Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 1309, s. 2026

NOV 12 2026

SUBMISSION OF INDIVIDUAL ACCOMPLISHENT REPORTS IN COMPLIANCE WITH THE REQUEST OF COA

TO: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OM-OUGOPS-2026-01 dated November 5, 2026, re: "Submission of ETF Individual Accomplishment Reports in Compliance with the Request of COA," which is self-explanatory.

2. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
REPORTS
REQUESTS

ASD/PS/JEM/REGIONAL MEMO-Dissemination-Submission of etf individual accomplishment reports in compliance with the request of coa

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM
OM-OUGOPS-2026-01- 04648

FOR : **ETF STEERING COMMITTEE MEMBERS**
ETF TECHNICAL WORKING GROUP MEMBERS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operations

SUBJECT : **SUBMISSION OF ETF INDIVIDUAL ACCOMPLISHMENT REPORTS IN COMPLIANCE WITH THE REQUEST OF COA**

DATE : November 5, 2026

This refers to the letter of the Commission on Audit (COA), dated November 3, 2026, with the subject, "Rejoinder to the Reply to Notice of Suspension (NS) No. 2025-001-OSEC (2025)."

The Department of Education (DepEd) established the Election Task Force (ETF) across all governance levels to ensure the safe, orderly, and lawful participation of DepEd teaching and non-teaching personnel in election-related duties. The ETF was activated in connection with the conduct of the 2025 National and Local Elections (NLE). Following the conclusion of the elections, COA requested DepEd to submit supporting documents to facilitate the evaluation of the actual services rendered by ETF members as basis for the payment of honoraria.

In this regard, **this Office requests all ETF members to submit their respective signed individual accomplishment reports** through the link https://bit.ly/2025ETF-IndivAccomplishment **on or before November 11, 2026**.

Draft individual accomplishment reports are provided for reference and may be accessed through https://bit.ly/2025ETF-Draft-IndivAccomplishment. These may be downloaded and edited to reflect the actual accomplishments and services rendered during each member's assignment to the ETF. The individual accomplishment reports shall be approved by the respective ETF chairs for each governance level.

For questions and clarifications, you may contact this Office through email at ouops@deped.gov.ph, or through landline at (02) 8633-5313.

For your immediate and appropriate action.

Republika ng Pilipinas
Department of Education

[For Real-Time Monitoring and Coordination Team]

DEPED ELECTION TASK FORCE

ACCOMPLISHMENT REPORT
May 11-13, 2025

Name of Personnel :
Governance Level :
Office/Bureau/Service :

Date	Actual Accomplishment/Output
May 11, 2025	• Participated in the preparation and organization of the Election Task Force (ETF) monitoring and coordination operations • Assisted in establishing communication and coordination channels and reporting arrangements for receiving election-related concerns and field updates • Reviewed monitoring protocols and reporting arrangements to facilitate real-time tracking of election-related activities. • Conducted real-time monitoring of election-related activities through the operational hotline and coordination with ROs and SDOs • Identified issues requiring escalation and facilitated their referral to the appropriate offices for immediate action and resolution.
May 12, 2025	• Monitored election-related activities and field operations through coordination with RO and SDO ETF teams • Maintained documentation of reported election-related activities, developments, and concerns. • Identified issues requiring escalation and facilitated their referral to the appropriate offices for immediate action and resolution. • Consolidated field updates and provided timely reports to the Election Command Center. • Monitored polling station security and logistical concerns based on field updates.

May 13, 2025	• Continued real-time monitoring of election-related activities and coordination with RO and SDO ETF teams. • Maintained documentation of reported election-related activities, developments, and concerns. • Monitored outstanding issues and concerns and coordinated with appropriate offices for necessary action. • Consolidated and documented field updates and reports on election operations. • Identified and endorsed issues and concerns requiring escalation to the appropriate offices for immediate action and resolution. • Provided timely updates to the Election Command Center on field developments and operational concerns. • Assisted in the orderly conclusion of monitoring operations, including the closure of hotline activities and completion of assigned egress procedures.

