



MEMORANDUM

TO : OIC Asst. Schools Division Superintendent
OIC Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

FROM : DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : SUBMISSION OF DESO TECH SUPPORT STAFF AND SUPPORT STAFF OF ELECTORAL BOARD FOR MAY 13, 2019 NATIONAL AND LOCAL ELECTIONS

DATE : January 10, 2019

1. In reference with Resolution No. 10460 of COMELEC dated December 6, 2018, **All Voting Centers** are required to submit the **List of DESO Tech Support Staff and their contact numbers** and the **Support Staff of the Electoral Board (EB)** in addition to the List of Electoral Boards and DESO Support Staff as per Division Memorandum No. 2, s. 2019 dated January 3, 2019.
2. DESO Technical Support Staff will provide Vote Counting Machine (VCM) technical support hence, he/she must be knowledgeable in ICT and should PASS the examination to be administered by the COMELEC personnel. Refer to the attached Resolution for the qualifications and functions.
3. Refer to the table below for the number of Support Staff of the Electoral Board (p. 13 Section 26 of Resolution 10460)

Number of established precincts in the Clustered Precincts	Number of Allowable Support Staff
1 to 3	0
4	1
5 or more	2





Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



4. List of DESO Support Staff and Support Staff of the Electoral Board should be submitted to **Planning and Research Section on or before January 14, 2019** while the soft copy should be emailed at **depedantipolo.planning@deped.gov.ph**
5. For strict and immediate compliance.

UM - 19, s. 2019
ALA-MBV-NGT@2019



Department of Education
DIVISION OF ANTIPOLO CITY

LIST OF SCHOOLS/VENUES AS VOTING CENTERS
MAY 13, 2019 NATIONAL AND LOCAL ELECTIONS

Barangay	Voting Center	2019 National and Local Elections			
		No. of Clustered Precincts	Cluster/Group Number	No. of DESO Tech Support Staff	Contact Number
San Jose	San Jose NHS	34	1 to 15, 22 to 40	7	
	Teofila Z. Rovero ES	6	16 to 21	2	
	Jesus S. Cabarrus ES	18	41 to 58	4	
	Rizza ES	6	59 to 64	2	
	Sumilang ES	4	65 to 68	1	
	Maximo L. Gatlabayan MNHS	4	69 to 72	1	
	San Joseph ES	2	73 to 74	1	
	San Ysiro ES	2	75 to 76	1	
	Kaysakat ES	4	77 to 80	1	
	Old Boso-Boso ES	12	81 to 92	3	
Dela Paz	Dela Paz NHS	9	93 to 101	2	
	Dela Paz ES	11	102 to 112	3	
	Antipolo NHS	26	113 to 138	6	
San Isidro	San Isidro ES	22	139 to 160	5	
	Bagong Nayon II ES	22	161 to 182	5	
San Roque	Juan Sumulong ES	12	183 to 194	3	
	San Roque NHS	15	195 to 202, 207 to 213	3	
	Lores ES (San Roque)	7	203 to 206, 222 to 224	2	
	Knights of Columbus ES	3	214 to 216	1	
	Nazarene Ville ES	5	217 to 221	1	
	Kalla ES	2	225 to 226	1	
Bagong Nayon	Bagong Nayon I ES	29	227 to 255	6	
Beverly Hills	Multi-Purpose Hall (EB from Muntindilaw NHS)	3	256 to 258	1	
Calawis	Calawis ES	5	259 to 263	1	
Cupang	Cupang ES	19	264 to 282	4	
	Cupang NHS	14	283 to 296	3	
	Peñafrancia ES	17	297 to 313	4	
Dalig	Lores ES (Dalig)	4	314 to 317	1	
	Isaias S. Tapales ES	17	318 to 334	4	
	San Antonio Village ES	9	335 to 343	2	
	Dalig ES	3	344 to 346	1	
	Brgy. Dalig Covered Court (EB from Dalig NHS)	5	347 to 351	1	
Inarawan	Inuman ES	18	352 to 369	4	
Mambugan	Mambugan II ES	21	370 to 376, 378 to 379, 384 to 385, 387 to 396	5	
	Mambugan I ES	9	377, 380 to 383, 386, 397 to 399	2	
Mayamot	Mayamot ES	29	400 to 404, 410 to 428, 431 to 435	6	
	Vermont Park Multi-Purpose Hall (EB from Cupang ES Annex)	2	405 to 406	1	
	Town & Country Clubhouse (EB from Taguete ES)	3	407 to 409	1	
	Crestview Clubhouse (EB from Penafrancia ES Annex)	2	429 to 430	1	
	Mayamot NHS	17	436 to 452	4	
Muntindilaw	Muntindilaw ES	6	453 to 458	2	
San Juan	Sapinit ES	4	459 to 462	1	

Department of Education
 DIVISION OF ANTIPOLO CITY

LIST OF SCHOOLS/VENUES AS VOTING CENTERS
 MAY 13, 2019 NATIONAL AND LOCAL ELECTIONS

Barangay	Voting Center	2019 National and Local Elections			
		No. of Clustered Precincts	Cluster/Group Number	No. of DESO Tech Support Staff	Contact Number
	Brgy. Hall Covered Court (EB from San Juan NHS)	4	463 to 466	1	
San Luis	San Isidro NHS	20	467 to 486	4	
	Bagong Nayon IV ES	20	487 to 506	4	
Sta. Cruz	Sta. Cruz ES	37	507 to 543	8	
Total	45	543	543	127	

Note: EB - Electoral Board



REPUBLIC OF THE PHILIPPINES
COMMISSION ON ELECTIONS
Intramuros, Manila

GENERAL INSTRUCTIONS
FOR THE ELECTORAL
BOARDS (EBs) ON THE
PROCESS OF VOTING,
COUNTING AND
TRANSMISSION OF
ELECTION RESULTS IN
CONNECTION WITH THE
13 MAY 2019 NATIONAL
AND LOCAL ELECTIONS.

