



Republic of the Philippines

Region VII, Central Visayas

Sudlon, Lahug, Cebu City



AUG 10 2016

DIVISION MEMORANDUM

NO. 433, s. 2016

**CONDUCT OF ELECTIONS FOR PROVINCIAL PTA FEDERATION
OFFICERS/BOARD OF DIRECTORS FOR THE SCHOOL YEAR
(SY) 2016-2017**

**TO: Assistant Superintendents
Education Program Supervisors/SEPS /EPS/Coordinators
Public Schools District Supervisors/OICs
Elementary/Secondary School Heads
Municipal PTA Federation Presidents/Officers
All Concerned**

1. As agreed by the **Municipal PTA Federation Presidents** in the meeting dated **05 August 2016** at Molave 1, DepEd Ecotech Center, Sudlon, Lahug, Cebu City, the election for the new set of **Provincial PTA Federation Board of Directors/Officers** will be on **August 12, 2016 (Friday)** at the **Conference Hall, DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City**.
2. Elections will start at **10:00AM** by **secret balloting**. All PTA Federation Presidents in each municipality are considered candidates for the Board of Directors except those who volunteered to be part of the **ELECTION COMMITTEE (ELECOM)**.
3. The following volunteered to be part of the ELECOM:
 - 3.1 **Mr. Emerito Vequiso** – Municipal PTA Federation President of Oslob;
 - 3.2 **Mr. Jun Villamor** – Municipal PTA Federation President of Alegria; and
 - 3.3 **Mrs. Maria Ligaya S. Hayag**–Mun. PTA Federation President (**honorary**) of Balamban.
4. The **ELECOM** is chaired by **Mrs. Maria Ligaya S. Hayag** of Balamban. Before the conduct of the elections, the federation may still have additional members to the Election Committee. if there are volunteers.
5. Since the Municipal PTA Federation Presidents from each municipality were introduced already individually in the previous meeting, elections will proceed immediately after the **Roll Call** and the reading on the **Mechanics of the Elections** provided that a **quorum of 23 Municipal PTA Federation Presidents** is obtained. **Campaign speeches are no longer allowed.**
6. Before the election proper, the incumbent Provincial PTA Federation President, **Mrs. Agnes Mendaros** is given **15 to 20 minutes** to present **accomplishment reports** on her incumbency from **2014 to the present**.
7. The names of the presidents of each Municipal PTA Federation are hereby attached. The names submitted by the Public Schools District Supervisors (PSDSs) in each municipality are accepted on

face-value. The PSDS is encouraged to review further the qualifications of the officers in the municipal level.

To reiterate:

D.O. # 54, s. 2009 paragraph e, page 3 says, “The term of office of the Board of Directors and its Officers shall be one (1) year from the date of election. In no case shall a PTA Board of Director serve more than two (2) consecutive terms” (underscoring supplied).

D.O. # 77, s. 2009 paragraph 11, page 2 provides, *“The term of office of the BOD and the officers shall be one year from the date of election or until a new set of BOD has been elected and qualified (italics quotation marks supplied).”*

It is also stated that, “only court-appointed guardians who can provide competent evidence of guardianship with genuine and ascertainable authority and responsibility to function as substitute parents of their student-wards” are eligible for election of the BOD as per **D.O. # 83, s. 2010**.

8. Some municipalities have also the practice of including private schools in the Municipal PTA Federation; it is hereby stressed that the sons or daughters of the officers of the BOD must be enrolled in the public elementary or secondary school. If in the event that the duly-elected Municipal Federation President represents from the private school, then he/she is **ineligible** to participate in the election of officers in the Provincial PTA Federation.

9. The PSDS is hereby tasked to review **diligently** the qualifications of the BOD/PTA officers in the Municipal Level based on the afore-mentioned rules to prevent any **legal action**.

10. If the names in the attached listing are disqualified based on existing rules, the **rule of succession** will apply or the PSDS may call a **special election** in the Municipal Level depending on the stipulations in the **Constitution-and-By Laws** of each Municipal PTA Federation. A **new name** of the Municipal PTA Federation President may be submitted on August 12, 2016 provided that it is supported by a **resolution signed by the majority members** of the BOD in the Municipal PTA Federation and attested by the PSDS (most senior if more than one district).

