



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

06 Oct 2025


DIVISION MEMORANDUM
SGOD-2025-187

RE-ORGANIZATION OF SCHOOL AND DISTRICT PUBLIC-SCHOOL TEACHERS' ASSOCIATION

To: School Heads Both Elementary and Secondary
District Heads
Teaching Personnel
This Division

1. The Schools Division of Sarangani strongly supports the welfare of its teaching personnel by promoting collaboration and unity among employees. Working together toward a common direction fosters harmony and excellence in fulfilling individual and collective tasks. To achieve this endeavor, the role of a lead team is crucial in spearheading initiatives and advocating shared goals that advance the welfare and professional growth of teachers. Anent this, all schools and districts are hereby directed to **re-organize** their respective **School Teachers' Associations** and **District Federated Teachers Associations**. School heads and district heads are enjoined to ensure the conduct of said activity in accordance with prescribed standards and proper election procedures. An oath-taking ceremony shall be conducted to officially recognize and confirm the elected officers of the School Teachers' Association and District Federated Teachers' Association. School heads and district heads must ensure that the conduct of election proceedings shall not disrupt regular classes and that academic learning remains the top priority.
2. The elected officers shall serve a term of three (3) years, after which a re-election process shall be conducted to ensure continuity of leadership and accountability. The duly elected School Teachers' Association President shall represent the school in the election of the District Federated Teachers' Association. Furthermore, the updated and approved list of School Teachers' Association and District Federated Teachers' Association officers, together with the required Means of Verification (MOVs) of the re-election proceedings, must be submitted through the designated link or through the QR Code.

<https://bit.ly/TeachersAssociation>


3. The re-organization aims to
 - a. To ensure the existence and functionality of the Teachers' Association at the school and district levels.
 - b. To ensure continuity of leadership and accountability through the conduct of re-election every three (3) years.



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- c. To provide accurate documentation by requiring the submission of the updated list of elected officers and supporting MOVs.
- d. To establish transparency and proper coordination through the regular reporting of election and oathtaking results.

4. Timeline of Activities

Activity	Timeline	MOVs
Re-election and Oathtaking of School Based Teachers Association	October 6-9, 2025	Pictorials Minutes of Meeting/Proceedings List of Elected Officers Attendance
Submission of Documents (refer to MOVs) of the School Teachers Association to the Division Level	October 10, 2025	Signed/Approved of the following docs -List of Officers -Minutes of Meeting/Proceedings -Pictorials
Re-election and Oathtaking of District Federated Teachers Association	October 13-16, 2025	Pictorials Minutes of Meeting/Proceedings List of Elected Officers Attendance
Submission of Documents (refer to MOVs) of the District Federated Teachers Association to the Division Level	October 17, 2025	Signed/Approved of the following docs -List of Officers -Minutes of Meeting/Proceedings -Pictorials

- 5. See attached general guidelines for more information.
- 6. For inquiries, contact Ms. Madina P. Loguioyman at 09193702488.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS



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Adriano A. Daligdig/SGOD/MLA – re-organization of school and district public-school teachers’ association
0957/October 6, 2025



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General Guidelines

I. Rationale

The organization of the Teachers' Association, whether at the school or district level, is established to promote collaboration, unity, and shared responsibility among teaching personnel. It serves as an avenue for teachers to voice their concerns, advance professional growth, and participate in initiatives that enhance both teacher welfare and educational delivery. By fostering collective action, the association ensures that teachers are not only represented but also actively engaged in decision-making processes that directly impact their work and the learners they serve.

To strengthen leadership and accountability, the elected officers of the Teachers' Association shall serve a tenure of **three (3) years**. After this period, a **re-election process** shall be conducted to provide continuity of service while also opening opportunities for new leaders to emerge. This term-based system encourages dynamism, inclusivity, and transparency in leadership, ensuring that the association remains responsive to the evolving needs of teachers and the school community.

Ultimately, the Teachers' Association be it at the school or district level must uphold a culture of service, empowerment, and excellence. It stands as a testament to the commitment of teachers to support one another, to nurture professional growth, and to contribute meaningfully to the broader goals of the Department of Education.

II. Objectives

The Teachers' Association aims to:

1. Promote solidarity and teamwork among teachers.
2. Uphold teachers' welfare through support and wellness programs.
3. Enhance professional growth through training and peer learning.
4. Ensure transparent leadership with a three-year tenure and re-election.
5. Engage teachers in school, district, and community advocacies.
6. Recognize and celebrate teachers' contributions and achievements.