ABAS, Sheriff M.	Chairman
PARREÑO, Al A.	Commissioner
GUIA, Luie Tito F.	Commissioner
GUANZON, Ma. Rowena Amelia V.	Commissioner
INTING, Socorro B.	Commissioner
CASQUEJO, Marlon S.	Commissioner
KHO, Antonio T. Jr.	Commissioner

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Promulgated : December 6, 2018

RESOLUTION NO. 10460

WHEREAS, the Commission on Elections adopts a paper-based automated election system using the Vote Counting Machines for the 13 May 2019 National and Local Elections;

WHEREAS, there is a need to provide rules and general instructions to the Electoral Boards on the use of Vote Counting Machines, and on the process of testing and sealing, and voting, counting and transmission of election results.

NOW THEREFORE, pursuant to its authority under the Constitution, the Omnibus Election Code, Republic Act No. 9369, and other election laws, the Commission on Elections **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following General Instructions on the constitution, composition and appointment of the Electoral Board; use of the Vote Counting Machines; the process of testing and sealing of the Vote Counting Machines; and the voting, counting and transmission of election results.

The EB shall act through its chairperson, and, without delay, decide by majority vote, all questions which may arise in the performance of its duties.

SEC. 22. Prohibition of Political Activity. – No member of the EB shall engage in any partisan political activity or take part in the election except to discharge his duties as such and to vote.

SEC. 23. Temporary Vacancies in the Electoral Board. – If, at the time of the meeting of the EB, any member is absent, or a position in the EB is still vacant, the members present shall call upon the substitute of the absent members to perform the duties of the latter, and in case such substitute cannot be found, the members present shall appoint any qualified nonpartisan registered voter of the polling place to temporarily fill said vacancy until the absent member appears or the vacancy is filled. In case there are two or more members present, they shall act jointly.

SEC. 24. Arrest of Absent Members. – The member or members of the EB present may order the arrest of any member or substitute thereof, who in the member's or members' judgment, is absent with intention of obstructing the performance of duties of the EB.

SEC. 25. Relief and Substitution of the Members of the Electoral Board. - The members of the EB shall not be relieved unless disqualified as provided in this Resolution.

SEC. 26. Support Staff of the Electoral Board - The EO shall, during the period for the constitution and appointment of the EB, appoint support staff to assist the EB in the performance of its duties.

The support staff need not be a registered voter of the city or municipality but must possess all the other qualifications and none of the disqualifications for appointment to the EB.

The numbers of support staff that may be appointed per EB are as follows:

Number of Established Precincts In the Clustered Precincts	Number of Allowable Support Staff
1 to 3	0
4	1
5 or more	2

locating their polling places or precinct assignments, including EAPPs;

- b. Plan, organize and supervise the crowd management at the entrance areas of the polling places;
- c. Maintain a list of technical personnel as well as PNP and AFP personnel assigned in the voting centers for efficient coordination;
- d. Supervise and maintain the EAPP or makeshift EAPP, as the case may be, in the voting center; and
- e. Serve as the contact and point person of the EO in the polling/voting center.

SEC. 28. DESO EAPP Support Staff. - The EO shall appoint three (3) EAPP support staff for every voting center where an EAPP will be set-up. The EAPP support staff shall enjoy the same emoluments as other support staff members as provided in this Resolution.

SEC. 29. DESO Technical Support Staff; Qualifications and Functions. - The DESO Technical Support Staff need not be registered voters of the city or municipality or district where they are assigned but must possess all the other qualifications and none of the disqualifications provided under Section 26 of this Resolution. The duties and functions of the DESO technical support staff are as follows:

- a. Report to National Technical Support Center the following:
 1. Date and time of arrival at the polling center during Final Testing and Sealing and Election day;
 2. Date and time of successful installation of the VCM of the clustered precinct/s under his/her jurisdiction;
 3. Date and time of the start of voting of the clustered precinct/s under his jurisdiction;
 4. Date and time on the date and time of the start close of voting of the clustered precinct/s under his jurisdiction;
 5. The status of transmission of the clustered precinct/s under his jurisdiction;

6. Missing items in the VCM box of the clustered precincts under his jurisdiction, if any; and
 7. Defective SD card for replacement.
- b. Assist the EB in the installation and the operation of VCM, if so required.
 - c. Troubleshoot the VCM in case of system defect and provide solution thereat. In case the system defect cannot be resolved, call NTSC for solution.

SEC. 30. Reportorial Requirements. – The EO shall, within three (3) days from the constitution, appointment and designation of the (a) members of EB and their support staff (b) DESO and their support staff, and (c) EAPP DESO Support Staff, submit to the Office of the Provincial Election Supervisor (OPES), the following:

- a. List containing the names of the appointed members of the EB, their designations and an indication whether they are public school teachers or private school teachers or civil service employees or private citizens, arranged by precinct;
- b. List containing the names of the appointed support staff of the EB, an indication whether they are public school teachers or private school teachers or civil service employees or private citizens, arranged by precinct;
- c. List containing the names of the appointed DESO and their support staff, an indication whether they are public school teachers or private school teachers or civil service employees or private citizens, arranged by polling/voting center.

The Provincial Election Supervisor (PES) shall, within three (3) days from receipt of above enumerated documents, submit the same to the Office of the Regional Election Director (ORED), which shall then submit immediately the lists to the Finance Service Department (FSD).

SEC. 31. Deputation of Members of the Philippine National Police (PNP). -Uniformed personnel of the PNP may be deputized as a Member of the EB, if the following circumstances are present:

- a. The peace and order situation in the area requires as determined by the Commission; and