



Department of Education
Region X – Northern Mindanao
Division of Malaybalay City

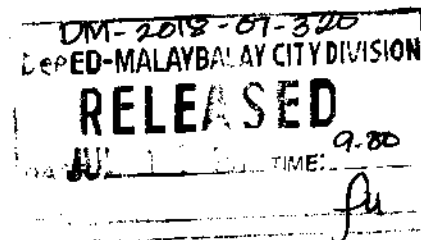
Purok 6, Casisang, Malaybalay City
Telefax: 088-314-0094 E-mail: depedmalaybalay@gmail.com



DIVISION MEMORANDUM

No. 320, s. 2018

TO : Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD and CID
Public Elementary and Secondary School Heads
All Others Concerned



FROM : **REBONEAMIL R. BAGUIO**
Schools Division Superintendent

DATE : July 12, 2018

SUBJECT : **MALAYBALAY CITY DIVISION FEDERATION OF TEACHERS ASSOCIATION (MCDFTA) ELECTION OF OFFICERS**

1. In accordance to the Malaybalay City Division Federation of Teachers Association (MCDFTA), this Office informs the field on the election of District Teachers Association Officers on **July 17, 2018** and election of Division Federation of Teachers Association officers on **July 20, 2018**, 3:00 PM at Division Office Multi-purpose Hall, Casisang, Malaybalay City.
2. Participants to the election of Division Federation of Teachers Association are the elected Teachers Association Presidents and Vice-Presidents of each Districts.
3. Queries relative to this can be relayed to Marsfifth M. Mamawag-MCDFTA Focal Person at 0965 315 9984.

Enclosed: As stated

Copy furnished: Records Section
SocMob Section

TO BE POSTED IN THE WEBSITE

Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

Telefax: (0880 or 088) 221-4597 email: depedmlyblycity@yahoo.com

MALAYBALAY CITY DIVISION FEDERATION OF TEACHERS ASSOCIATION

Constitution and By-Laws

PREAMBLE

We, the teachers of Malaybalay City Division, City of Malaybalay imploring the Divine guidance and blessings in order to pursue the Federation of teachers Association's goals, determine our roles as teachers in nation building of the teachers have this day voluntarily associated ourselves for the purpose of forming an association under the laws of the Republic of the Philippines.

Article I - Name

Section 1 - The name of the association shall be (MCDFTA) Malaybalay City Division Federation of Teachers Association

Section 2 - The association shall have its principal/main office at Malaybalay City, Philippines.

Article II - Objectives

Section 1 - To strive, maintain and persevere in achieving the highest level of competency in the teaching profession.

Section 2 - To establish a closer relation and cooperation among teachers.

Section 3 - To promote the interest and welfare of the teachers in the entire Malaybalay City.

Section 4 - To operate and maintain mortuary and other assistance to its members.

Section 5 - To generate funds to support the Federation projects.

Section 6 - To establish policies and guidelines applicable.

Article III - Membership

Section 1 - The Federation shall have the following members of the association:

- Regular public school teachers in Malaybalay City
- Any retired member who wish to continue his/her membership and Deped Employees Government Employees

Article IV - Board of Directors and Officers

Section 1 - All teacher association presidents and vice presidents shall be eligible to run and be elected as officers of the district teachers association.

Section 2 - The officers of the Federation shall come from the Presidents of the District Teachers Association

Section 3 - The officers of the association shall be President, Vice President, Secretary, Treasurer, Auditor, P.I. O and Social Manager and Board of Directors.

Section 4 - Election of officers and BOD's shall be every after 2 years and be held every

1st Saturday of July.

Article V - Power and Duties of Officers

Section 1 - The President shall be the head of the federation and he/she shall have the following powers and duties:

- He/she shall preside the meeting and deliberation of the federation and of the Board
- He shall execute all acts of the federation and enforce this constitution and all rules and regulations herein promulgated and those that will be adopted hereafter
- Approve and sign the minutes and proceedings of the meeting
- Countersign disbursement made by the treasurer
- Perform other duties inherent to the position of the president as mandated by the federation.

Section 2 - The Vice President shall perform the duties of the President in case of the latter's absence, disability

or resignation. He shall coordinate all functions of the committee.

Section 3 - The Secretary shall issue all notices for all meetings of the federation and shall be present in the

same and keep minutes of the meetings. He /she shall be the custodian of all documents of the federation.

