



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

02 August 2024

DIVISION MEMORANDUM  
No. **514** s. 2024

**CONSTITUTION OF ELECTORAL BOARD MEMBERS FOR THE MAY 12, 2025  
NATIONAL AND LOCAL ELECTIONS**

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

1. In view of the preparation for the May 12, 2025 National and Local Elections (NLE), Commission on Elections (Comelec) deems it necessary to have an advance preparation on the constitution of the Electoral Board (EB) members prior to the period set forth in the 2025 NLE Calendar of activities pursuant to Memorandum No. 24-0614 from the Office of the Deputy Executive Director for Operations of the Commission on Election.

2. In connection with this, all interested and qualified public elementary and secondary school teachers and other personnel who wish to serve in the upcoming National and Local Elections (NLE) 2025 as members of the Electoral Board (Chairperson, Poll Clerk and Member) and EB Support Staff are advised to register on the following link on or before **August 6, 2024**.

**Electoral Board (Chairperson, Poll Clerk and Member)**

<https://tinyurl.com/EBMembers>

**EB Support Staff**

<https://tinyurl.com/EBsupportstaff2025>

3. Please note that this will be a first-come, first-served basis subject to the qualifications set by the Comelec such as technological proficiency. It is encouraged to serve on the school where they are currently deployed.


4. Only the first 130 qualified EB support staff to register shall be notified and be informed in a separate issuance. Please be advised that Comelec will be the one to give the precinct assignment.

5. The qualification of members of the electoral board are as follows:

- a. A registered voter in the city or municipality;
- b. Of good moral character and irreproachable reputation;
- c. Of known integrity and competence;

- d. Has never been convicted of any election offense or of any crime punishable by more than six (6) months of imprisonment, or has no pending Information for any election offense; and
- e. Able to speak and write Filipino, English, or the local dialect.

6. Wide and immediate dissemination of this memorandum is desired.

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

Encl: None

Reference: Memorandum No. 24-0614

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

**2025 NATIONAL AND LOCAL ELECTION**

OSDS Personnel Unit – constitution of electoral board members for the may 12, 2025 national and local elections  
PERN9B7I-000683/August 2, 2024