



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road, Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No.: 53, Series of 2013

To : All Division Promotional Staff;
Public Schools District Supervisors;
Secondary School Principals;
Elementary School Principals;
Administrative Officers;
Teachers – In – Charge;
Public Elementary and Secondary School Teachers;
Non – Teaching Personnel; and
All Others Concerned

From : **ESTELA LEON – CARIÑO, CESO V**
Schools Division Superintendent

Subject : **MAY 13, 2013 NATIONAL AND LOCAL ELECTIONS MATTERS**

Date : 24 April 2013

01. This is to inform the field specially those who are expected to serve during the May 2013 national and local elections of the schedules of Trainings and/or Refresher's Training to be conducted by COMELEC – CAR for ALL Board of Election Inspectors (BEIs), Support Staff of BEIs, PCOS Technical Support (DepEd and Non – DepEd), DepEd Supervisors and DepEd Supervisor Support Staff of Baguio City.

02. Attached as Annexes are the schedules of Trainings/Refresher Trainings, List of Polling Centers, List of BEIs, List of BEI DepEd Support Staff, List of DepEd Supervisor and Support Staff, and the List of PCOS Technical Support and their respective assignments for the information and guidance of all concerned:

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| a. Refresher's Training of BEIs | - ANNEX "A" |
| b. Training of Support Staff of BEIs | - ANNEX "B" |
| c. Refresher's Training of PCOS Technical Support, DepEd Supervisors and DepEd Supervisor Support Staff | - ANNEX "C" |
| d. List of Polling Centers in Baguio City | - ANNEX "D" |
| e. List of Board of Election Inspectors (BEIs) | - ANNEX "E" |
| f. List of BEI Support Staff | - ANNEX "F" |
| g. List of DepEd Supervisor and Support Staff | - ANNEX "G" |
| h. List of PCOS Technical Support | - ANNEX "H" |

03. All those identified teachers and employees are mandated to attend their respective trainings for them to be apprised of all the needed information and *activities affecting the incoming election*. **Those who attended the trainings but are not one of those listed are also advised to attend the above - scheduled refresher's training.**
04. For queries and concerns, please visit COMELEC Office at Governor Pack Road, Baguio City or call them at (074) 422-1991 or 619-0891.
05. Immediate and widest dissemination is enjoined.