



Republic of the Philippines  
COMMISSION ON ELECTIONS

APPOINTMENT OF DEPARTMENT OF EDUCATION SUPERVISING OFFICIAL (DESO),  
DESO SUPPORT STAFF (DESO-SS), AND DESO TECHNICAL SUPPORT STAFF (DESO-TSS)  
LA PAZ, LEYTE

February 26, 2019

Name: ERIKA MARIE P. MOLON

Address: La Paz, Leyte

SIR/MADAM:

You are hereby appointed DESO TECHNICAL SUPPORT STAFF of the voting center CALABNI-AN PRIMARY SCHOOL located in Barangay CALABNI-AN, Municipality of La Paz, Province of Leyte.

You may immediately assume office upon taking your oath as required by law, this appointment will be automatically cancelled and considered null and void if you are related to any candidate or to any member of the Electoral Board, DESO, DESO-SS and DESO - TSS in said voting center within the fourth civil degree of consanguinity or affinity. In such case, you shall not assume the duties of the office and shall immediately return this appointment to the Election Officer. Assumption to office notwithstanding this prohibition is punishable under the law.

BY AUTHORITY OF THE COMMISSION:

MARY DINAH N. MENDOZA-ALLERA  
Election Officer as Representative of  
the Commission on Elections

C.E. Form No. A5-A

LA PAZ, LEYTE

OATH OF DESO, DESO SS, AND DESO-TSS

I, ERIKA MARIE P. MOLON, solemnly swear that I will faithfully perform the duties of DESO TECHNICAL SUPPORT STAFF of the voting center CALABNI-AN PRIMARY SCHOOL serving voters of Barangay/s CALABNI-AN of the above-stated municipality and province to the best of my knowledge and ability, without favoring any person, candidate, political party or group; that I will obey the laws and legal orders promulgated by the duly constituted authorities, and that I voluntarily impose upon myself this obligation without mental reservation or purpose of evasion. **SO, HELP ME GOD!**

ERIKA MARIE P. MOLON  
(Signature over Printed Name)

26 FEBRUARY 2019  
(Date)

SUBSCRIBED AND SWORN to before me this 26 day of February, 2019.

MARY DINAH N. MENDOZA-ALLERA

(Signature over Printed Name)



Administering Officer



BET Chairman/Co-Member



Registered Voter of the Precinct

PREPARE IN THREE (3) COPIES: The original and second copies shall be retained by the City/Municipality Election Officer (one copy shall be for his/her file and the other shall be attached to the payroll for payment of honorarium of the BET) and the third copy shall be issued to the chairman and members of the BET concerned.

## CONTRACT OF SERVICE

### KNOW ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

**COMMISSION ON ELECTIONS**, with Office address at Intramuros, Manila, herein represented by **MARY DINAH N. MENDOZA-ALLERA**, Election Officer II, COMELEC, **La Paz, Leyte**, hereinafter referred to as the **FIRST PARTY**.

and

**ERIKA MARIE P. MOLON** of legal age, Filipino and with residence at **La Paz, Leyte** presently employed at herein referred to as the **SECOND PARTY**.

### WITNESSETH

- 1) That the First Party is in need of the service of the Second Party as **DESO TECHNICAL SUPPORT STAFF** in connection with the May 13, 2019 National and Local Elections;
- 2) That the Second Party has signified his/her intention and passed the written examination conducted by the First Party, and the former has accepted to provide the service needed by the later;
- 3) That the Second Party hereby possesses the qualification such as education, experience and skills required to perform the job as described herein;
- 4) That the Second Party, shall attend and complete all **COMELEC**-sponsored training, briefings and meetings as scheduled and to be conducted by the First Party, on the matter;
- 5) That the Second Party hereby attest that he/she is not related within the 4<sup>th</sup> civil degree of consanguinity or affinity to any member of the Electoral Board or any candidate to be voted for in the polling place of assignment or to said candidate's spouse;
- 6) That he/ she has not been previously dismissed from government services nor has any pending administrative case or criminal case filed against him/her;
- 7) That in view hereof, the Second Party is hereby contracted for the period from \_\_\_\_\_ to \_\_\_\_\_ and shall be paid an honoraria of:
  - a) P2,000.00 Honorarium on Election Day;
  - b) P1,000.00 Travel Allowance on Election Day;
  - c) P1,000.00 Communication Allowance on Election Day;
  - d) P2,000.00 Training Travel Allowance;

in consideration of services rendered, to paid within fifteen (15) days from receipt of complete requirements as required by the Finance Services Department, subject to the existing rules and regulations of the Commission on Audit (COA);

- 8) That the First Party shall assign the Second Party to polling center / barangay within the municipality of **La Paz, Leyte**; (based on the former's judgment and discretion);
- 9) That the Second Party is expected to perform the following functions;
  - a) Assist the Electoral Board (EB) in setting up of the VCM machine in their respective polling places;
  - b) Trouble shoot and attend to errors or problems in the operation of the VCM machine (battery, modem, main and back-up CF cards, thermal paper, BGAN);
  - c) Submit a report to the National Technical Support Center on technical problems encountered in the field, if any, during mock elections, final testing and sealing and election day;
  - d) Report to the National Technical Support Center and to the DepEd Supervising Officer (DESO), 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 and voting and
    - Status of Transmission
  - e) Report to the DESO, during the Final Testing and Sealing and Election Day the following:
    - Any regular condition of the VCM machine before, during and after voting;
    - Loss of equipment, parts of equipment or peripherals; and
    - Inventory and sealing of VCM machine.
  - f) Perform such other function which the Commission may prescribe from time to time.
- 10) That the Second Party shall observe all policies and guidelines of the Commission governing security and privacy of personal data insofar as they relate to voter information protected under the Data Privacy Act (RA No. 10173);
- 11) That the Second Party shall perform report for duty / work at a time and schedule to be agreed upon by both parties;
- 12) That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party;
- 13) That the Second Party of this agreement may be terminated in any of the following grounds;
- 14) Violation by the Second Party of any of the terms of the contract;
- 15) Upon payment and completion of the job required;

IN WITNESS WHEREOF, both parties have hereunto set their hands this 26<sup>th</sup> day of February 2019 at La Paz, Leyte, Philippines.

### COMMISSION ON ELECTIONS

Represented by:

**MARY DINAH N. MENDOZA-ALLERA**

Election Officer, First Party

ID No. **R8-0565(311-1997)**

Date /Place Issued: **COMELEC, Intramuros, Manila**

**ERIKA MARIE P. MOLON**

Technical Support, Second Party

ID No. **1278551**

Date /Place Issued: **7/8/2016 / TAC. CITY**

SIGNED IN THE PRESENCE OF:

### ACKNOWLEDGEMENT

Republic of the Philippines)  
) S.S

BEFORE ME, this **APR 13 2019** day of \_\_\_\_\_, 2019 personally appeared **Ms. Mary Dinah N. Mendoza-Allera** herein referred to as the first party and **ERIKA MARIE P. MOLON**, herein referred to as the second party.

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

### WITNESS MY HAND AND SEAL

Doc No. **234**  
Page No. **48**  
Book No. **6**  
Series of 2019

**KENILMA E. PEN**  
NOTARY PUBLIC NC. No. 2018-01-30  
IBP No. 068347 LEYTE CHAPTER  
PTR No. 2664000 JAN. 3, 2019  
MCLE COMP. No. VI-0014894, 8/11/18