



Republic of the Philippines
Department of Education
Region IV – A CALABARZON
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM NO. 174

**TO : CHIEFS, EDUCATION PROGRAM SUPERVISORS, CID AND SGOD
UNIT HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED**

FROM : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT : PARENTS-TEACHERS ASSOCIATIONS (PTA) ELECTIONS

DATE : June 11, 2018

Pursuant to DepEd Order No. 54 s. 2009 entitled "Revised Guidelines Governing Parents-Teachers Associations at the School Levels and DepEd Order No. 77 s. 2009 known as "The Guidelines of Elections of the Parents-Teachers Association at the School Levels and Federation s, the Schools Division of Tayabas City shall strictly observe the following schedule:

- Organization of Homeroom PTAs and election of officers shall be held fifteen (15) days from the start of the school year;
- Election of the Board of Directors (BOD) of the school PTA shall be held within thirty (30) days from the start of the school year;
- Election of Officers of the school PTA shall be on the same day of their election on the BOD;
- Election of the Officers of the City PTA Federation shall be held within forty-five (45) days from the start of the school year;
- Election of the Provincial PTA Federation shall be held within sixty (60) days from the start of the school year.

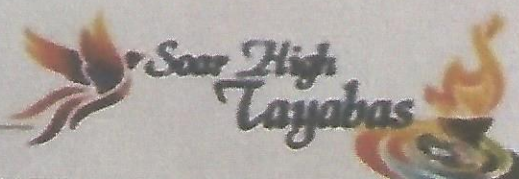
All school heads are directed to create and convene six (6) members of the Election Committee (ELECOM) composed of two (2) teachers (one of whom shall be the chairperson and the latter shall vote only in case of a tie) and four (4) parent-members. They shall facilitate the conduct of the Homeroom and School PTA elections.

Accomplishment report regarding Homeroom PTA Election, Board of Directors and school PTA is on July 20, 2018 at the SGOD Office.

This activity aims to ensure the implementation of specific guidelines in the areas of PTA elections and organizations and progress monitoring and evaluation.

Immediate and wide dissemination of this memorandum is desired.

SGOD/ Parents-Teachers Associations (Pta) Elections/
DM 174 June 11, 2018





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MONITORING TOOL FOR THE FOR PTA ORGANIZATION AND ELECTIONS

NAME OF SCHOOL _____ DATE _____

NAME OF SCHOOL HEAD _____

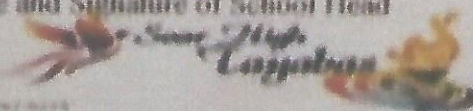
INDICATORS	DATE ORGANIZED	EVIDENT	NOT EVIDENT	REMARKS
PRE IMPLEMENTATION				
1. Submission of An Annual Financial Statement signed jointly by the PTA President, Treasurer and Auditor shall be submitted to SDO. (Non-submission shall be a ground for the cancellation of the recognition of the PTA by the Division PTA Affairs Committee)				
2. Creation of ELECOM Write down the name of the ELECOM in the remarks section. a Chairperson (Teacher) b Teacher c Parent-Member d Parent-Member e Parent-Member f Parent-Member				
IMPLEMENTATION				
1. Organization of Homeroom PTA within 15 days from the start of the school year.				
2. Organization of the Board of Directors (BOD) 30 days from the start of the school year. Attached a copy of the names of the BOD in the report. (Pres., VP, Sec., Treasurer, Auditor and 10 members)				
3. Election Of The Officers and School PTA was held same day as the election of BOD.				
POST IMPLEMENTATION				
1. Conduct of Oath Taking				
2. Distribution of Certification from School Head				

AGREEMENT

Monitored by:

Name and Signature of Monitoring Official

Name and Signature of School Head





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MONITORING OFFICIALS FOR PTA ORGANIZATION AND ELECTIONS

SCHOOLS	MONITORING OFFICIALS
BUSAL WPNHS	ALDWIN CAPISTRANO
NPES EPES SPES	JOAN KATHLEEN T. BRIZUELA
LAKAWAN ALSAM MATE	LUZVIMINDA SALUDARES
TECS WAKAS RQMNHS	MARILES FERRO
KATIGAN ILASAN PANDAKAKE	NONILON NADAL
SHS POTOL TWCS II	MARIFE LAGAR
BUKAL IPILAN	MARIA OLGA ENDENCIA
DOMOIT FELES KALUMPANG	DRA. CONNIE SIA
GIBANGA MALAOA LPIHS	FIDELIZA V. LUCES
TWCS IV DAPDAP LALO	ALELI PADILLO
TWCS I TWCS III WPES	ERMELO ESCOBINAS
VALENCIA MASIN LAWIGUE	ENGR. GIAN CARLO PARDILLA

This serves as travel order.

