



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

June 18, 2021

**DIVISION MEMORANDUM**

No. 223, s. 2021

**SUBMISSION AND EVALUATION OF THE REQUIREMENTS FOR THE ISSUANCE OF DIGITAL SIGNATURES TO ELECTORAL BOARD (EB) MEMBER APPLICANTS IN THE 2022 NATIONAL AND LOCAL ELECTIONS (NLE) BY THE COMMISSION ON ELECTIONS**

To: All Public School Heads  
Electoral Board (EB) applicants  
All Others Concerned

1. The Schools Division Office issued Division Memorandum No. 155, s. 2021 “Issuance of Digital Signatures to Electoral Board (EB) Members in the 2022 National and Local Elections (NLE)” in connection with the early preparation and compliance with the requirements in the issuance of digital signatures to EB member applicants from the Department of Education.
2. The Commission on Elections (COMELEC) in the Science City of Munoz has started the acceptance of the required documents and has coordinated with the Schools Division Office to fast tract the evaluation of the application forms and related documents by identifying five (5) strategically located schools in Science City of Munoz.
3. In line with this, the following shall be strictly followed by all concerned in connection with the foregoing, to wit:

3.1 The following schools shall be the designated area in accepting and evaluation of documents by the COMELEC:

Linglingay Elementary School (Mondays – 8AM-5PM)  
Magtanggol Integrated School (Tuesdays – 8AM-5PM)  
Sapang Cauayan Elementary School (Wednesdays – 8AM-5PM)  
Munoz National High School - Main (Thursdays – 8AM-5PM)  
San Antonio Integrated School (Fridays – 8AM-5PM)

3.2 Linglingay Elementary School shall only cater EB applicants from the following barangays (Monday only):

Linglingay (8:00 AM – 12:00 NN)  
Mangandingay (8:00 AM – 12:00 NN)



*O*yal, *E*xcellent, *A*ccountable and *D*edicated to *S*ervice

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Rang-ayan (8:00 AM – 12:00 NN)  
Villa Santos (8:00 AM – 12:00 NN)  
Rizal (8:00 AM – 12:00 NN)  
Villa Isla (1:00 PM – 5:00 PM)  
San Felipe (1:00 PM – 5:00 PM)  
Bical (1:00 PM – 5:00 PM)  
Franza (1:00 PM – 5:00 PM)

3.3 Magtanggol Integrated School shall only cater EB applicants from the following barangays (Tuesday only):

Magtanggol (8:00 AM – 12:00 NN)  
Bagong Sikat (8:00 AM – 12:00 NN)  
Licaong (8:00 AM – 12:00 NN)  
CLSU (8:00 AM – 12:00 NN)  
Cabisuculan (1:00 PM – 5:00 PM)  
Mapangpang (1:00 PM – 5:00 PM)  
San Andres (1:00 PM – 5:00 PM)

3.4 Sapang Cauayan Elementary School shall only cater EB applicants from the following barangays (Wednesday only):

Sapang Cauayan (8:00 AM – 12:00 NN)  
Villa Nati (8:00 AM – 12:00 NN)  
Maragol (8:00 AM – 12:00 NN)  
Bantug (1:00 PM – 5:00 PM)  
Villa Cuizon (1:00 PM – 5:00 PM)

3.5 Munoz National High School - Main shall only cater EB applicants from the following barangays (Thursday only):

Poblacion East (8:00 AM – 12:00 NN)  
Poblacion South (8:00 AM – 12:00 NN)  
Poblacion North (8:00 AM – 12:00 NN)  
Poblacion West (1:00 PM – 5:00 PM)  
Balante (1:00 PM – 5:00 PM)  
Maligaya (1:00 PM – 5:00 PM)

3.6 San Antonio Integrated School shall only cater EB applicants from the following barangays (Friday only):

San Antonio (8:00 AM – 12:00 NN)  
Palusapis (8:00 AM – 12:00 NN)



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Labney (1:00 PM – 5:00 PM)

Calabalabaan (1:00 PM – 5:00 PM)

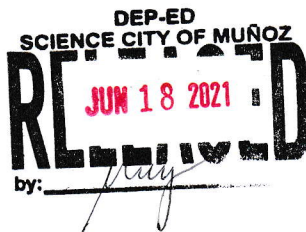
Curva (1:00 PM – 5:00 PM)

4. The COMELEC personnel shall be the in-charge in accepting and in the evaluation of the documents. They are also enjoined to coordinate with the school personnel in the conduct of this undertaking and to strictly follow the health protocols and the schedule of activities as stated above.
5. EB applicants shall bring the *original documents* for the evaluation of COMELEC personnel.
6. The school heads of the identified schools shall provide the necessary tables, chairs, and barriers to be used by the COMELEC personnel and shall ensure that health safety protocols are strictly observed to prevent the spread of COVID -19 and other diseases.
7. All School Heads shall ensure that no school activities are disrupted during the conduct of this activity. Furthermore, they are advised to instruct the teachers and school personnel to proceed to the identified school on the scheduled day *one at a time to prevent the overcrowding of people in the area.*
8. For guidance, information, and strict compliance.

**DANTE G. PARUNGAO, CESO VI**

Officer-in-Charge

Office of the Schools Division Superintendent



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