



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**

*Military Cut-off, Baguio City*  
Tel. No.: 442-2923



**Division Memorandum**

No. 011, s. 2019

**TO** Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operation Division  
Public Elementary and Secondary Principal/School Heads  
Head Teachers/Department Heads  
All Public Elementary and Secondary Teachers  
Non-Teaching Personnel  
All Other Concerned

**FROM**   
FEDERICO P. MARTIN, Ed. D., CEd. D., CESO V f  
Schools Division Superintendent

**SUBJECT** SUBMISSION OF LIST OF TEACHING AND NON-  
TEACHING PERSONNEL TO SERVE ON MAY 13, 2019  
NATIONAL AND LOCAL ELECTIONS

**DATE:** January 8, 2019

1. Pursuant to COMELEC Resolution No. 10460, COMELEC is in need of Electoral Board (EBs), EB Support Staff, Department of Education Supervisor Official (DESO) and DESO Support Staff who will serve on May 13, 2019 National and Local Elections. Based on the latest Project of Precincts (POP) of Baguio City, 690 EBs, about 180 EB Support Staffs, 59 DESOs and 59 DESO Support Staffs are needed.

2. Qualifications of members of the EBs: No person shall be appointed as a member of the EB, whether regular, temporary or as a substitute, unless such person is **A REGISTERED VOTER** of the city and **COMPUTER LITERATE** (proficient in basic computer applications and software).

3. Attached herewith is the form to be filled out by the teaching and non-teaching personnel who are willing to serve on the May 13, 2019 National and Local Elections.

4. The School Heads shall validate and submit the form and voter's certification from COMELEC at the ALS Office of DepEd, Baguio City Division Office or send thru email at [michasaganib@gmail.com](mailto:michasaganib@gmail.com) on or before January 9, 2019. Please be reminded that submitted names may not all be selected as per designated number of workers for the election by the COMELEC.

5. Immediate dissemination and strict compliance of this memorandum to all concerned is enjoined.

**LIST OF TEACHING AND NON-TEACHING PERSONNEL TO SERVE ON MAY 13, 2019 NATIONAL AND LOCAL ELECTIONS**

School	
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<b>Name</b>	<b>Designation</b>	<b>Date of Birth</b>	<b>Barangay where you are registered as voter</b>	<b>Tax Identification No.</b>	<b>Contact No.</b>

Prepared by:

School Head