



12/15/20 -110

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

15 DEC. 2020

DIVISION MEMORANDUM
No. 354 s. 2020

**TAYABAS CITY PARENTS-TEACHERS ASSOCIATIONS (PTA) CITY
FEDERATIONS VIRTUAL ELECTION**

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", the City Schools Division of the City of Tayabas will conduct the election of new sets of Officers for 2020-2021 PTA Tayabas City Federation on Dec. 18, 2020 at 1:30 pm via google meet.
2. This activity aims to organize Tayabas City PTA Federation.
3. Participants to this activity are the school heads, elected school PTA president and the Technical Working Group (TWGs).
4. Attached are enclosures 1 and 2 - the Technical Working Groups and Program Flow.
5. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph

<https://depedtayabas.com/>

Enclosure 1: Technical Working Group

**TECHNICAL WORKING COMMITTEE/ TERM OF REFERENCE
TAYABAS CITY PARENTS-TEACHERS ASSOCIATIONS (PTA) CITY
FEDERATIONS VIRTUAL ELECTION**

Over all Chairperson: Aniano M. Ogayon, CESO V
Co- chairperson: Maylani L. Galicia
Dr. Edwin R. Rodriguez

Committee	Chairperson/s	Terms of Reference
Program Proper and Preparations	Joan Kathleen T. Brizuela	<ul style="list-style-type: none"> *Plans on the conduct of the activity. *Identifies the moderators and TWG of the activity. *Monitors the TOR of the TWGs. *Prepares logistics and other resources needed in the implementation of the activity.
Moderator	Nicole May R. Lagar	<ul style="list-style-type: none"> *Assists in facilitating the program proper and open forum. *Take over the session when needed.
Documentation/ ICT	Kendrick Cabriga Maria Corazon Borbon	<ul style="list-style-type: none"> *Prepare technical set up and create accounts for school PTAs. *Provide technical assistance and support during the activity. *Document the webinar from the opening until the closing program *Prepare and submit complete report (narrative report).
Registration	Luzviminda E. Saludaes	<ul style="list-style-type: none"> *Prepares and consolidates pre-registration of target participants. *Monitors and prepares the actual list of participants.
Support Staff	Jayron Baer Frenalyne Tabernilla	<ul style="list-style-type: none"> *Prepare / collect and take charge in playing audio-visual presentations and material to be used. *Assist in collecting of votes of the participants. *Monitor and check attendance of the participants.



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Enclosure 2: Program Flow

TIME	ACTIVITY	MODERATOR
7:30 - 8:00	Preliminaries	AVP
	➤ Prayer	
	➤ Attendance Checking	Joan Kathleen T. Brizuela Education Program Specialist II
	➤ Rationale and Objectives	Maria Corazon Borbon SEPS-M&E
	➤ Welcome Remarks	Maylani L. Galicia OIC- Assistant Schools Division Superintendent
	➤ Message	Aniano M. Ogayon, CESO V Schools Division Superintendent
8:30 – 9:30	Presentation of Accomplishment of Outgoing PTA Federation Officers	Judith A. Romero Outgoing PTA President
9:30 – 9:45	HEALTH BREAK	
9:45 – 10:00	Review of PTA Guidelines	Dr. Edwin R. Rodriguez CES-SGOD
10:00 – 11:30	ELECTION PROPER	
11:30 – 11:45	Presentation and Oath Taking of Newly Elected PTA Federation Officers	
11:45- 12:00	Closing Remarks	Imelda C. Raymundo CES-CID



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