



Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

Archbishop G.M. Reyes St., Kalibo, Aklan
Tel. Nos.: (036) 268-4235; 268-4234; 262-8816; 268-3097



June 27, 2018

DIVISION MEMORANDUM
No. 174, s. 2018

**SCHEDULE OF DISTRICT AND DIVISION ELECTIONS OF THE
FEDERATED PARENTS-TEACHERS ASSOCIATION**

To: **Education Program Supervisors**
Senior/Education Program Specialists
Public Schools District Supervisors (PSDSs)
Principals/Head Teacher In-Charge of the District (PIDs/HTID)
Public and Private Elementary, Secondary and Integrated School Heads
All Others Concerned

1. Enclosed is a copy of DepEd Order No. 77, s. 2009 entitled "REVISED GUIDELINES GOVERNING PARENTS-TEACHERS ASSOCIATIONS (PTAs) AT THE SCHOOL LEVEL" reproduced for the information, guidance and compliance of all school heads, PTA officials and members concerned.
2. It is expected of the Districts to have elected and inducted their respective Federated PTA (FPTA) Officers by Friday, July 6, 2018.
3. The deadline for the submission of the **List of the Newly Elected and Inducted FPTA Officers** to the Division Office, Attention: **Arch. Parel**, Senior Education Program Specialist for Social Mobilization and Networking is 5:00 o'clock PM on Friday, July 13, 2017.
4. The Schedule for the Division Election and Induction of the Federated PTA (FPTA) Officers is 9:00 o'clock AM on Friday, August 3, 2017 at ASJ Hall, Division Office, Division of Aklan, Kalibo, Aklan.
5. Immediate compliance and widest dissemination of this Memorandum is desired.


Dr. SALVADOR O. OCHAVO, Jr., CESO VI
Schools Division Superintendent 

Enclosure: As stated.

Reference: DepEd Order No. 54, s. 2009

To be indicated in the Perpetual Index under the following subjects:

FUNDS
POLICY
SCHOOLS
ASSOCIATIONS/ORGANIZATIONS
STUDENTS
TEACHERS

/mgp

"May katawhayan ag kalipayan sa among mga escuelaan."



Republic of the Philippines
Department of Education

DepED

DepED ORDER
No. 77, s. 2009

JUL 20 2009

GUIDELINES FOR THE CONDUCT OF ELECTIONS OF THE PARENTS-TEACHERS
ASSOCIATIONS (PTAs) AT THE SCHOOL LEVEL AND THEIR FEDERATIONS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to DepED Order No. 54, s. 2009 on the Revised Guidelines Governing Parents-Teachers Associations (PTAs) at the School Level, the following shall be observed by public elementary and secondary schools every school year:

- a. The organization of Homeroom PTAs and election of their officers from among the parents/guardians shall be held within fifteen (15) days from the start of the school year;
- b. The election of the members of the Board of Directors (BOD) of the School PTA from among the elected Homeroom Presidents and Homeroom Advisers shall be held within thirty (30) days from the start of the school year;
- c. The election of the Officers of the School PTA from among the BOD members shall be on the same day of their election to the BOD;
- d. The election of Officers of the Municipal and City Federations of PTAs from among the Presidents of the School PTAs of all public elementary and secondary schools shall be held within forty-five (45) days from the start of the school year;
- e. The election of Officers of the Provincial Federations of PTAs from among the Presidents of the Municipal and City Federations, in case of component cities, shall be held within sixty (60) days from the start of school year; and
- f. Elections already conducted in accordance with the provisions of DepED Order No. 54, s. 2009 shall be valid for SY 2009-2010.

2. At the start of every school year, the School Head shall immediately create and convene a six (6) member Election Committee (ELECOM) for the Homeroom and School PTAs by designating the following:

- a. two (2) teachers one of whom shall be the Chairperson and the latter shall vote only in case of a tie; and
- b. four (4) parent-members.

The ELECOM shall have over-all supervision over the conduct of the elections of the Homeroom PTAs and direct supervision over the conduct of elections of the SOD of the School PTA and its Officers.

The ELECOM may promulgate and issue additional guidelines relative to the conduct of elections that are not inconsistent with this and other existing guidelines or which may hereafter be issued.

Homeroom PTAs

3. The Homeroom Adviser shall have direct supervision over the conduct of election of the Homeroom PTA officers, which election shall be by *viva voce*.

The Homeroom PTA officers, namely, President, Vice-President, Secretary, Treasurer and Auditor, or other positions shall be elected from among the parent-members by a majority of those present during the election.

