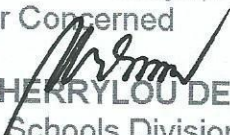




MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief CID, OIC, Chief SGOD
Division Education Program/District Supervisors
Public Secondary/Elementary School Heads
Other Concerned

FROM:  **CHERRYLOU DE MESA**
OIC, Schools Division Superintendent

SUBJECT: ELECTION OF CAVITE FEDERATION

DATE : July 18, 2016

With reference to DepEd Order No. 77, s. 2009 re: Guidelines of Elections of the Parents and Teachers Association at the School Level and their Federations this office shall facilitate the election of officers of Cavite Federation of Parents and Teachers Associations on July 29, 2016 at 2:00 to 5:00 in the afternoon at the Library Hub, DepEd Compound, Trece Martires City Cavite.

The municipal and city PTA federation presidents are requested to participate in this election. All district supervisors are enjoined to ensure the full attendance of all parents concerned.


Please see the attached flowchart for reference.


Immediate dissemination of this Memorandum is desired.


ELECTION OF PARENTS AND TEACHERS ASSOCIATION SCHOOL-BASED, MUNICIPAL AND DIVISION LEVEL

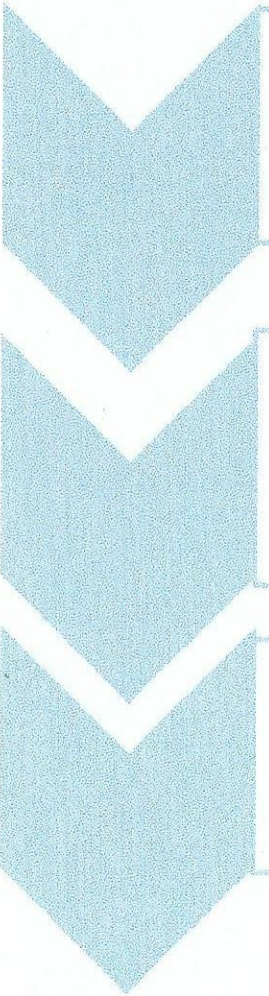
- Within 15 days from the start of the SY the Homeroom adviser and the Parents/Guardians shall organized the Homeroom PTA with the approval of the School Head
 - **Election Date:** June 27, 2016
 - The elected president of the HRPTA and their respective Homeroom advisers shall elect the Board and Directors within thirty days from the start of the of the SY 2016-2017
 - **Election Date:** July 12, 2016
 - For representation in the LSB, the schools' PTA within a municipality or city shall federate and select from among the selected Presidents of the Elementary and Secondary Schools (This will be a combination of the Elementary and Secondary)
 - Election Date: July 20, 2016
 - The Division shall federate and select from among the elected presidents of the municipalities/cities.
 - **Election Date:** July 29, 2016
 - The Board of Directors shall be composed of 15 members who shall elect from among themselves the association is the executive officers, namely: President, Vice President, Secretary, Treasurer and Auditor
 - The Board of Directors shall be composed of two-thirds (2/3) parent-members and one-third (1/3) teacher-members
 - The term of office of the Board of Directors and other officers shall be one (1) year from the date of election
 - Among the committees that maybe formed to handle specific activities of the PTAs are:
 - a. Committee on Finance
 - b. Committee on Programs and Projects
 - c. Audit Committee
 - d. Election Committee
 - e. Grievance Committee
 - f. Ways and Means Committee
 - g. Committee on External Affairs
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Election of Parents and Teachers Association (School-Based, Municipal and Division Level)

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- Within 15 days from the start of the SY, the Homeroom Adviser and the Parents/Guardians shall organize the Homeroom PTA with the approval of the School Head
 - Election Date: June 17, 2016

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- The elected president of the HRPTA and their respective Homeroom Advisers shall elect the Board of Directors within thirty days from the start of the SY 2015-2016
 - Election Date: July 13, 2016

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- For representation in the LSB, the schools' PTA within a municipality or city shall federate and select from among the elected Presidents of the Elementary and Secondary Schools (This will be a combination of the Elementary and Secondary.).
 - Election Date: July 20, 2016

- 
- The Division shall federate and select from among the elected presidents of the Municipalities/cities.
 - Election Date: July 29, 2016

- The Board of Directors shall be composed of 15 members who shall elect from among themselves the association's executive officers; namely: President, Vice President, Secretary, Treasurer, Auditor
- The Board of Directors shall be composed of two-thirds (2/3) parent-members and one-third (1/3) teacher-members.
- The term of office of the Board of Directors and other officers shall be one(1) year from the date of election.

- Among the committees that maybe formed to handle specific activities of the PTAs are: a) Committee on Finance b) Committee on Programs and Projects c) Audit Committee d) Election Committee e) Grievance Committee f) Ways and Means Committee g) Committee on External and Community Affairs.