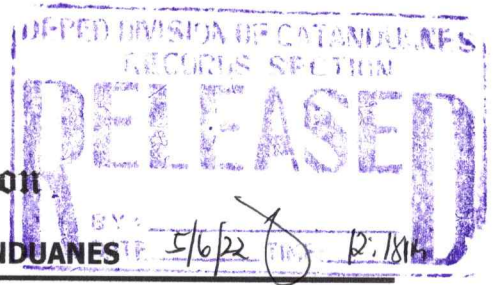




Republic of the Philippines
Department of Education
 Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



May 6, 2022

DIVISION MEMORANDUM
 OSDS-ASDS-DM- 219 S. 2022

IMPORTANT REMINDERS TO DEPED PERSONNEL (ELECTORAL BOARD) INVOLVED IN THE 2022 NATIONAL AND LOCAL ELECTION

TO : Assistant Schools Division Superintendent
 SDO Chiefs, Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads Concerned
 Teachers Concerned
 Electoral Board(DES0, DES0 Technical Support & Staff)
 All others concerned

1. As stipulated in the UnNumbered Regional Memorandum dated April 26, 2022 the **Division Election Task Force(ETF) Operation and Action Center** situated at the SDO terrace has started monitoring election related concerns on **May 2, 2022 up to May 10, 2022** with the following purposes:

- ✓ Maintain an operation and monitoring center to document and report all teacher and school-related issues & concerns before, during and after the elections;
- ✓ Ensure that teachers are provided with and/or referred to adequate information, technical and legal assistance in the course of the performance of their duties as members of the Electoral Board;
- ✓ Serve as DepEd's institutional link to volunteer organizations and individuals.
- ✓ Provide close horizontal and vertical coordination and consultation among DepEd, COMELEC and partner agencies involved in the election; and
- ✓ Complement other government agencies' efforts for honest, orderly, and peaceful elections.

2. The members of the Division Election Task Force are:

Name	Position	Role
Ma Luisa T. Dela Rosa	ASDS	Chairperson
Norlito P. Agunday	Atty. III	Member
Gina L. Custodio	EPS	Member
Jennifer B. Metica	ITO-I	Member
Ma. Cielo C. Tubale	AO-V(Budget Officer)	Member
Rey C. Bonayon	Planning Officer	Member
Elias Abundo	PSDS	Member
Edna Marquez	MT-I	Member
Roderick Geromo	AA IV	Driver
Nestor Gianan	AA IV	Driver



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3. Below are the Division ETF official contact details for the encountered election related issues and concerns:

ETF CONTACT DETAILS:

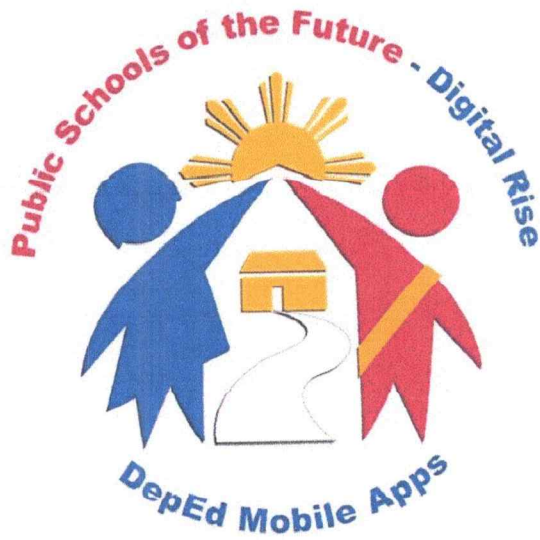
 0947-6099689  DepEdR05Catanduanes-All Employees  (for DESO Group Chat)
 ETFCatanduanes.ctd@deped.gov.ph  <https://tinyurl.com/ETFOnlineMonitoring2022>

4. Furthermore, all DepEd Personnel are **required** to access this link <https://mobileapp.deped.gov.ph/> for the **DepEd Election Monitoring App that will be used related to the conduct of election related activities (before, during and after)**. Attached is the instructions on how to install and use the DepEd Election Monitoring App. All DepEd personnel are also being reminded specifically the DESO, DESO Technical Support and EB Support Staff to remain in their respective polling/school assignment until such time that the Electoral Board were already done with the election-related activities.

5. For information, guidance and compliance.


SUSAN S. COLLANO
Schools Division Superintendent





Election Monitoring App User Guide

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1. Installing the DepEd Monitoring Mobile App

Android and iOS mobile users can download the “DepEd Mobile” app from their phone’s app store. The links are also available here: mobileapp.deped.gov.ph.



If you have a Huawei mobile phone without Google Play Store, you can download the app by clicking “download app here” from <https://mobileapp.deped.gov.ph>.

2. User Login

2.1. Sign in with DepEd Commons

If you already have an account in DepEd Commons, you may use it to login to the DepEd Monitoring Mobile app.

Step 1. On the login page of the DepEd Monitoring Mobile app, click "**Sign in with DepEd Commons**". You will be redirected to the login page of DepEd Commons for teachers.