In case of a tie among two (2) or more candidates, a run-off election shall be immediately held only among the candidates involved in the tie until the tie is resolved. If the tie can not be resolved through a run-off election, the same shall be done by drawing of lots.

School PTAs

4. The elected Presidents of the Homeroom PTAs and the respective Homeroom Advisers shall elect from among themselves the members of the BOD of the School PTA by secret ballot.

5. The date and time of the elections of the BOD of the School PTA shall be set by the School Head taking into account the availability of all concerned provided that the periods herein are observed.

On the day of the elections, all elected Homeroom PTA Presidents and Homeroom Advisers shall gather in one place where the elections shall be held.

6. No proxy of absentee voting shall be allowed.

7. A voter can vote as many as ten (10) different parent-member candidates and as many as five (5) different teacher-member candidates to the BOD. However, only parents shall vote for their ten (10) parent-representatives to the BOD and only Homeroom Advisers shall vote for their five (5) teacher-representatives to the BOD.

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.

8. 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.

9. The elected members of the BOD shall on the same day of their election, elect from among themselves the Association's Executive officers, namely:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Auditor or other equivalent functions

10. A teacher-member cannot hold any position in the school PTA except as a member of the BOD or as Secretary.

11. 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.

Federations

12. All duly elected PTA Presidents of public elementary and secondary schools in the municipality or city shall comprise the Municipal or City Federation of Parent-Teachers Associations.

All duly elected Presidents of the Municipal Federation of PTA and City Federation of PTA, in the case of a component city, shall compose the Provincial Federation of Parents-Teachers Associations.

13. Elections of the Federations shall be facilitated by a Public Schools District Supervisor designated by the Schools Division Superintendent in the case of municipalities and the Schools Division Superintendent in the case of cities and provinces, who shall provide the venue and observe the periods herein.

The District Supervisor and Division Superintendent or any official of the Department shall only provide logistical support and coordination. They shall not participate in or interfere with the conduct of the elections.

14. 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.

15. In its discretion, the Municipal, City and Provincial PTA Federations may elect between five (5) to fifteen (15) members of the Board of Directors, which shall be odd in number, depending on the circumstances obtaining in the municipality, city or province.

Immediately after the elections of the Federation's Board of Directors, the BOD shall elect from among themselves its Officers.

16. In so far as practicable, the manner and process of the conduct of elections of the Homeroom and School PTAs shall be applicable during the elections of the Federations.

17. After the elections of the BOD of the Municipal, City and Provincial Federations of PTAs, the respective BOD shall inform the designated Public School District Supervisor or Schools Division Superintendent through a letter or resolution of the list of duly elected Board of Directors and Officers, which shall be certified by the ELECOM. The Public Schools District Supervisor or School Division Superintendent shall officially transmit a copy of the letter or resolution to the Municipal or City Mayor or the Provincial Governor as the case may be.

18. Pursuant to the Local Government Code of 1991, the duly elected President of the Municipal, City and Provincial Federation of Parents and Teachers Associations shall represent the Federation in their respective Local School Boards.

19. All existing DepED Memoranda, Orders and other administrative issuances of similar nature which are inconsistent with this Order are hereby deemed repealed and superseded accordingly.

20. Immediate dissemination of and compliance with this Order is directed.


JESLIA A. LAPUS
Secretary



Republic of the Philippines
Department of Education

02 SEP 2016

DepEd MEMORANDUM
No. **143**, s. 2016

REITERATION OF THE NO COLLECTION POLICY FROM THE PARENTS-TEACHERS ASSOCIATION

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) issues the **Reiteration of the No Collection Policy from the Parents-Teachers Association**. The DepEd Order (DO) No. 41, s. 2012 entitled *Revised Guidelines on the Opening of Classes*, is reiterated which underscores the **urgent need to minimize, if not eliminate, financial constraints among parents/guardians during the opening of classes**. Thus, this Department provides guidelines on the collection of voluntary school contributions (VSCs).

2. However, strict enforcement of this policy is not being observed with the persistent reports and questions from parents and learners. In 2015, DepEd DeTxt Action Center recorded 176 complaints about the collection of fees which was lower than in 2014 compared to the 330 reported complaints. High volume of complaints was received in March where fees for graduation were collected. Complaints also spiked up during August and September since collection of voluntary fees started in August. These reported cases were received by the DeTxt Action Center and did not include reports from the schools division and regional offices.

