Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Division Memorandum
No. _____12_____, s. 2021

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads/Principals
Public School Teachers

From: **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

Subject: REORGANIZATION AND OF ELECTION OF OFFICERS OF THE
TEACHERS' ASSOCIATION AT THE SCHOOL AND DISTRICT LEVELS

Date: January 19, 2021

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 synchronized 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 Social Mobilization and Networking (SMN) 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 associations 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.

5.   Immediate dissemination of and strict compliance with this memo is directed.

SGOD/SMN/jee/ReorganizationofTeachersAssociation//DM001-2021/01192021

N-avigating
O-pportunities to
R-eengineer for
Transformation &
E-mpowerment

Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph

"Be and Do Much Better Each Day
with a
Sense of Urgency"

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

GUIDELINES ON THE CONDUCT OF SYNCHRONIZED ELECTIONS OF OFFICERS OF TEACHERS' ASSOCIATIONS AT THE SCHOOL AND DISTRICT 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 on February 5, 2021, at 3:00 P.M., Friday, during the school learning action cell (SLAC) activity. The following positions shall be filled in by among the public school teachers, to wit:

   - President;
   - Vice-President;
   - Secretary;
   - Treasurer; and
   - Auditor
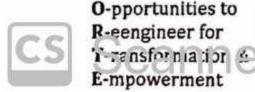   - Other position/s may also be added and filled in as may be necessary

   Senior high school situated within an existing junior high school shall have a separate teachers' association and set of officers.

   School heads/principals shall submit election report to the district supervisors on February 8, 2021.

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' associations in the elementary, junior high school and senior high school on February 12, 2021, at 8:30 A.M., 10:30 A.M., and 1:30 P.M., respectively. 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.
   - Other position/s may also be added and filled in as may be necessary

   For districts, however, which have only two or three junior or senior high 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. Jessie E. Elacan, SEPS, Social Mobilization & Networking Unit, on or before February 19, 2021 through email znsocmob@gmail.com or jessie.elacan@deped.gov.ph.

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment

Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: znd.division.@deped.gov.ph

"Be and Do Much Better Each Day
with a
Sense of Urgency"