Login as DepEd Personnel

[← Go back to user selection](#)

 Continue with Google Account

 Continue with Microsoft Account

or

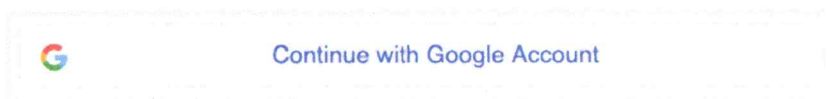
Login to Commons Account >

Step 2. You have three ways to login:

- a. **Continue with Google Account.** Use your DepEd Google Email Account to log in to DepEd Commons.
- b. **Continue with Microsoft Account.** Use your DepEd O365 to log in to DepEd Commons.
- c. **Login to Commons Account.** Use your dedicated and activated DepEd Commons login.

2.1.1 Continue with Google Account

Step 1. Click **Continue with Google Account**.



Step 2. Enter my GSuite/DepEd Gmail account and click Next.

Sign in
to continue to deped.gov.ph


Email or phone

[Forgot email?](#)

[Create account](#)

Step 3. Enter my GSuite/DepEd Gmail account password and click Next. You will be redirected to the DepEd Commons homepage.

Welcome

 mobileapps.ios@deped.gov.ph

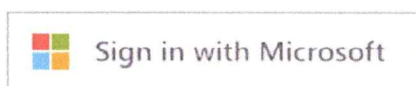
Enter your password

Show password

[Forgot password?](#)

2.1.2 Sign in with Microsoft (Office 365, deped.gov.ph email)


Step 1. Click the Sign in with Microsoft button.




Step 2. Select Tenant and click the Sign In button.

Select Tenant

NCR-1

Cancel 

Step 3. Enter my O365 email. Click Next.



Sign in

username@ncr1.deped.gov.ph

[Can't access your account?](#)

Next

Step 4. Enter the password to my O365 account. Click Sign In.


← Ims.teacherdemo@ncr1.deped.gov.ph

Enter password

Password

[Forgot my password](#)

Sign in

2.1.3 Sign in with Commons Account

Step 1. Enter your email address.

Step 2. Enter your password.

Step 3. Click Login to Commons Account.

The screenshot shows a login form with the following elements:

- Email address:** A text input field with an envelope icon on the left.
- Password:** A text input field with a lock icon on the left and an eye icon on the right to toggle visibility.
- Keep me logged in:** A checkbox with the text "Keep me logged in" to its left.
- Forgot password?:** A blue link text "Forgot password?" to the right of the checkbox.
- Login to Commons Account:** A large orange button centered below the form fields.

3. Surveys/Trackers

In this section, you can see all the questionnaires that are assigned to you. Each questionnaire has labels that indicate whether it is a survey or a tracker, its resubmission type, and its delivery status.

To know more about each label, tap the **"What's this"** button at the bottom of the homepage of the mobile app.

The pop-up contains the following information:

- Survey / Tracker:**
 - Survey:** Records one entry per user. Modifications/updates allowed if indicated.
 - Tracker:** Accepts multiple submissions. Typically used for progress reports.
- Resubmission:**
 - Revisions Allowed:** You can change your answers throughout the period. Accepts only one submission.
 - One-time Only:** First submission is final submission.
- Delivery Status:**
 - Needs Response:** You haven't submitted any reports yet.
 - Completed:** A submission has been received.

A blue "Close" button is located at the bottom of the pop-up.

3.1. Responding to Election Monitoring

Step 1. Choose **Pre-Election Day Report**, **Election Day Report**, or **Post-Election Day Report** from the list of surveys.

Pre-Election Day Report Survey
No description available. >
Revisions Allowed Needs Response

Post-Election Day Report Survey
No description available. >
Revisions Allowed Needs Response

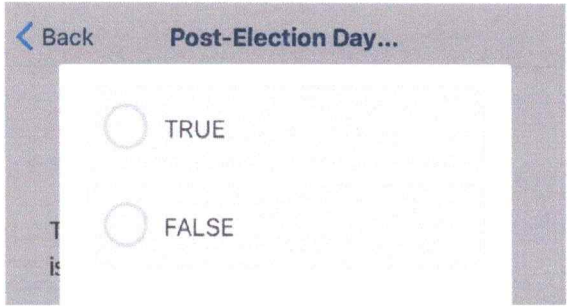
Election Day Report Survey
No description available. >
Revisions Allowed Needs Response

Step 2. Fill out the election surveys. Click on the arrow to reveal the questions under a heading.

For ETF/PSDS Only ^

The use of PNPKI has been smooth and no issues were encountered*
Select Option

The ETF/ PSDS was able to submit to the Central Office the summary report of the Election*
Select Option



Make sure to answer all the required questions, which are marked by an asterisk (*).

Step 3. Upon reaching the end of the questionnaire, click the **Submit** button.

Step 4. The mobile app will display your responses for you to review them. If you are satisfied with your answers, click on the **Proceed** button. If you wish to change your responses, click on the **Edit** button and update your responses. Repeat Step 3.

You will know if your response has been successfully saved and submitted if you are able to see this prompt:



Report Sent

Thank you for submitting.

Ok

REMEMBER: If a questionnaire has a label “One-time Only”, it means that you can only answer once. Make sure to review your responses before submitting.