3. This Order explicitly restates the following policies:

- a. **no fees shall be collected from school children in Kindergarten up to Grade 4 anytime during the School Year (SY);**
- b. no collection of fees shall be made for Grade 5 to High School learners from June to July;
- c. starting August until the end of the SY, the following membership fees and contributions may be collected on a **voluntary basis**:

Membership Fee/Contribution	Amount/Learner	Reference
Boy Scouts of the Philippines (BSP)	P 50.00	DepEd Memorandum (DM) 513, s. 2009
Girl Scouts of the Philippines (GSP)	P 50.00	DM 235, s. 2009
Philippine National Red Cross (PNRC)	P50.00	DO 66, 2012
Anti-TB Fund Drive	P 5.00	DO 31, s. 2001

Parents-Teachers Association (PTAs)	Reasonable amount to be determined by the PTAs General Assembly	DO 54, s. 2009
School Publication	P 60.00	DO 19, s. 2008
Membership in pupil/student organizations	Based on existing school policies	DO 48, s. 2009

5. The aforementioned DepEd issuances (DMs and DOs), together with the references cited for the voluntary school contributions, reiterate that payment of these fees are voluntary in nature.

6. Further, in DO 41, s. 2012, it is stressed that in no case shall non-payment of voluntary school contributions or membership fees shall be made as a basis for admission, nonpromotion, or non-issuance of clearance to a student by the school concerned.

7. In this regard, the Department shall issue an Omnibus Policy on Enrolment to provide more specific guidelines on this matter.

8. For more information, all concerned may contact the **Office of the Undersecretary for Governance and Operations**, Department of Education Central Office (DepEd CO), DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 633-7206/(02) 631-8494 or through email address: jesus.mateo@deped.gov.ph.

9. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
 Secretary

References:

DepEd Order: (Nos. 66 and 41, s. 2012; 54 and 48, s. 2009; and 19, s. 2008)
 DepEd Memorandum: (Nos. 513 and 235, s. 2009)

To be indicated in the Perpetual Index
 under the following subjects:

CONTRIBUTIONS
 FEES
 LEARNERS
 POLICY

PUPILS
 SCHOOLS
 STRAND: Governance and Operations
 STUDENTS



DepEd ORDER
No. **83**, s. 2010

JUN 18 2010

AMENDMENTS TO DEPED ORDER NO. 77, S. 2009
[Guidelines for the Conduct of Elections of the Parents-Teachers Associations (PTAs) at the School Level and their Federations]

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Items 1a and 20 of DepEd Order No. 77, s. 2009 are to be amended and are stated as follows:

WHEREAS, Items 1a and 20 of DepEd Order No. 77, s. 2009 provide:

"1. Pursuant to DepEd Order No. 54, s. 2009 on the Revised Guidelines Governing Parents-Teachers Associations (PTAs) at the School Level, the following shall be observed by public elementary and secondary schools every school year:

- a. The organization of Homeroom PTAs and election of their officers from among the parents/guardians shall be held within fifteen (15) days from the start of the school year;"*

"20. Immediate dissemination of this Memorandum is desired."

WHEREAS, guardians, as defined in DepEd Order No. 54, s. 2009, are generally allowed to become members of the Homeroom and School PTAs;

WHEREAS, it is necessary to classify guardians for purposes of their officership in the Homeroom PTAs and the School Level PTAs to establish their genuine authority and responsibility pursuant to their role as substitute parents of schoolchildren in accordance with law;

WHEREAS, only court-appointed guardians provide competent evidence of guardianship with genuine and ascertainable authority and responsibility to function as substitute parents of their student-wards;

WHEREAS, there is also a need to amend Item 20 of DepEd Order No. 77, s. 2009 to conform to the nature of this issuance;



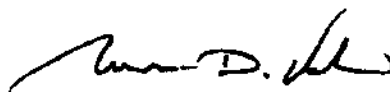
WHEREFORE, the same Items 1a and 20 of DepED Order No. 77, s. 2009 are hereby amended and shall read as follows:

"1. Pursuant to DepEd Order No. 54, s. 2009 on the Revised Guidelines Governing Parents-Teachers Associations (PTAs) at the School Level, the following shall be observed by public elementary and secondary schools every school year:

a. The organization of Homeroom PTAs and election of their officers from among the parents/court-appointed guardians of duly enrolled students shall be held within fifteen (15) days from the start of the school year;"

"20. Wide dissemination of and strict compliance with this Order is directed."

2. Immediate dissemination and strict implementation of this Order is directed.



MONA D. VALISNO
Secretary

References:

DepEd Order: (Nos. 54 and 77, s. 2009)

To be indicated in the Perpetual Index
under the following subjects:

CHANGE
ELECTIONS
POLICY
SCHOOLS
SOCIETY or ASSOCIATIONS
STUDENTS
TEACHERS