11. Conduct of elections shall be primarily governed by **DepEd Order/s Numbers 54, s. 2009, 77, s. 2009 and 83, s. 2010**. Since the Provincial PTA Federation has no existing **Constitution-and-By Laws, the Roberts’ Rules of Order** and the widely **accepted principles/practices in Parliamentary Procedures** as regards to the conduct of elections used by deliberative or non-deliberative assemblies shall be given supplementary effect.

12. Travelling, incidental/related expenses and the **registration fee of Three Hundred Pesos Philippine Currency (Php 300.00)** that will be collected per participant to defray the cost of food/snacks shall be charged to the schools’ **SEF/PTA Funds**, subject to its availability and the usual accounting/auditing rules and regulations.

13. This Memorandum serves as **Travel Authority** of the elector-participants.

14. **Wide dissemination and strict compliance of this Memorandum is hereby requested.**

RHEA MARA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent



Republic of the Philippines
 Region VII, Central Visayas
 Sudlon, Lahug, Cebu City



Attachment to Div. Memo _____

Municipal PTA Federation Presidents

Name of Municipality by Congressional District	Name	Contact Number	Name of School Represented	Name of District Supervisor (Senior)
First District				
1. Minglanilla	Mr. Hipolito Suerte	09222017495	Tulay NHS	Mr. Danilo Manguilimotan
2. San Fernando	Mr. Edsel A. Laguda	09228155633	San Fernando CES	Necito T. Gador (OIC)
3. Sibonga	Mrs. Agnes Mendaros		Mangyan NHS	Ms. Ma. Chona Redoble
Second District				
4. Argao	Atty. Jonathan C. Villegas, Sr.	09178764299	Argao CES	Mr. Ivo Adam Villordon
5. Dalaguete	Mr. John B. Moran		Mantalongon ES	Dr. Eduardo Lumayag
6. Alcoy	Mrs. Kathleen Cartalla			Mr. Beltran Aragon
7. Boljoon	Mr. Ruben E. Gumera	09233989835	El Pardo ES	Mr. Jose Glenn L. Niere
8. Oslob	Mr. Emerito Vequiso	09225390564		Mr. Elias Concha(OIC)
9. Santander	Mrs. Ivy C. Omaña	09225390564	Santander NHS	Mrs. Celieta C. Yabo
Third District				
10. Barili	Mr. Almar Gutierrez			Ms. Ma. Elizabeth Quijano
11. Aloguinsan	Arlene L. Lapinid	09057412632	Zaragosa ES	Mrs. Florencia Labang
12. Pinamungajan	Jocelyn F. Villarin	09236537079	Pinamungajan CES	Mrs. Catalina L. Avila
13. Balamban	Rev. Higinio Suficiencia (eligible to vote and be voted) Mrs. Ligaya S. Hayag (President-Honorary/Term limit exceeds already as per DO 54, s. 2009- She volunteered to be part of the ELECOM).	09487616704 09276002428	Buanoy NHS	Mr. Christopher Pidos
14. Asturias	Mrs. Lolita P. Bolotano	09176340849	Sta. Lucia ES	Mr. Teotimo Doña
15. Tuburan	Mr. Reynold Rebollo			Mrs. Prescilla Cacanog
Fourth District				
16. Tabuelan	Mr. Michael L. Montejo	09498494591	Tabuelan CES	Mrs. Lani Arcilla
17. San Remigio	Mr. Celso Cataquez			Mr. Oscar Pestaño
18. Daanbantayan	Mrs. Marlene Sabanal		Agujo ES	Mr. Pableo Tuling
19. Medellin	Mr. Romeo C. Sedavia			Dr. Rowena Brian
20. Tabogon	Mrs. Jean Orongan	09393840846	Doña Liling NHS	Dr. Teresita S. Dondonio
21. Sta. Fe	Mr. Ulysses A. Castillo	09226371746	Sta Fe CES	Dr. Annabelle Alob
22. Bantayan	Mr. Santos Cernal	09106684348	Bantayan CES	Ms. Delia Cases
23. Madridejos	Mr. Joel Cordova	09214167577		Mr. Arnulfo V. Compuesto
24. Borbon	Mr. Emmanuel M. Rivera	09153088935	Doña Mary ES	Dr. Corazon Mondelo



