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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0422-0042**  
**MEMORANDUM**  
06 April 2022

For: **Regional Directors**  
**Schools Division Superintendents**

Subject: **SUBMISSION OF LOCAL ETF MEMBERS' DETAILS AND**  
**CASCADING OF TRAINING ON OR BEFORE APRIL 13, 2022**

In line with the recently concluded Regional Clustered Conferences on Values Formation, Voters Education and Automated Election System (AES), the Office of the Undersecretary for Administration (OUA) hereby enjoins all concerned to **submit the details of their designated Local Election Task Force (ETF) members**, including their names, positions/designations, email addresses, and mobile numbers. There should be a minimum of **five (5) members** per Schools Division Office (SDO) and Regional Office (RO). Kindly submit these details **not later than 13 April 2022**.

Further, the OUA requests all concerned to cascade the same training mentioned above to Local ETF members who were not able to attend the activity.

For submissions and other concerns, kindly contact Mr. Ronaldo D. Crescini, Executive Assistant III of the OUA, through 0928 445 2295 and email at [ronaldo.crescini@deped.gov.ph](mailto:ronaldo.crescini@deped.gov.ph).

For information and compliance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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