



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

April 19, 2021

DIVISION MEMORANDUM
No. **113**, s. 2020

**REORGANIZATION AND OF ELECTION OF OFFICERS OF THE TEACHERS'
ASSOCIATION AT THE SCHOOL, DISTRICT AND DIVISION LEVELS**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

1. With sincere intention to provide a strong and unified advocating and consultative body for teachers in this division, this Office hereby resolved to reorganize the teachers' association and realized the necessity to effect a conduct of elections at the school and district levels.
2. School Heads and Public Schools District Supervisors are advised to refer to the election guidelines attached as Enclosure No. 1 to ensure proper conduct of elections at the school and district levels.
3. The School Mobilization and Networking unit is expected to coordinate closely with all concerned to effectively and efficiently carry out the duties and responsibilities assigned to them. Moreover, the SMN unit is expected to lead in the reorganization and elections of officers of the Division Federation of teachers' association on May 3, 2021 at Ecotech, Sudlon, Lahug, Cebu City at 8:00AM-12:00NN for the Elementary teachers' association and at 1:00PM-5:00PM for the Secondary teachers' association, respectively, and facilitate the promulgation and/or ratification of the teachers' association by-laws to govern the conduct of its affairs and prescribe the rules of its governance.
4. Minimum public health standards shall be complied with at all times for the whole duration of the aforementioned activity. Meal and snack and venue rental expenses incurred during the said activity shall be chargeable against Division MOOE while transportation expenses of the participants incurred shall be chargeable against their Local School MOOE Fund subject to the usual accounting and auditing rules and regulations.
5. Wide dissemination of and strict compliance with this Memorandum are hereby requested.

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

SPS/ASPS/SGOD/Social Mobilization/Cheney



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(Enclosure No. 1 to Division Memorandum No. 113, s. 2021)

GUIDELINES ON THE CONDUCT OF ELECTIONS OF OFFICERS OF TEACHERS' ASSOCIATION AT THE SCHOOL, DISTRICT AND DIVISION LEVELS

1. At the school level, the school heads/principals shall facilitate the reorganization and conduct of elections of officers of the teachers' association of their respective schools. The following positions shall be filled in by among the public school teachers, to wit:
 - President;
 - Vice-President;
 - Secretary;
 - Treasurer; and
 - Auditor.
2. At the district level, the public schools district supervisors shall facilitate the reorganization and conduct of elections of officers of the district federations of teachers' association in the Elementary and Secondary Level. Qualified participants are elected presidents of teachers' associations at the school level. The following positions shall be filled in, to wit:
 - President;
 - Vice-President;
 - Secretary;
 - Treasurer; and
 - Auditor.
3. At the division level, the Social Mobilization and Networking Unit shall facilitate the reorganization and conduct of elections of officers of the district federations of teachers' association in the Elementary and Secondary Level. Qualified participants are elected presidents of teachers' associations at the district level. The following positions shall be filled in, to wit:
 - President;
 - Vice-President;
 - Secretary;
 - Treasurer; and
 - Auditor.



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For districts, however, which have only two or three Secondary Schools, the elected Presidents, Vice-Presidents and Secretaries of the school teachers' associations are deemed automatic participants. Moreover, only those elected Presidents are eligible to run for the position of President.

Public Schools District Supervisors shall submit election report to Mr. Chaney A. Gulfan, OIC-SEPS, Social Mobilization & Networking Unit, on or before April 30, 2021 through email address chaney.gulfan@deped.gov.ph.



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