Submitted by:

[Signature]
[Name]
[Position]

Approved by:

[Signature]
[Name]
[Position], National/Regional/Division ETF Chair

Republika ng Pilipinas

Department of Education

[For Legal and Incident Response Support Team]

DEPED ELECTION TASK FORCE

ACCOMPLISHMENT REPORT

May 11-13, 2025

Name of Personnel :
Governance Level :
Office/Bureau/Service :

Date	Actual Accomplishment/Output
May 11, 2025	• Participated in preparatory activities for the operationalization of the Legal and Incident Response Support Team. • Familiarized with the procedures for receiving, documenting, and responding to election-related legal concerns and incidents. • Received and responded to legal inquiries, complaints, and concerns raised by teachers and DepEd personnel in relation to election-related activities • Coordinated with the Public Attorney's Office (PAO) and other concerned offices for legal assistance and appropriate action on reported cases • Facilitated the escalation of legal concerns requiring immediate intervention • Monitored the status of reported incidents to ensure appropriate action and protection of the rights of teachers and DepEd personnel
May 12, 2025	• Received and responded to legal inquiries, complaints, and concerns raised by teachers and DepEd personnel in relation to election-related activities • Coordinated with the Public Attorney's Office (PAO) and other concerned offices for legal assistance and appropriate action on reported cases • Facilitated the escalation of legal concerns requiring immediate intervention • Monitored the status of reported incidents to ensure appropriate action and protection of the rights of teachers

	and DepEd personnel • Updated and consolidated documentation of reported legal incidents and actions taken during the election period
May 13, 2025	• Continued receiving and monitoring election-related legal concerns, inquiries, and incident reports. • Coordinated with the Public Attorney's Office (PAO) and other concerned offices for legal assistance and appropriate action on reported cases • Facilitated the escalation of legal concerns requiring immediate intervention • Monitored outstanding cases and facilitated appropriate referrals to ensure continuity of legal assistance. • Updated and consolidated documentation of reported legal incidents and actions taken during the election period • Assisted in the orderly conclusion of team operations, including the completion of documentation

Submitted by:

[Signature]
[Name]
[Position]

Approved by:

[Signature]
[Name]
[Position], National/Regional/Division ETF Chair

[For Hotline and Helpdesk Operations Team]

DEPED ELECTION TASK FORCE

ACCOMPLISHMENT REPORT
May 11-13, 2025

Name of Personnel :
Governance Level :
Office/Bureau/Service :

Date	Actual Accomplishment/Output
May 11, 2025	• Participated in preparatory activities for the establishment and operationalization of the ETF hotline and helpdesk. • Assisted in preparing communication channels and reporting mechanisms for receiving election-related inquiries and concerns. • Familiarized with protocols for receiving, logging, responding to, and escalating incoming queries and concerns. • Operated the ETF hotline and received inquiries, concerns, and reports from field personnel and DepEd offices. • Logged and documented incoming calls, queries, and reported concerns for monitoring and reference. • Provided immediate responses, guidance, and troubleshooting assistance on election-related technical, procedural, and operational concerns. • Coordinated with concerned ETF teams and offices for issues requiring further assistance or intervention. • Escalated urgent and unresolved concerns to the appropriate support teams for appropriate action. • Monitored the status of referred concerns to facilitate timely feedback and resolution.
May 12, 2025	• Continued the operation of the ETF hotline and received inquiries, concerns, and reports from field personnel and DepEd offices. • Logged and documented incoming calls, queries, and reported concerns for monitoring and reference. • Provided immediate responses, guidance, and

	troubleshooting assistance on election-related technical, procedural, and operational concerns. • Coordinated with concerned ETF teams and offices for issues requiring further assistance or intervention. • Escalated urgent and unresolved concerns to the appropriate support teams for appropriate action. • Monitored the status of referred concerns to facilitate timely feedback and resolution. • Consolidated hotline logs and documented inquiries, concerns, and actions taken during the monitoring period
May 13, 2025	• Continued receiving, responding to, and documenting election-related inquiries and concerns through the ETF hotline. • Provided assistance and guidance to field personnel on outstanding technical, procedural, and operational concerns. • Coordinated and referred unresolved issues to the appropriate ETF teams for further action. • Consolidated hotline logs and documented inquiries, concerns, and actions taken during the monitoring period. • Assisted in the orderly conclusion of hotline operations, including the completion of documentation

