



Republic of the Philippines
Department of Education
 Region VII – Central Visayas
 Schools Division of CEBU PROVINCE

Office the Schools Division Superintendent

April 5, 2024

DIVISION MEMORANDUM
 No. 219, s. 2024

**ELECTION FOR THE FACULTY, SCHOOL HEADS, AND NON-TEACHING
 PERSONNEL ASSOCIATION OFFICERS**

To: Assistant Schools Division Superintendents
 Chiefs, CID, and SGOD
 Public Schools District Supervisors/OICs
 Elementary and Secondary School Heads
 All Others Concerned

1. This Office announces the upcoming Election for the Faculty, School Heads (Elementary & Secondary) and Non-teaching Personnel Association Officers.
2. The specifics of the election process for each association are outlined below:

FACULTY ASSOCIATION ELECTION				
Date	Activity	Participants	In-charge	Venue
April 15, 2024	Elementary and Secondary School Election	All Elementary and Secondary Faculty Association Members	Current Elementary and Secondary School Faculty Association Officers and or Master Teacher of the School	Respective Schools
April 16, 2024	District Election	Elected Elementary & Secondary School President & Vice- President	Current District Faculty Association Officers and or District Principal	District Office
April 29, 2024 (10:00 AM)	Division Federation Election	Elected District/ Municipal President & Vice- President	SGOD	Virtual
<p>Note: Municipality having two (2) districts should have a special election (draw by lots) as agreed by the Division Faculty Federation Officers 2023-2024 to represent in their Local School Board.</p>				



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ELEMENTARY SCHOOL HEADS' ASSOCIATION ELECTION				
April 15, 2024	District Election	All Elementary School Heads' Association Members	Current District School Heads' Association Officers	District Office
April 29, 2024 (3:00 PM)	Division Federation Election	Elected District President and Vice-President	SGOD	Virtual
SECONDARY SCHOOL HEADS' ASSOCIATION ELECTION				
April 15, 2024	District Election	All Secondary School Heads' Association Members	Current District School Heads' Association Officers	District Office
April 29, 2024 (10:00 AM)	Division Federation Election	Elected District President and Vice-President	SGOD- Partnership Focal Person	Virtual
NON-TEACHING PERSONNEL'S ASSOCIATION (Field-based)				
April 16, 2024	District Election	All field-based association members/ District-based Non-teaching Personnel		District Office
NON-TEACHING PERSONNEL'S ASSOCIATION (Division-based)				
April 16, 2024	NOMINATION (submission of nomination will be accommodated at SGOD)	All division-based association members	SGOD- Partnership Focal Person	Division Social Hall
April 16, 2024 (2:00-5:00 PM)	Posting of Nominated Employees			SGOD- Partnership Focal Person
April 17, 2024	Election	All division-based association members	SGOD- Partnership Focal Person	Division Social Hall
NON-TEACHING PERSONNEL'S ASSOCIATION (Field & Division-based)				
April 24, 2024	Division Federation Election	All field-based elected President & V- President and Division-based elected President & V- President	SGOD- Partnership Focal Person	Division Social Hall
INDUCTION OF OFFICERS				
May 17, 2024, venue to be announced				



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3. The election will be held for the positions of President, Vice-President, Secretary, Treasurer, and Auditor.
4. School and division election will be conducted through nomination, followed by secret voting while the Division Federation Election will be done through virtual election.
5. All elected association secretaries are instructed to submit the names of the elected District Officers one week after the district election.
6. All elected association officers will serve a one-year term, commencing one day after the election.
7. For those non- members who wants to join the association, please see your association President or Treasurer for the guidelines of membership.
8. Minimum public health standards shall be always complied with for the whole duration of the aforementioned activity.
9. Food, snacks, venue, accommodation, tarpaulin, travel, and other incidental expenses incurred during this activity shall be charge against Division HRD/MOOE Fund/PSF/Local and other funds while traveling expenses of the participants shall be chargeable against School MOOE/Local School Funds subject to availability of funds and subject to usual accounting rules and regulations.
10. This Memorandum serves as the **Authority to Travel** of participants.
11. Wide dissemination of and strict compliance with this Memorandum are hereby requested.

SENEN PRISCOLO P. PAULIN, CESO V

for Schools Division Superintendent *for*

SPPP/MRS/SGOD/NMA



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