



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



July 15, 2016

**DIVISION MEMORANDUM**  
NO. 368, s. 2016

**REMINING THE SUBMISSION OF NAMES OF NEWLY-ELECTED OFFICERS BY MUNICIPALITY/AREA ON THE DIFFERENT ASSOCIATIONS, NAMELY: ELEMENTARY SCHOOLS PRINCIPALS, SECONDARY SCHOOLS PRINCIPALS, TEACHERS' ASSOCIATION (ELEMENTARY & SECONDARY), MUNICIPAL PARENTS-TEACHERS' ASSOCIATIONS' (ELEMENTARY/SECONDARY) FOR THE SCHOOL YEAR (SY) 2016-2017**

**TO: Assistant Superintendents  
Education Program Supervisors/SEPS /EPS/Coordinators  
Public Schools District Supervisors/OICs  
Elementary/Secondary Schools Principals  
All Concerned**

1. The office hereby requests the submission of the list/names of the newly-elected officers among the different associations by municipality/area for the **School Year (SY) 2016-2017**.

2. The **public schools district supervisor (PSDS)/OIC** is asked to submit the following names/list:

**2.1 Both Elementary/Secondary Schools Teachers Association/federation in the municipality;**

**2.2 Both Elementary/Secondary Schools Principals Association in the municipality/area; and**

**2.3 Parents-Teachers Association (both elementary/secondary municipal federations).**

However, if the municipality is having more than one district, the most senior **PSDS/District OIC** is given the task.

A handwritten signature in the bottom left corner of the page.

3. The **lead secondary school principal/s** in the **municipality** is hereby asked to **cooperate** and **submit immediately the needed documents to the PSDSs'** in the district (most senior if two districts in the municipality). R.A. 10533 mandates that secondary schools principals are under the administrative jurisdiction of Public Schools District Supervisors.

In case of secondary schools principals association in a cluster/area, the **incumbent president** in the area/cluster is requested to submit the names/list of the newly-elected set of officers for this school year.

4. Once the data are gathered, the division will issue a separate memo for the election of officers who will comprise the new set of officers in the over-all federated associations of the province for this school year. If any of the above-mentioned associations (e.g., Elementary/Secondary Schools Principals Association) had already conducted the election of officers (provincial federation) for this school year in accordance to its Constitution-and-By-Laws or other division issuances, the **incumbent president** is asked to submit the names of the newly-elected set of officers. **Adherence and observance to timelines, conduct of elections** based on previous **division issuances, good precedents and practices** governing the associations are hereby **encouraged**.

5. Please submit the requested data (hard copy) at the promotional office c/o **Dr. Novie O. Mangubat** (Chief, SGOD) or **Dr. Victor A. Ybanez (SEPS-HRD)** or email the soft copy/file at [v\\_ybanez@yahoo.com](mailto:v_ybanez@yahoo.com) **on or before 25 July 2016**. The template is hereby attached.

6. **Wide dissemination and immediate compliance of this Memo is hereby requested.**

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

**Enclosure # 1**

**LIST OF OFFICERS**

\_\_\_\_\_  
(name of association)  
**MUNICIPALITY/AREA** \_\_\_\_\_  
**DepEd Division of Cebu Province**

<b>Position (e.g., President)</b>	<b>Last Name</b>	<b>First/Given Name</b>	<b>Middle Initial</b>	<b>Tel/Cellular Phone Number</b>	<b>Name of school where officer can be easily contacted</b>

**Submitted by:**

**Date:** \_\_\_\_\_

\_\_\_\_\_ **Tel. No.:** \_\_\_\_\_ **Cel. Phone No.:** \_\_\_\_\_  
**(Signature Over Printed Name)**

**Please indicate (data from one who submitted):**

Name of District/Municipality (for elementary) \_\_\_\_\_

Name of School (for secondary): \_\_\_\_\_

vay/2016