



July 28, 2017

DIVISION MEMORANDUM

NO. 477, s. 2017

**CONDUCT OF ELECTIONS FOR PROVINCIAL PTA FEDERATION
OFFICERS/BOARD OF DIRECTORS FOR THE SCHOOL YEAR
(SY) 2017-2018**

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

- 1. The Office hereby informs the field on the conduct of election for the Provincial Federation of Parents-Teachers Associations (PTAs) Officers on August 10, 2017 (Thursday) at Yakal Room, DepEd Ecotech Center, Sudlon, Lahug, Cebu City.**
- 2. Registration is at 8:00AM-9:30AM. Elections will start at 10:00AM by secret balloting. All PTA Federation Presidents in each municipality are considered candidates for the 15-member Board of Directors except those who will volunteer or will be chosen to be part of the ELECTION COMMITTEE (ELECOM).**
- 3. The Public Schools District Supervisor/s (PSDS) in the district/municipality must issue a certification to the newly elected Municipal Federation President for this school year to be presented upon registration. If the municipality is divided into two (2) districts, the most senior PSDS must issue the said certification. Identification Card must also be presented during the registration.**
- 4. A quorum of 23 Municipal PTA Federation Presidents is required to proceed with the election. In this regard, PSDSs and school/s heads are directed to inform all concerned in order to ensure maximum participation of the 44 Municipal Federation Presidents. There should be only/one Municipal PTA Federation President in each municipality. If the PTA Federation is divided between elementary or secondary level/s in the municipality, both elementary and secondary federations in the municipality must convene to elect one set of officers to constitute the Municipal PTA Federation.**
- 5. Before the election proper, the incumbent Provincial PTA Federation President, Atty. Jonathan Villegas, Sr. is given 15 to 20 minutes to present accomplishment reports on his incumbency for the School Year 2016-2017.**

6. PSDSs are directed to review further the qualifications and other stipulations governing the PTA officers in the municipal level based on existing DepEd orders.

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 emphasized 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**.

7. 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. 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** or question.

8. 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 suppletory effect.

9. Travelling and other incidental expenses of the **Municipal Federation Presidents** shall be charged to the **Municipal SEF/PTA Funds** while expenses for the **two (2) snacks and lunch** shall be charged to the **Division’s MOOE/HRTD Funds**, subject to its availability and the usual accounting/auditing rules and regulations.

10. This Memorandum serves as **Travel Authority** of the elector-participants/Municipal Federation Presidents as well as the **members** of the training staff/team who will be supervising for this election.

11. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**


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