



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 March 2025

DIVISION MEMORANDUM  
No. 152 s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 149, S. 2025 OR THE TRAINING  
SCHEDULE FOR THE ELECTORAL BOARD FOR THE UPCOMING MAY 2025  
NATIONAL AND LOCAL ELECTIONS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Relative to the letter from the Commission on Elections (COMELEC) dated March 5, 2025 regarding the unavailability of the official delegates for the 2025 Regional Athletic Association Meet (RAAM), the Commission has scheduled an additional two-day training for the Electoral Board, specifically for the **Chairpersons and Poll Clerks included in the said delegation**. The training will be held on **March 19 and 20, 2025, at Ouan's Worth Farm and Family Resort in Lucena City, Quezon**. Registration for the training will take place on **March 18, 2025, at 5:00 P.M.**
2. In line with this, please see the following enclosures for your information and guidance:
  - a. Letter from the COMELEC; and
  - b. List of Electoral Boards for training.
3. Should you have any inquiries or require further clarification regarding the training, please feel free to reach out to the COMELEC.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated  
Reference: Regional Memorandum 98 s. 2025  
To be indicated in the Perpetual Index  
under the following subjects:

**NATIONAL AND LOCAL ELECTIONS**

OSDS Personnel Unit – training schedule for the electoral board for the upcoming may 2025 national and local elections  
PER540CR-001313 /March 5, 2025

**MR. CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent  
Division of Tayabas

SUBJECT: **Schedule of Training of Electoral Board**

DATE : 05 March 2025

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We were informed of the unavailability of the teachers for the scheduled training due to their participation in the forthcoming Regional Athletic Association Meet (RAAM). For this reason, they are advise to attend on **March 19-20,2025**.

Participants are expected to register on **March 18, 2025 at 5:00pm at Ouan's Worth Farm and Family Resort, Lucena City, Quezon**, a day before their scheduled training where they will be informed of their accommodation arrangements. The Training Proper will be on Day 1 at **8:00am**, followed by the Assessment of the Electoral Board by DOST on Day 2, with check out by 10:00AM.

Furthermore, kindly inform our EB participants to prepare their phone with load/data for Theoretical exam on Day 1 and correct email address for LMS.

For training sessions scheduled from Monday to Saturdays, when teachers have regular classes or other duties, this office quotes **Section 3.1 of Resolution No.11055**, which states:

SECTION 3.1 – The Department of Education or the Ministry of Basic, Higher and Technical Education (MBHTE) shall:

- a) Comply with and enforce all orders and instructions of the Commission relative to the election duties and functions of its personnel as mandated by existing laws, rules and regulations;
- b) Allow the use of public school buildings as polling places/voting centers for election purposes;
- c) Not hold, during the election period, conferences, seminars, or any school activity that might interfere, restrict, or prevent the performance of election duties of its personnel, except upon prior written authority from the Commission;
- d) Render assistance to the Commission for the implementation and enforcement of the prohibition on vote-buying and vote-selling under Section 261 (a) of the Omnibus Election Code ; and
- e) Perform such other duties and functions as the Commission may prescribe from time to time for the conduct of Elections.”

In view of the foregoing, and in accordance with the cited provision, kindly inform the concerned that teachers designated as Chairpersons and Poll Clerks of the Electoral Board be excused from their regular duties to perform their election-related functions.

Thank you and hopeful for your usual consideration on the matter

(sgd ) **RAMIR D. LARITA**  
Election Officer IV





Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
**OFFICE OF THE ELECTION OFFICER - City of Tayabas**  
Province of Quezon

**ELECTORAL BOARDS TRAINING**

**March 19 - 20, 2025**

**FOR THE MAY 12, 2025 LOCAL & NATIONAL ELECTIONS**  
**OUAN'S FARM RESORT**

NO.	NAME	STATION	POSITION	GENDER
1	AÑOSO, MILDRED P.	CITY OF TAYABAS	CHAIRMAN	FEMALE
2	ARCETA, LOIDA A.	CITY OF TAYABAS	CHAIRMAN	FEMALE
3	ARGETE, BRYAN R.	CITY OF TAYABAS	CHAIRMAN	MALE
4	ARPIA, JERWIN D.	CITY OF TAYABAS	POLL CLERK	MALE
5	BAASIS, RODERICK M.	CITY OF TAYABAS	CHAIRMAN	MALE
6	BORBON, MARIA CORAZON A.	CITY OF TAYABAS	CHAIRMAN	FEMALE
7	CAAGBAY, HILDA C.	CITY OF TAYABAS	CHAIRMAN	FEMALE
8	CABLAIDA, CRISTOPHER L.	CITY OF TAYABAS	CHAIRMAN	MALE
9	CABRIGA, ANNABEL M.	CITY OF TAYABAS	POLL CLERK	FEMALE
10	CABUYAO, ALBEUS JAY V.	CITY OF TAYABAS	CHAIRMAN	MALE
11	CABUYAO, ARIEL C.	CITY OF TAYABAS	CHAIRMAN	MALE
12	CABUYAO, RENIEL N.	CITY OF TAYABAS	CHAIRMAN	MALE
13	EDON, NELSON P.	CITY OF TAYABAS	POLL CLERK	MALE
14	ISAGUNDE, CLEVEN F.	CITY OF TAYABAS	CHAIRMAN	MALE
15	JALBUENA, INRICO A.	CITY OF TAYABAS	CHAIRMAN	MALE
16	LAVADIA, FITZ JAMES J.	CITY OF TAYABAS	POLL CLERK	MALE
17	MABILIN, ARIETA S.	CITY OF TAYABAS	POLL CLERK	FEMALE
18	MALABANAN, ROCHELLE P.	CITY OF TAYABAS	POLL CLERK	FEMALE
19	NAVELA, FRANCIS II M.	CITY OF TAYABAS	CHAIRMAN	MALE
20	NAVELA, NERY GRACE B.	CITY OF TAYABAS	POLL CLERK	MALE
21	OBCIANA, CERILA A.	CITY OF TAYABAS	CHAIRMAN	FEMALE
22	PAGANA, WALTER R.	CITY OF TAYABAS	CHAIRMAN	MALE
23	RADA, EDMAR G.	CITY OF TAYABAS	CHAIRMAN	MALE
24	RATO, SIMPLICIO B.	CITY OF TAYABAS	CHAIRMAN	MALE
25	ROCES, KING CARLO C.	CITY OF TAYABAS	CHAIRMAN	MALE
26	SALUDES, ANALYN H.	CITY OF TAYABAS	POLL CLERK	FEMALE
27	SOMBRERO, RYAN O.	CITY OF TAYABAS	CHAIRMAN	MALE
28	SUBELDIA, PRINCESS P.	CITY OF TAYABAS	POLL CLERK	FEMALE
29	TELEBRICO, CATHERINE Y.	CITY OF TAYABAS	CHAIRMAN	FEMALE
30	TIOSAN, MARIE GRACE R.	CITY OF TAYABAS	CHAIRMAN	FEMALE
31	VILLANUEVA, CHERIE JOY T.	CITY OF TAYABAS	POLL CLERK	FEMALE
32	YACABA, MARISSA D.	CITY OF TAYABAS	POLL CLERK	FEMALE
33	YBARDOLAZA, ERICO P.	CITY OF TAYABAS	POLL CLERK	MALE

**RAMIR D. LARITA**  
Election Officer IV