



May 8, 2013

**DIVISION MEMORANDUM**  
No. 125, s. 2013

**PREPARATIONS FOR HONEST, ORDERLY AND PEACEFUL ELECTIONS**

**To: Education Program Supervisors / Division Coordinators  
Schools District Supervisors / Coordinating Principals  
Elementary & Secondary School Heads  
Elementary & Secondary Teachers  
Non-Teaching Personnel  
All Others Concerned**

1. In connection with the coming May 13, 2013 National and Local Elections, this Office reiterates some very important COMELEC instructions/reminders for all concerned.
2. The BEIs and Support Staff/Supervisors and Support Staff shall:
  - prepare the classrooms to be used as precincts;
  - arrange tables and chairs inside the precincts;
  - prepare chairs in the Holding Area;
  - prepare materials needed for posting the PCVL (Posted Computerized Voters List)
  - prepare Directory of Rooms to be used as precincts; and
  - prepare bulletin board/wall for PVCL posting.
3. The Support Staff shall assist voters in locating their names /precincts/rooms.
4. Crowding of voters at the school gates and precinct doors must be controlled.
5. The BEIs are encouraged to:
  - get the election paraphernalia from the COMELEC Office early morning of election day;
  - start the election activities on time/without delay;
  - follow the proper procedure in the conduct of voting as contained in the General Instructions of the COMELEC;
  - bring their own food provisions; and
  - **observe an honest, orderly and peaceful conduct of the election.**
6. Report immediately any incident/case that need the assistance of the Division Election Task Force/Regional Election Task Force/National Election Task Force.

Hotline numbers for the Division Election Task Force: (038) 501-7550/(038) 411-2720  
Telefax: (038) 501-7537  
Email Addresses: [depedbohol@yahoo.com](mailto:depedbohol@yahoo.com)/[depedbohol@gmail.com](mailto:depedbohol@gmail.com)
7. Immediate and widest dissemination of this Memorandum is desired.

*W. Bongalos*  
**WILFREDA D. BONGALOS, Ph. D.**  
OIC-Schools Division Superintendent