



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
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MAR 26 2004

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DepED MEMORANDUM  
No. 159, s. 2004

DISSEMINATION OF JOINT MEMORANDUM – CIRCULAR DATED MARCH 22, 2004  
(Appointment of DepED Officials as Election Supervisors, Public School Teachers  
as Members of the Boards of Election Inspectors, and Support Staffs for the May 10, 2004  
Elections and the Payment of their Per Diems for their Performance of Election Duties)

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. For the information and guidance of all concerned, enclosed is a copy of Joint Memorandum – Circular dated March 22, 2004 entitled "Appointment of DepED Officials as Election Supervisors, Public School Teachers as Members of the Boards of Election Inspectors, and Support Staffs for the May 10, 2004 Elections and the Payment of their Per Diems for their Performance of Election Duties", which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

EDILBERTO C. DE JESUS  
Secretary

Sheila, MPPD, DM Dissemination of Joint Memorandum-Circular  
March 25, 2004

Encl.:  
As stated

Reference:  
None

Allotment: 1—(D.O. 50-97)

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

ELECTIONS  
BUREAUS & OFFICES  
EMPLOYEES  
OFFICIALS

Republic of the Philippines  
COMMISSION ON ELECTIONS and DEPARTMENT OF EDUCATION  
Manila and Pasig

JOINT MEMORANDUM – CIRCULAR

TO : Regional Election Directors  
Provincial Election Supervisors  
City/Municipal Election Officers  
  
DepEd Regional Directors  
Schools Division Superintendents  
District Supervisors/School Principals

SUBJECT : Appointment of DepEd Officials as Election Supervisors,  
Public School Teachers as Members of the Boards of  
Election Inspectors, and Support Staffs for the May 10,  
2004 Elections and the Payment of their Per Diems for  
their performance of Election Duties.

DATE : March 22, 2004

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Please be advised that in a conference held on February 16, 2004 attended by the Honorable Executive Secretary Alberto Romulo, DepEd Secretary Edilberto C. De Jesus, COMELEC Commissioner Resurreccion Z. Borra, COA Commissioner Emmanuel Dalman, and DBM USEC Mario L. Relampagos, a consensus was reached to recommend to her Excellency President Gloria Macapagal-Arroyo that she exercise her executive power to make a realignment of the re-enacted 2003 General Appropriations Act in order to allocate funds to the COMELEC for the following purposes:

**PER DIEMS:**

- a. **Php 1,000.00** (maximum of 3 days) for the members of the Board of Election Inspectors (BEI) for the 250,000 precincts throughout the country. (It is understood that this amount shall not include that which may be provided as food and transportation allowance to the BEI members, should nothing in kind be provided)
- b. **Php 1,000.00** for DepEd Supervisors/Principals to be assigned as supervisors at 1 supervisor per 10 precincts.
- c. **Php 500.00** for DepEd Support Staff at the rate of one (1) support staff per 10 precincts.
- d. An amount equivalent to 2-day per diem, shall be paid in advance, before the elections, to the BEI members, DepEd Supervisors/Principals and Support Staff assigned to perform the aforementioned election functions, with any balance to be paid immediately after the services have been fully rendered.

#### **TRANSPORTATION ALLOWANCE:**

- a. A transportation allowance shall be provided to each BEI to cover the cost of transporting the election paraphernalia from the City/Municipal Treasurer's Office to their assigned precinct and, at the end of the counting of votes, to deliver the ballot boxes, tally sheets and other election-related documents/reports to the venue of the city/municipal canvassing.

#### **PAYMENT FOR OVERTIME SERVICES RENDERED DURING CANVASSING OF VOTES:**

- a. DepEd officials and staff involved in the canvassing of votes at the provincial, city and municipal levels shall be compensated on the basis of actual overtime services rendered, in accordance with existing accounting and auditing rules and regulations.

#### **SUBSIDY FOR ILLUMINATION EXPENSES:**

- a. A subsidy computed at Ph 150.00 per precinct shall be allocated for the illumination of public school classrooms to be used as precincts for the elections.

#### **INSURANCE COVERAGE:**

- a. An allocation of Php 25,000,000.00 for Insurance Coverage of **Php 100,000.00** to be paid by COMELEC for every election worker, including Public School Teachers and other DepEd Officials and employees tasked to perform election duties, in case of death, injury, hospitalization immediately upon submission of supporting document.

#### **LEGAL ASSISTANCE TO PUBLIC SCHOOL TEACHERS:**

- a. An allocation of Php 5,000,000.00 as a Legal Assistance Fund for Public School Teachers and other DepEd Officials and Employees who may face suits because of the performance of their election duties. The mechanics of the availment of this fund shall be subject to a separate Memorandum of Agreement between COMELEC and DepEd.

The City/Municipal Election Officer shall coordinate with the District Supervisors and/or School Principals in the screening and appointment of public school teachers to the BEI of every precinct in a city/municipality. Such screening and appointment shall be based on the BEI qualifications provided for by laws and COMELEC Resolutions.

The District Supervisors and/or School Principals shall also prepare the list of those who will serve as election supervisors and support staffs. (1 supervisor and 1 support staff per 10 precincts)

The list of BEI members so appointed, as well as those who shall serve as supervisors and support staffs, shall be submitted to the Schools Division Superintendent and to the Provincial Election Supervisors of the province, both of whom shall coordinate to immediately review the list. Thereafter, the Schools Division Superintendent shall submit to the head office of the DepEd the

consolidated lists, copy furnished the Deputy Executive Director for Operations (DEDO) of COMELEC for monitoring purposes.

In this regard, the City/Municipal Election Officers are directed to finalize their respective project of precincts the soonest possible time so that the actual number of BEIs to be filled up with public school teachers can be determined before the deadline on March 16, 2004 (COMELEC Resolution No. 6420-A).

The DepEd shall immediately submit the consolidated lists of BEIs, supervisors and support staffs nationwide to the DBM thru Usec. Mario Relampagos. The lists shall be the basis for the allocation of the funds to cover the per diems of the public school teachers, supervisors and support staffs, at the rates indicated above. Said amount shall be released to the DepEd at such immediate time that will enable the latter to, in turn, release the per diems for two days to the teachers before the elections.


It is understood that the official appointments of the teachers as BEI members shall be issued immediately upon the receipt and review by the City/Municipal Election Officers of the list submitted by the District Supervisors/School Principals.


In case there are not enough public school teachers to fill up the BEIs in a particular city or municipality, the Election Officers shall have the responsibility to appoint other persons to the BEI pursuant to pertinent laws and COMELEC Resolutions. In no case shall the lack of public school teachers delay the submission of the lists of public school teachers, as directed above.

The transportation allowance and subsidy for illumination expenses shall be released by DBM directly to DepEd which shall in turn release the same to the BEIs and heads of public schools used as polling places, respectively, before the elections.

The Regional Election Directors and the DepEd Regional Directors shall see to it that this Joint Memorandum – Circular is promptly implemented in their areas of jurisdiction upon their receipt thereof.

Please be guided accordingly.

  
BENJAMIN S. ABALOS, SR.  
Chairman  
Commission on Elections

  
EDILBERTO C. DE JESUS  
Secretary  
Department of Education

Copy furnished:

The Honorable Executive Secretary  
The Honorable DBM Secretary  
The COA Chairman  
The COMELEC DEDO

NOTE: Provided, that the transportation allowance for the BEIs, the payment of overtime services rendered by DepEd personnel, during the canvassing of votes, and the subsidy for illumination expenses shall not be charged from the COMELEC budget.