Section 4 - The treasurer shall collect duly approved fees, and other contributions as may be agreed upon by the board. He/she shall have custody of all fund and properties of the federation and render financial property report every meeting or as directed by the board.

Section 5 - The Auditor shall see to it that the book of account of the federation is properly kept, and for the purpose, he shall make full detailed and a periodic audit of all funds and accounts of the federation and shall certify this to the president in a written report.

Section 6 - The P.I.O shall disseminate the information to all its members.

Section 7 - The Social Manager shall prepare programs for the general assembly and other related activities.

Section 8 - The Board of Directors can create committee as necessary in order to help strengthen the organization.

Article VI - Meetings, Quorum, Order of Business and General Assembly

Section 1 - The officers shall meet quarterly, to be held every last Friday of the scheduled month.

Section 2 - A special meeting for any specific purpose, either of the officers of the federation may be called at any time by the President or upon written position of six or more BOD members.

Section 3 - Simple majority is required to declare a quorum (50% + 1)

Section 4 - The order of business of the meeting shall be:

- Calling of meeting to order
- Reading, correction and approval of the minutes of the previous meeting
- Matters arising from the minutes
- Officers and committees report

- Unfinished business
- Other matters
- Adjournment

Section 5 - The General assembly shall be composed of all MGDFTA members of both elementary and secondary public schools.

Section 6 - The general association shall convene on a Friday before the class opens or as the need arises. The officers and members of the board shall determine the time, venue and other details of the general assembly.

Section 7 - Notices for meetings shall be posted at the web at least 5 days before the scheduled date.

- Election of officers shall be done every two (2) years

Article VII - Funds of the Federation

Section 1 - Sources of funds of the federation shall come from the membership fees, annual dues and other financial assistance.

Section 2 - a. A membership fee of three hundred pesos (Php 300.00) shall be collected from each member

as a standing fund.

b. Any amount taken from the standing fund shall be replenished from the dayong collection per members death.

Section 3 - a. An amount of one hundred pesos (Php 100.00) shall be collected from each member through the school teacher association treasurer to the Federation Teacher Association Treasurer.

b. Only 80% of the total Dayong Collection will be released to the recipient and 20% will be retained for the federation fund

Article VIII - Collection and Disbursement

Section 1 - The collection of the membership fee in the amount of three hundred pesos (Php 300.00) from each of the members of the teachers association shall be collected on or before August 31, 2016

Section 2 - Any member who failed to give 2 consecutive death shall be dropped from the list.

Section 3 - All collection shall be deposited in the bank through a checking account and all disbursement shall be made through issuance of check by the treasurer and duly countersigned by the president.

Section 4 - The President and the treasurer are authorized for the disbursement of funds, as well as providing regular financial reports during meetings.

Section 5 - A member who was dropped from the list and wish to be a member shall pay three hundred pesos (Php 300.00) as reregistration fee.

Article IX - Privilege of MCDFTA Members

Section 1 - 80% of the total Dayong Collection shall be given as mortuary assistance to the recipient with an amount of six hundred pesos (Php 600.00) for the wreath.

Section 2 - A member who opted to terminate his/her membership shall receive 20% of his total contribution.

Article X - Amendments

Section 1 - This constitution and By-Laws can be amended by a majority vote of the members present in the meeting called for the purpose.

Article XI - Effectivity

Section 1 - This constitution and By-Laws shall take effect immediately after the approval by the majority vote of members present in the general meeting called for the purpose.

Adopted this 8th day of July 2016 at Malaybalay City Division, Malaybalay City, Philippines.


MYRNA C. PULIDO
President


MARLON A. BASALO
Vice President


AMY G. CAPACIO
Secretary


SYLVELA ANGELIQUE B. MACAPUNDAG
Asst. Secretary



DULCE L. VILLANUEVA
Treasurer


RUEL POLLEY
Asst. Treasurer


ARGIE DUCUSIN
Auditor


RENE A. AZLUB
P.L.O.

Board of Directors:


SALLEY D. MORONO
Social Manager


TERESITA N. DAGPIN


NYMS DOCDOCIL


MARY GLADYS DUBLAS


NOEMI MACASLANG

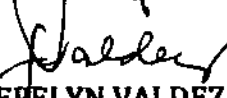

HERIVEL S. DAGUPLO


FELY QUINTANAR


GRACILDA SULINAY


MARK TUNGUIB


ROSA M. BUHawe


LEPELYN VALDEZ