Submitted by:

[Signature]
[Name]
[Position]

Approved by:

[Signature]
[Name]
[Position], National/Regional/Division ETF Chair

Republika ng Pilipinas

Department of Education

[For Data Collection and Post-Election Reporting Team]

DEPED ELECTION TASK FORCE

ACCOMPLISHMENT REPORT

May 11-13, 2025

Name of Personnel :
Governance Level :
Office/Bureau/Service :

Date	Actual Accomplishment/Output
May 11, 2025	• Participated in preparatory activities for the establishment of data collection and reporting mechanisms for election-related activities • Coordinated with concerned personnel to establish procedures for receiving, organizing, and consolidating reports from ROs and SDOs • Reviewed reporting protocols to ensure the systematic collection and consolidation of election-related information. • Collected and consolidated real-time reports and updates from RO and SDO ETF teams • Received, organized, and documented reports on election-related incidents, legal concerns, security issues, and operational challenges. • Coordinated with concerned ETF teams to clarify, verify, and validate reported incidents and concerns. • Provided consolidated updates and information to support ETF leadership monitoring and coordination.
May 12, 2025	• Collected and consolidated real-time reports and updates from RO and SDO ETF teams • Received, organized, and documented reports on election-related incidents, legal concerns, security issues, and operational challenges. • Monitored incoming reports to ensure completeness and accuracy of information gathered from field offices • Coordinated with concerned ETF teams to clarify, verify, and validate reported incidents and concerns. • Maintained an organized record of election-day

	developments and reported concerns for reference and subsequent assessment. • Provided consolidated updates and information to support ETF leadership monitoring and coordination.
May 13, 2025	• Continued collecting and consolidating outstanding reports and updates from RO and SDO ETF teams. • Organized and validated election-related data, incidents, and concerns gathered throughout the election period. • Consolidated documentation of reported legal cases, security concerns, and operational challenges. • Assisted in preparing post-election reports and assessments highlighting significant developments, incidents, and operational concerns. • Identified recurring issues and operational gaps that may serve as inputs for recommendations and future improvements in election-related operations. • Assisted in finalizing and organizing reports and supporting documentation for submission to ETF leadership and concerned offices.

Submitted by:

[Signature]
[Name]
[Position]

Approved by:

[Signature]
[Name]
[Position], National/Regional/Division ETF Chair

[For Logistics Team]

DEPED ELECTION TASK FORCE

ACCOMPLISHMENT REPORT
May 11-13, 2025

Name of Personnel :
Governance Level :
Office/Bureau/Service :

Date	Actual Accomplishment/Output
May 11, 2025	• Participated in preparatory activities to ensure the logistical readiness of ETF operations. • Assisted in coordinating personnel deployment and documenting deployment arrangements. • Facilitated the preparation, inventory, and allocation of materials, equipment, uniforms, and other operational supplies. • Coordinated with concerned offices regarding the logistical requirements and resource needs of deployed personnel. • Assisted in ensuring the availability of necessary resources
May 12, 2025	• Monitored the deployment and accountability of ETF personnel throughout election-day operations. • Coordinated the distribution and provision of supplies, materials, and other logistical requirements to support ongoing operations. • Responded to logistical concerns and requests from deployed personnel and concerned ETF teams. • Monitored inventory and availability of operational resources and facilitated the replenishment of supplies when necessary. • Coordinated with concerned offices to address logistical gaps and ensure the continuous delivery of operational support. • Assisted in monitoring and documenting logistical requirements and related expenditures for ETF operations.

May 13, 2025	• Continued providing logistical assistance to ETF personnel and teams during the remaining monitoring operations. • Monitored the accountability and status of deployed personnel, equipment, materials, and other issued resources. • Coordinated the retrieval, return, and inventory of supplies and equipment following the conclusion of operations. • Assisted in documenting logistical transactions, resource utilization, and other administrative requirements. • Facilitated the orderly demobilization and egress of ETF personnel and resources. • Assisted in consolidating logistical documentation and ensuring the proper turnover of issued materials and equipment.

Submitted by:

[Signature]
[Name]
[Position]

Approved by:

[Signature]
[Name]
[Position], National/Regional/Division ETF Chair