



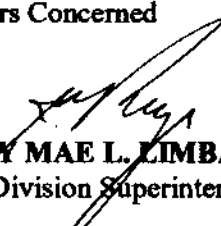
Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

2023-79788
DM-2023-09-3102
DEPED MALAYBALAY CITY DIVISION
RELEASED
SERIALIZED 5 2023 Time: 10:45
By: J. M. O. A.

DIVISION MEMORANDUM

No. 362 s. 2023

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

FROM :  **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent

DATE : September 4, 2023

SUBJECT: **DISSEMINATION ON THE GUIDELINES OF THE PTA ELECTION OF OFFICERS (HPTA, GrPTA AND SPTA-BOD) OF THE SCHOOL LEVEL PER DEPED ORDER NO. 013. s. 2022**

For information and guidance, the Office hereby disseminate the guidelines of the PTA election of officers for Homeroom PTA, Grade PTA and School PTA Board of Directors in the School level per DO No. 013 s. 2022 (*Enclosure 1*).

Queries can be relayed to Marsifith Mamawag, SEPS-Social Mobilization and Networking (PTA In-Charge) at 09777788301.

TO BE POSTED IN THE WEBSITE



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Enclosure I

ELECTION OF OFFICERS OF SCHOOL LEVEL PTAs

1. Voting Rights. Each PTA member shall be entitled to one (1) vote unless such right is limited, broadened or denied for just/valid cause to the extent specified in the by-laws.

During the conduct of elections, a parent/guardian-member shall be entitled to one (1) vote per learner enrolled in the school. Thus, while the father and mother of a learner maybe both considered as parent-members, the two (2) parent-members representing one learner in the HPTA shall only be entitled to one (1) vote.

2. No Proxy Voting. No proxy or absentee voting shall be allowed. No parent/guardian or member of a decision making body may delegate his/her voting power to a representative to enable a vote in his/her absence.

3. The Election Committee (ELECOM)

3.1 a 7 member Election committee (ELECOM) is hereby created and shall be convened by the school head on the first day of classes and shall serve until the end of SY. The ELECOM shall have overall supervision over the conduct of the HPTA and GrPTA elections and direct supervision over the conduct of election of the teacher-representatives to the BOD and SPTA-BOD Officers.

The ELECOM shall be composed of the following;

Chairperson – School Head

Two (2) teachers and (4) parent/guardian-members as members to be appointed by the incumbent SPTA-BOD (or the outgoing SPTA-BOD).

The school head shall, to the extent possible, invite the former ELECOM members who served in the previous SY to orient the newly appointed ELECOM members on the election procedures and their duties and responsibilities.

3.2. Membership to the ELECOM must meet the following criteria:

3.2.1 A person of known probity, honesty, integrity, competence and independence;

3.2.2 Does not hold any position in the PTA

3.2.3 Have no intention to run for any position in the PTA during the current SY.

3.3 The ELECOM shall prepare the Notice of Meeting for the election of officers of the HPTA, GrPTA and SPTA-BOD

3.4 The ELECOM through the homeroom adviser shall disseminate the Notice of meeting at least ten (10) calendar days prior to the date of the election.

3.5 On or before the stated date of election, the ELECOM shall orient the PTA members on the election procedures for all PTA officers as well as the roles and responsibilities of the PTA.



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3.6 The **ELECOM** shall adopt rules and regulations that will ensure free, honest and orderly election

3.7 The **ELECOM** shall designate the homeroom advisers as presiding officers to help ensure that election procedures, requirements and timelines are strictly followed, including the verification of identity of voting PTA members.

3.8 The **ELECOM** shall rule on any question or protest regarding the conduct of the elections and proclaim all duly elected PTA officers.

3.9 The **ELECOM** shall immediately after the proclamation of the winners or upon resolution of any election protest shall turn over all election results and materials to the school head for safekeeping and documentation subject to the provision of RA 10173 and EO No. 2 s. 2016.

4. Election Procedures. A General Assembly (GA) shall be convened by the school head and the incumbent (outgoing) BOD prior to the election. Such general assembly may be held on the same date or before the actual date of election. Provided that, the GA and the election shall occur within thirty (30) calendar days from the first day of class.

4.1 for HPTA elections, the homeroom shall sit as the presiding officer as designated by the **ELECOM**. For GrPTA elections, the **ELECOM** shall designate a presiding officer from among the grade level homeroom advisers who is the most knowledgeable of the election procedures.

4.2 The presiding officer shall have the following responsibilities;

4.2.1 supervise the conduct of election

4.2.2 conduct the voting in the designated polling place and administer the counting of votes

4.2.3 maintain order within the polling place and its premises and ensure the integrity and secrecy of all documents related to the conduct of election.

4.3 In case of the absence of the homeroom adviser as presiding officer on the day of the election, the **ELECOM** shall designate any homeroom adviser of the same or another grade level who completed the HPTA election for his/her advisory class and who is willing to serve as a substitute presiding officer. Subject to the confirmation by the **ELECOM**, the presiding officer may designate a parent/ guardian-member to assist in the conduct of the election, provided that, such parent/ guardian-member shall be disqualified from any HPTA nomination or to run for any HPTA position.

4.4 a vote for a particular candidate shall be counted and recorded by the presiding officer as **ELECOM** as valid. Any succeeding vote for the same candidate from the same voter shall be considered void and shall be rejected outright. In case of a tie between two (2) candidates, the winner shall be selected by a toss coin. If the tie consists of three (3) or more candidates, a run-off election shall be immediately held to break the tie.

4.5 After the election of officers in the HPTA officers, the duly elected HPTA presidents of each grade level shall convene as the GrPTA Council of Representatives



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(GrPTA-CoR) and elect a GrPTA representative and his/her permanent alternate to the BOD.

4.6 the **ELECOM** shall convene all homeroom advisers to elect their teacher-representatives to the BOD prior to electing the SPTA-BOD Officers.

4.7 After electing the GrPTA Representatives and the teacher-representatives, the **ELECOM** shall organize the BOD and carry out the election of the SPTA-BOD Officers.

4.8 Without prejudice, the **ELECOM** shall formally proclaim all the newly elected officers consisting of SPTA-BOD Officers, GrPTA-CoR and HPTA Officers.

4.9 Any issues/concerns affecting the validity of the election shall be referred immediately to the **ELECOM** for resolution.

4.10 **The presiding officer** during the election of HPTA and GrPTA officers shall submit to the school head the approved minutes of the election meeting, attendance sheet, election results and the list of the newly elected officers of the HPTA and GrPTA within 48 hours from the date of the election.

4.11 **The school head** shall verify and certify the validity of the election results within one (1) week from the date of the submission of election-related documents. The school head shall present the newly elected set of officers who shall then take their respective oaths of office, on the same occasion, the school head shall turn over all cash, records, properties and other accountabilities to the newly elected PTA officers of the current SY in the presence of the outgoing PTA officers.

4.12 **Conflict of Interest.** No two (2) HPTA Officers related within the fourth civil degree of consanguinity or affinity shall be elected as representatives to the GrPTA in the same SY.



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