



September 13, 2018

DIVISION MEMORANDUM  
No. 612, s. 2018

**CONDUCT OF ELECTION FOR PROVINCIAL PTA FEDERATION OFFICERS / BOARD  
OF DIRECTORS FOR THE SCHOOL YEAR (SY) 2018-2019**

To: Assistant Superintendents  
Chiefs, SGOD and CID  
Education Program Supervisors  
SEPS/EPS II  
District Supervisors/OICs/ Caretakers  
Public Elementary/Secondary School Heads  
Municipal PTA Federation Presidents/Officers  
All Concerned

1. This Office announces the conduct of Election for Provincial PTA Federation Officers Officials, on September 19, 2018 at 8:00AM to 12:00PM and the venue of the said activity will at the Ecotech Center Cebu, Government Center, Sudlon, Lahug, Cebu City, Cebu.
2. The registration of participants will start at 8:00-9:30AM. Election will start at 10:00AM by secret balloting. All PTA Federation Presidents in every 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 in the District must issue a Certification to the Newly Elected Municipal Federation President for this school year and to be presented upon registration. If the Municipality is having two Districts, the most Senior PSDS must issue the said Certification. Identification Card must be presented upon registration.
4. In order to proceed the Election, A quorum of 23 Municipal Federation Presidents is required. In this connection, all PSDS's and School heads are directed to inform all concerned in order to ensure maximum participation of the 44 Municipal Federation Presidents. There should be only one PTA Federation President in every municipality. If the PTA Federation is divided between elementary or secondary level 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, Mrs. Mendaros, is given 15-20 minutes to present accomplishment reports on her incumbency for the School Year 2017-2018.
6. PSDS's 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."

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."

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. Conduct of elections shall be primarily governed by Deped Orders #54, s. 2009, #77, s. 200 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 election used by deliberative or non-deliberative assemblies shall be given supplementary effect.
8. Traveling and other incidental expenses of the Municipal Federation Presidents shall be charged to the Municipal SEF/PTA Funds while expenses for the 2 snacks and Lunch shall be charged to the Division MOOE, subject to its availability and the usual accounting/auditing rules and regulations.
9. This memorandum serves as Authority to Travel of the members of the training staff/team who will be supervising for this election.
10. Wide dissemination and strict compliance of this Memorandum is hereby directed.

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