



July 28, 2017

DIVISION MEMORANDUM

NO. 476, s. 2017

**CONDUCT OF ELECTIONS FOR THE NEW OFFICERS OF THE PUBLIC
SCHOOLS DISTRICT SUPERVISORS' ASSOCIATION FOR THE
SCHOOL YEAR (SY) 2017-2018**

**TO: Assistant Superintendents
Chiefs, Education Program Supervisors/SEPS /EPS/Coordinators
Public Schools District Supervisors (PSDSs)/All Others Concerned**

1. The **Office** hereby informs the field on the conduct of election/s for the new set of officers for the Public Schools District Supervisors' Association on **August 10, 2017 (Thursday)** at Yakal Room, DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. Registration is at 1:00PM-1:30PM. Elections will exactly start at **1:31PM** by **secret balloting/raising of the right hands or viva voce** depending on the pleasure of the body/association. A **quorum of 28 PSDSs** is required to proceed with the election.
3. All **incumbent PSDSs** who are holding regular Plantilla items must participate on this election. **District caretakers or OICs are excluded.** Incumbent officers are directed to bring the copies of the **Constitution-and-by-Laws of the association** (if there are any). If there are none, officers are advised to make a draft for further discussions after the election.
4. Conduct of elections shall be primarily governed by **Constitution-and-By Laws of the association (if there are any), in its absence, 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.
5. Travelling and other incidental expenses of the **PSDSs** as well as the expenses for one (1) **snack and dinner** shall be charged to the **Division's MOOE/HRTD Funds**, subject to its availability and the usual accounting/auditing rules and regulations.
6. This Memorandum serves as **Travel Authority** of the PSDSs as well as the **members** of the training staff/team who will be supervising for this election.
7. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent