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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

2 DEC. 2020

DIVISION MEMORANDUM
No. 320 s. 2020

**2020 PARENTS TEACHER ASSOCIATION (PTA) ELECTION RELATED
ACTIVITIES**

To: OIC-Assistant Schools Division Superintendent
Chief Education Program Supervisors
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to DepEd Order No. 54 s. 2009 known as "Revised Guidelines Governing Parents-Teachers Associations at the School Levels and DepEd Order No. 77 s. 2009 entitled "Guidelines of Elections of the Parents-Teachers Associations at the School Levels and their Federations", all schools in this division are expected to have observed the following schedule of activities:

- a) Organization of Homeroom PTAs and election of Officers;
- b) Election of Board of Directors (BOD) of the school PTA;
- c) Election of Officers of school PTA shall be on the same day of their election of the BOD;
- d) Election of the City PTA Federation.

2. This activity aims to organize Homeroom PTA, School PTA and Tayabas City PTA Federation.

3. All school heads are directed to create and convene the members of the Election Committee (ELECOM). They shall facilitate the conduct of the Homeroom and School PTA elections.

4. Accomplishment reports regarding Homeroom PTA elections, BOD and School PTA is on Dec. 7, 2020 via joan.brizuela@deped.gov.ph.

5. For the purpose of transparency and accountability, incumbent PTA Officers are expected to send their signed Annual Financial Statement on the same date and email address mentioned above.



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6. Certificate of Compliance issued by the PTA Affairs will be the ticket to the next activity. "No submission of PTA requirements, no recognition policy will be implemented".
7. Taking into considerations the Covid-19 crisis, elections can be done online or face-to-face whichever is agreed upon by the parents and teachers as long as it conforms with DepEd Order No. 14 s. 2020 known as "Guidelines on the Required Health Standards in Basic Education Offices and Schools", required minimum health standards must be strictly followed to ensure protection and safety of teachers and personnel and prevent further transmission of COVID-19.
8. School heads shall ensure that public health safety measures are implemented, such as observance of proper physical distancing, wearing of face masks and face shields and provision of alcohol/ disinfectant in the election venue.
9. Be guided accordingly.
10. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

