



Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



June 7, 2018

**DIVISION MEMORANDUM**

No. 163, s. 2018

**DEPED CAVITE ELECTIONS OF THE PARENTS-TEACHERS  
ASSOCIATIONS (PTAs) AT THE SCHOOL LEVEL  
AND THEIR FEDERATIONS**

To : Asst. Schools Division Superintendent  
OIC-Asst. Schools Division Superintendent  
CID Chief  
SGOD OIC-Chief  
Education Program Supervisors/Specialists  
Public School District Supervisors  
Public School Heads  
Unit Heads  
All concerned

1. With reference to DepEd Order No. 77, s. 2009, Guidelines for the Conduct of Elections of the Parents-Teachers Associations (PTAs) at the School Level and their Federations, the following schedule shall be observed by public elementary and secondary schools:

DATE	ACTIVITY	PERSONS INVOLVED	VENUE
June 18, 2018	Organization of Homeroom PTAs	Parents/Guardians, school heads and section advisers	School
July 3, 2018	Election of the members of the Board of Directors (BOD) of the School PTA	Elected Homeroom Presidents, Homeroom Advisers and school heads	School
	Election of the Officers of the School PTA	Members of the Board of Directors and school heads	
July 18, 2018	Election of the Officers of the Municipal and City Federations of PTAs	Public Schools District Supervisors and Elected Presidents of the School PTAs of all the public schools of the municipality and city	Central Schools/District



(046) 419-1286



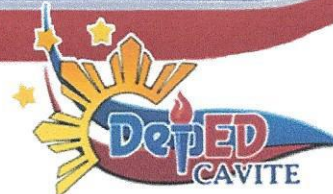
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August 2, 2018 at 1:00 p.m.	Election of Officers of the Provincial Federations of PTAs	Presidents of the Municipal/City Federations of PTA and Social Mobilization and Networking Unit	Silid Ugnayan, DepEd Compound, Trece Martires City
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2. The conduct of the parents/guardians meeting and election should not cause any disruption of classes.

3. The school head shall immediately create and convene a six (6) member Election Committee (ELECOM) for the Homeroom and School PTAs by designating the following:

a. two (2) teachers one of whom shall be the Chairperson and the latter shall vote only in case of a tie; and

b. four (4) parent-members

4. The ELECOM shall have over-all supervision over the conduct of the elections of the Homeroom PTAs and direct supervision over the conduct of elections of the BOD of the School PTA and its Officers.

#### **Homeroom PTAs**

5. The Homeroom Adviser shall have direct supervision over the conduct of election of the Homeroom PTA officers, which election shall be by viva voce for the following positions:

- a. President;
- b. Vice-President;
- c. Secretary;
- d. Treasurer; and
- e. Auditor or other equivalent functions

#### **School PTAs**

6. The elected Presidents of the Homeroom PTAs and the respective Homeroom Advisers shall elect among themselves the members of the Board of Directors (BOD) of the School PTA by secret ballot.

7. A voter can vote as many as ten (10) different parent-member candidates and as many as five (5) different teacher-member candidates to the BOD. However, only parents shall vote for their ten (10) parent-representatives to the BOD and only Homeroom Advisers shall vote for their five (5) teacher-representatives to the BOD.

8. The elected members of the BOD shall on the same day of their election, elect from among themselves the Associations Executive Officers, namely:

- a. President;
- b. Vice-President;
- c. Secretary;
- d. Treasurer; and
- e. Auditor or other equivalent functions



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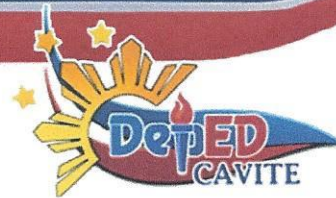
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9. A teacher-member cannot hold any position in the school PTA except as a member of the BOD or as Secretary.

10. 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.

**Federations**

11. All duly elected PTA Presidents of public elementary and secondary schools in the municipality and city shall comprise the Municipal or City Federation of Parent-Teachers Associations.

12. Elections of the Federations shall be facilitated by a Public Schools District Supervisor/s who shall provide the logistical support and coordination.

13. The PTA Presidents shall first organize their ELECOM for the purpose of conducting the elections for the Federations Board of Directors (BOD) followed by the elections for the Municipal and City Federation PTA Officers.

14. The manner and process of the conduct of elections of the Homeroom and School PTAs shall be applicable during the elections of the Municipal and City Federation PTA Officers and Provincial Federation PTA Officers.

15. After the elections of the BOD of the Municipal, City and Provincial Federations of PTAs, the respective BOD shall inform the Schools Division Office through a letter of resolution of the list of duly elected Board of Directors and Officers, which shall be certified by the ELECOM.

16. Immediate dissemination of this Memorandum is highly desired.

Dr. ELIAS A. ALICAYA, JR. Ed.D.  
OIC-Assistant Schools Division Superintendent

for **CHERRYLOU D. DE MESA**  
Schools Division Superintendent