



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
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Name: _____
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Date: **MAR 03 2025** Time: _____

Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2025-018

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Section
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent 

SUBJECT: **TWO-DAY TRAINING FOR CHAIRPERSONS AND POLL CLERKS OF THE MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS (NLE)**

DATE: February 28, 2025

- Attached is a letter from the Office of the Provincial Election Supervisor of the Commission on Elections – Marinduque, Atty. Angela Kristine P. De Guino-Royandoyan, received by this Office on February 27, 2025 regarding the conduct of a **2-Day Training for Chairpersons and Poll Clerks of the May 12, 2025 National and Local Elections (NLE)** on **March 5-12, 2025** and **March 24-29, 2025** at the **Balar Events Place, Balaring, Boac, Marinduque**, for guidance and reference of all concerned.
- Relative to this, teaching and non-teaching personnel who will serve as chairpersons and poll clerks are requested to attend the abovementioned training activity on their assigned dates. The training schedule is enclosed in the attached communication.
- Furthermore, those concerned are requested to submit their plan of action to ensure compliance with the no-disruption-of-classes policy as stipulated in DepEd Order No. 9, s.2005 titled *“Instituting Measures to Increase Time-on-Task and Ensuring Compliance Therewith.”*
- For clarifications, please contact the COMELEC Marinduque through e-mail address comelec_marinduque@yahoo.com.
- Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



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Republic of the Philippines
COMMISSION ON ELECTIONS
Office of the Provincial Election Supervisor
Marinduque

MAKABAGONG
HALALAN

2025
DEPARTMENT OF EDUCATION
SDO Marinduque
RECORDS - SECTION

FFR 27 2025

RECEIVED

February 26, 2025

DR. LYNN G. MENDOZA, Ed D.
OIC-Schools Division Superintendent
Department of Education
Province of Marinduque

Dear Ms. Mendoza,

Subject: *Training of the Electoral Boards in Connection with the May 12, 2025 NLE*

In view of our preparation for the May 12, 2025 National and Local Elections (NLE), please be informed that the Commission on Elections, Province of Marinduque will be conducting a 2-day training for the two (2) members of the Electoral Board (*Chairperson & Poll Clerk*). Our Electoral Board consists of Teaching and Non-Teaching Personnel from the Department of Education (DepEd).

The training schedule for the Electoral will be on March 5-12, 2025 and March 24-29, 2025, 8:00 AM to 5:00 PM at Balar Events Place, Barangay Ihatub, Boac, Marinduque. Attached herewith is the training schedule of the Electoral Boards for your reference.

We have already started informing the Public School Teachers and Non-Teaching Staff who will serve as Chairperson and Poll Clerk on their specific dates of training.

May we request that our poll workers who are DepEd personnel be excused from their classes and work assignments for the duration of their training as Electoral Board.

The Commission on Elections is always grateful to the Department of Education for its invaluable contribution and for always giving priority to our trainings and preparations in order to ensure that every election is credible, honest, orderly, peaceful and transparent.

Thank you for your usual support to the Commission.


ATTY. ANGELA KRISTINE P. DE GUIÑO-ROYANDOYAN
Provincial Election Supervisor II



Republic of the Philippines
COMMISSION ON ELECTIONS
 Office of the Provincial Election Supervisor
 Province of Marinduque

2025 TRAINING SCHEDULE
ELECTORAL BOARD (EB) TRAINING (REVISED)

REGION: **IV-B**
 PROVINCE: **Marinduque**

NO.	CLUSTER	MUNICIPALITY	TRAINING DATES	VENUE	DROP OFF POINT OF TRAINING MATERIALS	TOTAL NUMBER OF EBs PER MUNICIPALITY	NUMBER OF CLASSES PER BATCH	NUMBER OF EBs PER CLASS
1	1	Tornijos	March 5-6, 2025	Bahr Hotel and Spa, Barangay Ihatub, Boac, Marinduque	Office of the Provincial Election Supervisor, PCL Bldg., Capitol Compound, Brgy. Bangbangelon, Boac, Marinduque	30	3	30
2		Tornijos				30		30
3		Buenavista				12		30
4		Buenavista	March 7-8, 2025			30	3	30
5		Santa Cruz				30		30
6		Santa Cruz				30		30
7		Santa Cruz				30		30
8		Santa Cruz	March 9-10, 2025			30	3	30
9		Santa Cruz				22		30
10		Gasan				8		30
11		Gasan	March 11-12, 2025			30	3	30
12		Gasan				30		30
13		Gasan				6		30
14		Mogpog				24		30
15		Mogpog	March 24-25, 2025			30	3	30
16		Mogpog				28		30
17		Boac				2		30
18		Boac				30		30
19		Boac	March 26-27, 2025			30	3	30
20		Boac				30		30
21		Boac				30		30
22		Boac	March 28-29, 2025			30	1	30
23		Boac				22		22
TOTAL						562	19	562