



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL


**Office of the Schools Division
Superintendent**

15 NOV 2021

DIVISION MEMORANDUM
No. 92, s. 2021

**VIRTUAL DIVISION / PROVINCIAL FEDERATED PARENTS-TEACHERS ASSOCIATION
(PTA) AND OATH – TAKING CEREMONY**

- To: Assistant Schools Division Superintendents
Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Senior Education Program Specialists/ Education Program Specialists II
Public Schools District Supervisors/Districts-In-Charge
Public Elementary and Secondary School Heads
All Others Concerned
1. This is to inform the field on the scheduled date of a One-Day Virtual Division/Provincial Federated Parents-Teachers Association (PTA) Election of newly elected officers, SY 2021-2022 on November 23, 2021, at 8:00 o'clock in the morning.
 2. The participants of this virtual activity are the following: 36 Public Schools District Supervisors; 36 District PTA Focal Persons; 36 District Information Technology Officers: outgoing Federated PTA President, 36 newly elected Federated PTA Presidents, and Virtual PTA Election Technical Working Group which comprises of the Program committee and ICT working group.
 3. The districts are hereby requested to submit the list of their newly elected Federated PTA Officers and their District PTA Focal Persons on or before November 16, 2021 to the Division Focal Person.
 4. Attached herewith are the mechanics of the election process and the program of activity as per disseminated Division Memorandum dated September 26, 2021 entitled, "Reiteration on the Guidelines for the Conduct of Election of the Parents-Teachers Association (PTA) at the school and federated level", which is self explanatory.
 5. The link will be provided on November 22, 2021, thru messenger group chat.
 6. For further details, please refer to Dr. Emma S. Mate, Senior Education Program Specialist-Partnership and Networking, Division PTA Focal Person, Schools Governance and Operation Division at emma_mate@deped.gov.ph or cell no. 09971878303.
 7. Immediate dissemination of this Memorandum is enjoined.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

11/12/2021

SPY/JMA-MKP-NLM/SGOD/RBY/csm
November 12, 2021



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644
Email Address: negros.oriental@deped.gov.ph

VIRTUAL PROVINCIAL/DIVISION FEDERATED PTA ELECTION MECHANICS

1. Each district shall have 1 account (preferably the fb and MS Teams accounts of the PSDS or DITO) which shall be used in joining the virtual election through MS teams and Fb Messenger.
2. All accounts shall be submitted for admission in the official fb chat group intended for the virtual election.
3. The platform to be used is MS Teams for the program proper and oath taking ceremony.
4. The virtual election shall be done using fb Messenger Polls where only the account of the district information and technology officer for each district shall be added and will be used in casting the votes.
5. The virtual election will highlight the organization of the board of directors. The Provincial PTA Federation may elect 15 members of the Board of Directors, which shall be odd in number. Immediately after the elections of the Board of Directors, the BOD shall elect among themselves its officials namely: Provincial/Division Federated PTA President, Vice-President, Secretary, Treasurer, Auditor, Sgt. At Arms, and PIO. Also, the organization of the following PTA committees will be organized: Committee on Finance, Committee on Programs and Projects, Audit Committee, Election Committee, Grievance Committee, Ways and Means Committee, and Committee on External and Community Affairs.
6. The parent-officers will nominate online and all nominees shall be presented electronically.
7. The district information and technology officer will assist the parent-officer in casting his/her vote using the online platform. Only one (1) vote shall be casted for every position. A 1-minute time allowance shall be given for every position.
8. The technical working group shall facilitate the virtual election activity.

DIVISION/PROVINCIAL FEDERATED PARENTS-TEACHERS ASSOCIATION
OF DIVISION OF NEGROS ORIENTAL

OATH OF OFFICE

I, _____ of
(Name of PTA)

_____, having been elected as member of the
(District)

Division/Provincial Federated Parents-Teachers Association of the Board of
Director/PTA Officer and/or to the position of _____, do
hereby solemnly swear that I will faithfully discharge, to the best of my ability, the
duties of my present position; that I have read and clearly understood, and I will
abide by, the guidelines governing the Parents-Teachers Association and such
issuances by the Department of Education; that I will obey all legal orders
promulgated by duly constituted authorities; and that I impose this obligation upon
myself voluntarily, without mental reservation or purpose of evasion.

So help me God.

Signature

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Administering Officer

PROGRAM

Part I

- ◆ **Philippine National Anthem** - **Multimedia**
- ◆ **Prayer** - **Multimedia**
- ◆ **Welcome Address** - **RACHEL B. PICARDAL, Ed. D.**
SGOD Chief
- ◆ **Presentation of Participants** - **TERESITA Z. OLASIMAN**
Head Teacher III, NTMES
- ◆ **Rationale** - **JOELYZA M. ARCILLA, Ed. D.**
Assistant Schools Division Superintendent
- ◆ **Overview on Policies & Guidelines** - **EMMA S. MATE, Ph. D.**
*Senior Educ. Program Specialist
Division PTA Focal Person*
- ◆ **Election Proper** - **CARMELITO D. SOJOR IV**
Teacher III, NTMES
- ◆ **Presentation of Newly Elected Division/Provincial Federated PTA Officers**
- ◆ **Oath of Office** - **SENEN PRISCILLO P. PAULIN, CESO V**
*Schools Division Superintendent
Administering Officer*
- ◆ **Inspirational Message** - **SALUSTIANO T. JIMENEZ, CESO VI**
Regional Director
- **SENEN PRISCILLO P. PAULIN, CESO V**
Schools Division Superintendent
- ◆ **Closing Message** - **NILITA L. RAGAY, Ed. D.**
OIC- ASDS/ CID Chief
- ◆ **Closing Prayer** - **PASTOR NELSON REGIR**
*Division/Provincial Federated PTA President,
S.Y. 2020-2021*

Part II

A. ORGANIZATION OF DIVISION/ PROVINCIAL FEDERATED PTA COMMITTEES

1. **Committee on Finance**
Chair -
Members -
2. **Committee on Programs & Projects**
Chair -
Members -
3. **Audit Committee**
Chair -
Members -
4. **Election Committee**
Chair -
Members -
5. **Grievance Committee**
Chair -
Members -
6. **Ways and Means Committee**
Chair -
Members -
7. **Committee on External and Community Affairs**
Chair -
Members -

B. TECHNICAL WORKING GROUP

• Program Committee

- Chairperson** - **EMMA S. MATE, Ph. D.**
*Senior Educ. Program Specialist
Division PTA Focal Person*
- Co-Chair** - **TERESITA Z. OLASIMAN**
*Head Teacher III, NTMES
District PTA Focal Person
Bacong District*
- Members** - **CARMELITO D. SOJOR IV**
Teacher III, NTMES
- **ALVIN Z. AGUILAR**
Teacher I, NTMES
- **JIMY ROSE L. SANCHEZ**
Teacher II, NTMES