



September 17, 2018

DIVISION MEMORANDUM
No. 621, s. 2018

**CONDUCT OF ELECTION FOR THE NEW SETS OF DIVISION ORGANIZATION
OFFICERS FOR ELEMENTARY PRINCIPALS, SECONDARY PRINCIPALS,
ELEMENTARY TEACHERS AND SECONDARY TEACHERS**

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

1. This Office announces the conduct of Election for the new sets of Division Organization Officers for Elementary Principals, Secondary Principals, Elementary Teachers and Secondary Teachers on September 20-21, 2018 from 8:00am – 5:00pm at the Ecotech Center Cebu, Government Center, Sudlon, Lahug, Cebu City, Cebu.
2. Hereunder are the schedules of activities:
September 20, 2018 (Thursday)
8:00am – 12:00am District Elementary Principal Presidents
1:00pm – 5:00pm District Secondary Principal Presidents

September 21, 2018 (Friday)
8:00am – 12:00am District Elementary Teacher Presidents
1:00pm – 5:00pm Secondary Teachers Teacher Presidents
3. The registration of participants will start at 8:00-9:00am for morning schedule and 1:00-2:00pm for afternoon schedule. Election will start at 9:00am for the morning schedule and 2:00pm for afternoon schedule by secret balloting. District Presidents in all districts 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).

4. The Public Schools District Supervisor in the District must issue a Certification to the Newly Elected Presidents for this school year and to be presented upon registration. Identification Card must be presented upon registration.
5. In order to proceed with the election, a quorum of 28 District Presidents are required. In this connection, all PSDS s are directed to inform all concerned in order to ensure maximum participation of the 55 District Presidents.
6. Before the election proper, the incumbent Presidents, will be given 15-20 minutes to present accomplishment reports on his/her incumbency for the School Year 2017-2018.
7. 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 suppletory effect.
8. Traveling and other incidental expenses of all participants shall be charged to the School MOOE while expenses for the 2 snacks, Lunch and Dinner 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 all participants and 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 