

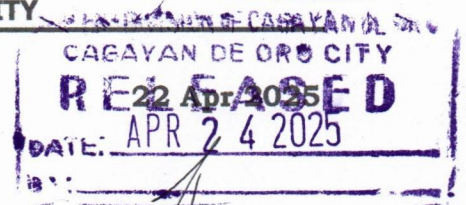


Republic of the Philippines
Department of Education
Region X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 340 s. 2025



**REFRESHER BRIEFING OF ELECTORAL BOARDS
AND OTHER POLL WORKERS**

To: Asst. Schools Division Superintendent
Chief, SGOD and CID
Public Schools District Supervisors
All Others Concerned

1. The Office of the City Election Officer of the 2nd District of Cagayan de Oro City will conduct a Refresher Briefing of Electoral Boards and other Poll Workers in preparation for the May 12, 2025 National and Local Elections.

2. Public School Teachers and other personnel who will serve as Members of the Electoral Boards, DESO and DESO Administrative and Technical Support Staff, and Priority Polling Place Support Staffs and Aides are directed to attend the said refresher briefing following this schedule:

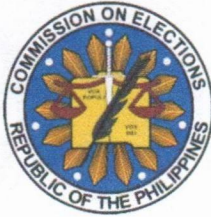
No.	Role	Schedule
1	Electoral Board (Chairperson, Poll Clerk and Third Member)	April 22, 2025 City Tourism Hall, Cagayan de Oro City
2	DESO DESO Technical Support Staff DESO Administrative Staff	April 29, 2025 City Tourism Hall, Cagayan de Oro City
3	Priority Polling Place Support Staff and Aide	April 30, 2025 City Tourism Hall, Cagayan de Oro City

3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

4. This Office directs immediate dissemination and compliance to this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated
Reference: none
To be indicated in the Perpetual Index
under the following subjects:
ELECTIONS
DM010-SGOD-YF-LLT / refresher briefing of electoral boards and other poll workers
April 22, 2025



Republic of the Philippines
COMMISSION ON ELECTIONS
Office of the City Election Officer
2ND District, Cagayan de Oro City

16 April 2025

ROY ANGELO E. GAZO

Schools Division Superintendent
Department of Education- Region X
Division of Cagayan de Oro City

SIR:

Greetings!

The Office of the City Election Officer of the 2nd District of Cagayan de Oro City will conduct Refresher Briefing of Electoral Boards and other Poll Workers in preparation for the May 12, 2025 National and Local Elections.

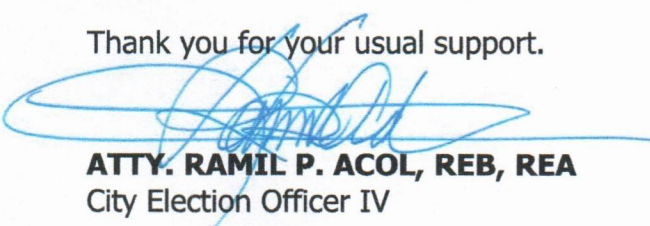
In view hereof, undersigned respectfully requests to allow the public school teachers who will serve as Members of the Electoral Boards, DESO, DESO Administrative and Technical Support Staffs, and Priority Polling Place Support Staffs and Aides, to attend the said refresher briefing following the schedule below:

No.	Role	Schedule
1	Electoral Board (Chairperson, Poll Clerk and Third Member)	April 22, 2025 City Tourism Hall, Cagayan de Oro City
2	DESO DESO Technical Support Staff DESO Administrative Staff	April 29, 2025 City Tourism Hall, Cagayan de Oro City
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Moreover, should there be any changes in the schedule, this office will directly inform the concerned poll workers through our official group chats on messenger.

Hoping for your kind consideration on this matter.

Thank you for your usual support.


ATTY. RAMIL P. ACOL, REB, REA
City Election Officer IV