



Division Memorandum
No. 203, s. 2018

**Conduct of 2018 Election of Officers for the
Federated Parents-Teachers Association (FPTA)**

To: **All Public Elementary & Secondary School Heads & Teacher In-Charge**
This Division

1. Pursuant to Division Memorandum No. 146, s. 2018 re: “Schedule on the Conduct of 2018 Parents-Teachers Association (PTA) Elections”, the 2018 Tangub City Division Federation of Parents-Teachers Association Election is scheduled on August 6, 2018, 1:00 PM at Tangub City Division Conference Hall.
2. With reference to DepEd Order No. 54, s. 2009 re: “Revised Guidelines Governing Parents-Teachers Associations (PTA’s) at the School Level” and DepEd Order No. 77, s. 2009 re: “Guidelines for the conduct of elections of the Parents-Teachers Associations (PTA’s) at the School Level and their Federations”, the following are to be observed:
 - a. Membership in a PTA is limited to parents, or in their absence the guardian of duly enrolled students, and teachers in a given school.
 - a.1) For this purpose, a guardian is hereby defined as any of the following: a) an individual authorized by the biological parent/s to whom the care and custody of the student has been entrusted; b) a relative of the student within the fourth degree of consanguinity or affinity provided that said relative has the care and custody over the child; c) an individual appointed by a competent court as the legal guardian of the student; or d) in case of an orphan, the individual/ institution who has the care and custody of the student.
 - b. All duly elected PTA Presidents of public elementary and secondary schools shall comprise the Tangub City Division Federation of Parents-Teachers Association.
 - c. Election of Tangub City Division Federation of Parents-Teachers Association shall be facilitated by Mr. Arniel B. Mehoy, PDO-I/ PTA In-Charge.
 - c.1) Mr. Arniel B. Mehoy shall only provide logistical support and coordination. He shall not participate in or interfere with the conduct of the elections.
 - d. At the start of the meeting for the purpose of electing the Federation’s Board of Directors (BOD), the PTA Presidents present shall first organize their ELECOM for the purpose of conducting the elections. The elections shall be in secret ballot and no proxy or absentee ballot shall be allowed.



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- e. In its discretion, the Tangub City Division PTA Federation may elect between five (5) to fifteen (15) members of the Board of Directors, which shall be odd in number.
 - e.1) Immediately after the elections of the Federation's Board of Directors, the BOD shall elect from among themselves its Association's Executive Officers, namely:
 - d.1.1) President
 - d.1.2) Vice-President
 - d.1.3) Secretary
 - d.1.4) Treasurer
 - d.1.5) Auditor or other equivalent functions
- f. In a single ballot, a vote for a particular candidate shall be counted only once. Any succeeding vote for the same candidate in the same ballot shall be considered void and shall not be counted for any candidate.
- g. In case of a tie involving two (2) or more candidates for the last position/s in the BOD, a run-off election shall be immediately held among the candidates involved in the tie for the remaining unfilled slot for the BOD. If the tie cannot be resolved through a run-off election, the same shall be done by the drawing of lots.
- h. 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.
- i. After the elections of the BOD of Tangub City Division Federation of Parents-Teachers Association, the respective BOD shall inform Mrs. Jean G. Veloso, Assistant Schools Division Superintendent, OIC-Schools Division Superintendent through a resolution of the list of duly elected Board of Directors and Officers, which shall be certified by the ELECOM. The Schools Division Superintendent shall officially transmit a copy of the resolution to the City Mayor or the Provincial Governor as the case may be.

3. Furthermore, as provided in the Local Government Code of 1991, the duly elected President of Tangub City Division Federation of Parents-Teachers Association shall represent the Federation in their respective Local School Boards.

4. Immediate dissemination of this Memorandum is highly enjoined.

JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC – Schools Division Superintendent

JGV/ abm/ 08/02/18