provided with adequate information, technical and legal assistance in the course of the performance of their duties as members of the Election Board, as well as DepEd nonteaching personnel who will serve in the October 30, 2023 BSKE.
6. Further, the BSK-ETF Operation and Monitoring Center shall also serve as DepEd institutional links to volunteer organizations, individuals, and partner agencies involved in the conduct of the 2023 BSKE.
7. All DepEd officials and personnel, being in the civil service are reminded not to intervene directly or indirectly in any election campaign or engage in any partisan political activity, except to vote.
8. Immediate dissemination of this memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: None  
Reference: As stated  
To be included in the Perpetual Index  
under the following subjects:

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ELECTIONS  
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