



February 7, 2013

DIVISION MEMORANDUM

No. 78, s. 2013

RECRUITMENT OF QUALIFIED DEPED PERSONNEL TO SERVE AS PCOS TECHNICIANS AND SUPERVISORS PURSUANT TO COMELEC RESOLUTION NO. 9554

TO : OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. Attached is a copy of Regional Memorandum No. 50, s. 2013, dated January 24, 2013, announcing the Recruitment of Qualified DepEd Personnel to Serve as PCOS Technicians and Supervisors Pursuant to COMELEC Resolution No. 9554, for the guidance and information of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 4147457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401

Website : www.depedcebuprovince.ph

E-mail Add : depedcebuprovince@yahoo.com



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JAN 24 2013

REGIONAL MEMORANDUM
No. 50, s. 2013

**RECRUITMENT OF QUALIFIED DEPED PERSONNEL TO SERVE AS PCOS TECHNICIANS
AND SUPERVISORS PURSUANT TO COMELEC RESOLUTION NO. 9554**

To : Schools Division Superintendents
Officers-in-Charge of Regular and Interim Divisions

1. Attached is a communication from Atty. Alberto T. Muyot, Undersecretary for Legal and Legislative Affairs, inviting Schools Division Superintendents to nominate qualified DepEd Personnel to serve as PCOS Technicians and Supervisors for every polling center in connection with the May 2013 National and Local Elections.
2. Immediate and wide dissemination of this Memorandum is desired.


CARIDAD C. LABE
Officer-in-Charge

Office of the Assistant Regional Director

CTD/CCL/mfp
PCOS technicians-supervisors
jan2013

"Educating for a Strong Republic"

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;
Technical Assistance Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;
Quality Assurance and Accountability Division: (032) 414-4367; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;
Planning, Policy and Research Division: (032) 233-9030; 414-7065;



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
 DepEd Complex, Meralco Ave., Pasig City



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

Direct Line: (632) 633-72-59
 Telefax: (632) 633-72-05
 E-mail: atmuyot@deped.gov.ph
 Website: <http://www.deped.gov.ph>

MEMORANDUM

TO : DR. CARMELITA T. DULANGON
 Officer-In-Charge
 DepED-Region VII

FROM : ATTY. ALBERTO T. MUYOT
 Undersecretary for Legal & Legislative Affairs

RE : Recruitment of Qualified DepED Personnel to serve
 as PCOS Technicians and Supervisors Pursuant to
 COMELEC Resolution No. 9554

DATE : 14 January 2013

Pursuant to COMELEC Resolution No. 9554 dated 06 November 2012, entitled, *"In The Matter of Hiring and Selection of PCOS Machines Technicians for Every Polling Center in Connection with the May 13, 2013 National and Local Elections*, you are hereby directed to nominate qualified and interested DepED school-based personnel who may serve as PCOS Technical Support Personnel and Supervisors in the 2013 Automated National and Local Elections.

For Region VII, the following are the manpower requirements per province that need to be hired on or before February 2013.

Province	No. of PCOS Technicians
Bohol	1,129
Cebu	1,423
Negros Oriental	617
Siquijor	136
TOTAL	3,305

For your information and guidance, the following are the minimum qualifications for PCOS Technical Support Personnel:

- a) Computer-literate (with knowledge on basic computer operations);
- b) Willing to be trained; and
- c) Physically-fit.

The PCOS Technical Support Personnel will have the following functions:

- a) Assist the Board of Election Inspectors (BEI) in setting up of the PCOS machine in their respective polling places;
- b) Troubleshoot and attend to errors or problems in the operation of the PCOS machine (battery, modem, main and back-up CF Cards, thermal paper, BGAN);
- c) Submit a report on technical problems encountered in the field, if any, during mock elections, final testing and sealing and election day;
- d) Report to the National Support Center and to the PCOS Supervisor, during the Final Testing and Sealing and Election Day, the following information pertaining to their precinct assignment:
 - ✓ Date and time of their arrival and departure in the polling center;
 - ✓ Successful installation of machines;
 - ✓ Start of voting;
 - ✓ Time of closing of voting; and
 - ✓ Status of transmission.
- e) Report to the PCOS Supervisor, during the Final Testing and Sealing and Election Day, the following:
 - ✓ Any irregular condition of the PCOS machine before, during and after voting;
 - ✓ Loss of equipment, parts of equipment, or peripherals; and
 - ✓ Inventory and sealing of PCOS machine.
- f) Perform such other duties and functions, which the Commission may prescribe from time to time.

On the other hand, the PCOS Supervisor to be hired should meet the same qualifications as PCOS Technical Support Personnel, in addition to possessing at least one-year of supervisory or managerial experience. They shall have the following functions:

- a) Monitor and supervise the actions of the PCOS Technical Support Personnel;
- b) Report to the National Support Center (NSC) all concerns/problems that cannot be solved in their level;
- c) Submit full detailed reports based on his assessment of the PCOS Technical Support Personnel's attendance and performance during trainings, briefings and meetings, mock elections, final testing and sealing and election day;
- d) Compile, summarize and submit all reports submitted to him by the PCOS Technicians; and
- e) Perform such other duties and functions, which the Commission may prescribe from time to time.

The proposed honorarium for the PCOS Technical Support Personnel and Supervisor is still being discussed. In addition, they will receive a training allowance pegged at one thousand six hundred pesos (Php 1,600.00) for the three (3) days of training with free food and accommodation. The target date for the training of PCOS Technicians and Supervisors is between February to April 2013.

Please submit the list of qualified personnel to the COMELEC Regional/Provincial Election Supervisor on or before 15 February 2013. From the list submitted, COMELEC will hire, train and deploy the PCOS Technical Support Personnel and Supervisors

For your strict compliance.



ATTY. ALBERTO T. MUYOT
Undersecretary