Attachment to Memo No. _____

Municipal PTA Federation Presidents

Name of Municipality by Congressional District	Name	Contact Number	Name of School Represented	Name of Senior District Supervisor (Senior)
Fifth District				
25. Sogod	Mr. Efren Presbitero			Mr. Nestor Molde
26. Catmon	Mrs. Celsa E. Colis	09306871172	Bactas ES	Dr. Omega Sol
27. Carmen	Mr. Pablito Arinday		Carmen CES	Mr. Juan Yuson
28. Compostela	Mr. Francisco Gatdula			Mr. Richard Acaso
29. Liloan	Mr. Arthur G. Madrona		Tayud ES	Mr. Glicerio Camongay
30. San Francisco	Mrs. Soledad Machete		Unidos ES	Mrs. Erica Escorido
31. Poro	Jomasape Mabulay			Mrs. Edwina Campomayor
32. Tudela	Antonio Marahomsalik			
33. Pilar	Mr. Sol Macrino B. Borinaga	09494715022	Pilar CES	Mrs. Dominga T. Cañete
Sixth District				
34. Consolacion	Noel Congson	09334948168	Consolacion CES	Ms. Violeta Gonzaga
35. Cordova	Mr. Allan B. Tiro			Mrs. Liza Maningo
Seventh District				
36. Samboan	Mr. Elson Catipay	09392702017	San Sebastian ES	Mr. Victoriano Borla
37. Ginatilan	Engr. Cherryl B. Andicoy			Mrs. Clover C. Redula
38. Malabuyoc	Mr. Urlan Limbaga	09169196969	Malabuyoc CES	Mrs. Mary Bel Revilla
39. Alegria	Mr. Cristino L. Villamor, Jr.	09173093729	Alegria CES	Dr. Delia Alocillo
40. Badian	Mr. Ceferino Benlot			Mr. Artudio Lumapay
41. Moalboal	Mr. Roger D. Igoogan			Dr. Minerva Zozobrado
42. Alcantara	Mrs. Elisa B. Nasibog	09264634210	Cabadiangan IS	Dr. Remedios Lupo
43. Ronda	Mrs. Sally R. Glodove			Dr. Paterno Dandan
44. Dumanjug	Mrs. Ghiyan Mae Saromines		Dumanjug CES	Mr. Pedro R. Revilla, Jr.



Republic of the Philippines

Region VII, Central Visayas

Sudlon, Lahug, Cebu City



08 August 2016

PROVINCIAL PTA FEDERATION-DIVISION OF CEBU PROVINCE

Mechanics of the Elections

1. Conduct of elections in the Provincial/Municipal PTA Federations is primarily governed by D.O. No. 77, s. 2009, D.O. No. 54, s. 2009 and D.O. No. 83, s. 2010 and also the Constitution-and-By Laws of each organization/federation.

2. Since existing DepEd Orders are silent on the mechanisms in resolving tie votes in the conduct of the Provincial PTA Federation elections, and in the absence of the Constitution-and-By Laws that will govern in the manner of elections in the Provincial PTA Federation, the following are adopted to ensure **ORDER** in the proceedings of this election:

2.1 All incumbent presidents of the Municipal PTA Federation are automatically considered candidates to become members/officers of the Provincial PTA Federation Board of Directors except those presidents who are members of the Election Committee (ELECOM). Elections are done by **secret balloting**. Names of the Municipal PTA Federation Presidents are written in Manila papers and posted inside the election venue. Names are also printed and attached to the blank sample ballots to be distributed by the **ELECOM members**. Voters are advised to write only the family names of the candidates, except if there are candidates having same family names, the full names must be written in the ballot corresponding to the elective position.

