



DEPED-TAY-DM-SGOD-19- 1666

TO : CHIEF EDUCATION 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 ASSOCIATION (PTA) ELECTION RELATED ACTIVITIES

DATE : JUNE 19, 2019

1. 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, all schools in this Division of are expected to observe the following schedule of activities:

- a. Organization of Homeroom PTAs and election of officers shall be held fifteen (15) days from the start of the school year;
- b. 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;
- c. Election of Officers of the school PTA shall be on the same day of their election on the BOD;
- d. Election of the Officers of the City PTA Federation shall be held within forty-five (45) days from the start of the school year;

2. 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.

3. Accomplishment report regarding Homeroom PTA Election, Board of Directors and school PTA is on July 20, 2019 at the SGOD Office.

4. Submission of Annual Financial Statement signed jointly by the PTA president, treasurer and auditor is a requirement prior the conduct of provision 1a. Thus, Certificate of



Compliance issued by the PTA Affairs will be the ticket to proceed to the aforesaid activity. A "No submission of PTA Requirements, No Recognition Policy" shall be implemented.

5. To ensure the implementation of specific guidelines in the areas of PTA elections and organizations, monitoring by the SDO personnel will be conducted. Submit the schedule of election on or before June 21, 2019 via email at joan.brizuela@deped.gov.ph.
6. Immediate dissemination and strict compliance of this memorandum is desired.

*We, the personnel of the City Schools Division of the City of Tayabas commit to continuously SOAR HIGH.
S-atisfy customers' needs O-ptimize the use of ICT enabled system A-dvocate the promotion of healthy schools R-ender timely and responsive services
H-elp create a child-friendly environment I-migrate QMS in all SDO activities G-overn a gender sensitive and safe workplace H-ail quality standards*

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