2.2 A voter/elector is allowed to under-vote of the 15-member Board of Directors. Over-voting is also allowed but the names of the candidates after the 15th place/slot are considered null and void or stray votes.

2.3 Once the 15-member Board of Directors is already chosen, they will elect from among themselves by **secret balloting** the officers of the Federation such as President up to the position of an Auditor.

2.4 The winners will be declared based on the **plurality votes cast**, provided that a **quorum** of 23 Municipal PTA Federation Presidents is present.

2.5 If in the event, there is a **tie** on the votes obtained on the 15th place/slot in the Board of Directors, a round-off voting will be done among the **two or more** candidates having tie votes. If in the round-off voting, the result is still on a tie vote, the position will be decided by tossing a coin if there are only two candidates having tie votes. Another round-off voting may be done if there are more than two candidates having same or equal number of votes. Before the round-off voting, the ELECOM may ask any of the nominees/candidates who among them will withdraw their nomination/candidacy in favor of the other candidate. The **SGOD Chief** will facilitate the tossing of the coin to determine the lucky winner.

2.6 In the election of officers of the 15-member BOD, all members are considered candidates for each elective position. A blank sample ballot will be distributed and every member is tasked to fill-in the names of the members whom they want to become **President, Vice President, Secretary, Treasurer and Auditor**. The candidate who obtains the highest number of votes will be declared winner in that position. In case of a tie among two or more nominees, a round-off voting may be done. Tossing a coin may be resorted to if there are only two candidates having tie votes, however this will only be done if no nominee/candidate who will withdraw his/her nomination in favor over the other. If the tie votes occurred among two candidates in the lower positions, and if the President is already chosen/declared a winner, the ELECOM may ask him/her to break the tie.

2.7 Members of the ELECOM who are also incumbent Presidents in their respective Municipal PTA Federations may also cast their votes (except an Honorary President) but cannot be voted upon as members of the Board of Directors (BOD).

3. Once the ELECOM certifies as to the validity of the votes obtained by each nominee/candidates and declares them as winners in their respective positions, **oath taking shall immediately follow**. Sample **Oath of Office** is hereby attached. This is done in order to prevent a **de facto administration** among the Provincial PTA Federation officers/Board of Directors. However, the officers may still decide at their own discretion to have a formal **Induction of Officers** for ceremonial purposes only in the future.

4. Oath taking does not preclude any member of the Provincial PTA Federation to file a protest against the results of this election or as regards to the qualifications of any elected member/officer of the Board of Directors. A protest or complaint may be filed to the Schools Division Superintendent within 15 days from the date of this election.

5. If in the event, a member/officer of the BOD is disqualified based on existing policies, orders or regulations or upon a lawful order by a court of competent jurisdiction or a quasi-judicial entity, the **rule of succession** shall apply. The majority members of the BOD may also provide rules in the future as regards to the expulsion of any member who commits acts which are inimical to the interest of the federation/association.

6. The generally accepted principles and best practices in Parliamentary Practices and Procedures (Robert's Rules of Order) as regards to the conduct of elections in deliberative or non-deliberative assemblies are also given suppletory effect, if in case there are other issues that may occur and are not covered by the above-stated provisions.

7. The afore-quoted stipulations are suggestive in nature; the **majority members** of the **Provincial PTA Federation** and the **ELECOM** at their own discretion may still **add some rules or reject** any of the above-stated provisions as long as it will further **preserve** the **orderly conduct** of this election and will serve to the best interest of the federation.





Republic of the Philippines
Department of Education
Region VII, Central Visayas
Regional Office - Cebu
Sudlon, Lahug, Cebu City



OATH OF OFFICE

I, _____, from the Municipality of _____, having been elected as member/officer of the Board of Directors and/or to the position of _____, do hereby solemnly swear that I will faithfully discharge, to the best of my ability, the duties of my present position; that I have read and clearly understood, and I will abide by, the guidelines governing the Provincial PTA Federation-Division of Cebu Province and such issuances by the Department of Education; that I will obey all legal orders promulgated by duly constituted authorities; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

Date: _____

Administering Officer