III. Requirements for Teachers' Association Officers



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A. General Qualifications

1. Must be a permanent or regular teacher assigned in the school/district at least 3 years in service
2. In good standing with no pending administrative or legal case.
3. Willing to serve and actively participate in association activities.
4. Respected by peers for integrity, professionalism, and leadership.
5. Has no conflict of interest with the functions of the association.
6. Not retiring within the current school year to ensure continuity of leadership.

B. Positions for Election and Specific Eligibility

1. President

- a. At least 3 years of teaching experience in DepEd.
- b. With proven leadership experience (committee chair, coordinator, or similar role).

2. Vice President

- a. At least 2 years of teaching experience.
- b. Able to assist and represent the President when needed.

3. Secretary

- a. Proficient in documentation, communication, and record-keeping.

4. Treasurer

- a. Must be trustworthy, preferably with background in finance or previous experience handling school funds/committees.
- b. Must not have unsettled accountabilities in school or DepEd.

5. Auditor

- a. Keen attention to detail and knowledge of basic auditing/reporting.

6. Public Information Officer (PIO)

- a. Good communication skills (oral and written).

7. Business Manager

- a. Must have organizational skills and initiative to manage association activities and projects.

8. Board of Directors

- a. shall serve as the collective body that provides advice and guidance to the association leadership. They represent the general membership in decision-making processes, ensuring that the concerns and welfare of teachers are properly considered in every resolution or program of the association.
- b. School with more than 50 teachers must elect BOD members by grade level.

- 9.** The School Head and District Supervisor shall automatically serve as the Association Advisers and are mandated to provide support to the organization.

- a. shall guide the School Teachers' Association and the District Federated Teachers' Association in ensuring that all activities are



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aligned with the vision, mission, and core values of the Department of Education. Their role is to provide supervisory assistance, ensure adherence to policies and election standards, and mentor the elected officers in carrying out their respective functions. Furthermore, advisers are expected to extend technical support in planning, implementing, and evaluating association programs and activities. They shall also serve as the bridge between the association and the school or district administration, ensuring that the welfare and professional growth of teachers remain a priority.

IV. Officers' Roles and Responsibilities

The success of the School Teachers' Association (STA) and the District Federated Teachers' Association (DFTA) depends greatly on the commitment and dedication of their officers. Elected leaders are entrusted with responsibilities that go beyond administrative functions; they serve as role models of integrity, professionalism, and unity. Their collective task is to ensure that the association not only advances the welfare of teachers but also contributes meaningfully to the broader vision of quality education. To this end, each officer is given specific roles and responsibilities that complement one another, ensuring balance, transparency, and accountability within the organization.

At the helm of the association is the **President**, who acts as the chief leader. The President presides over meetings, represents the association in official engagements, and ensures that programs, projects, and policies are implemented faithfully. Working hand-in-hand with the school head or district supervisor, the President also signs official documents and financial transactions in coordination with the Treasurer.

The **Vice President** supports the President in the execution of duties and assumes leadership in his or her absence. Beyond this, the Vice President spearheads special committees, oversees specific projects, and helps maintain effective communication between the officers and the members.

Serving as the backbone of documentation is the **Secretary**, who prepares notices, agendas, and minutes of meetings, while safeguarding records and correspondence. The Secretary ensures that communication flows smoothly and that the membership directory remains updated and accurate.

Financial stewardship rests with the **Treasurer**, who acts as custodian of the association's funds and properties. The Treasurer collects dues or contributions, maintains accurate financial records, submits regular reports, and disburses funds only upon approval of authorized officers. To safeguard transparency, the **Auditor** examines financial records, certifies the accuracy of financial reports, and submits audit findings during general assemblies, thus ensuring accountability.



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The **Public Information Officer** (PIO) plays a vital role in communication and image-building. The PIO disseminates information regarding activities and accomplishments, coordinates with school or district communication focal persons, and projects a positive image of the association to both members and external stakeholders.

The **Business Manager** ensures the logistical success of activities by overseeing income-generating projects, handling resource management, and supporting committees in program implementation. This role strengthens the operational capacity of the association and ensures the sustainability of its initiatives.

Meanwhile, the **Board of Directors** serve as representatives of the general membership. They provide guidance to the leadership, participate in decision-making, and lead or support committees and initiatives as directed by the President.

Together, these officers form a cohesive leadership structure that balances authority, accountability, and service. Through their collective roles, they ensure that both the School Teachers' Association and the District Federated Teachers' Association remain effective platforms for promoting collaboration, professional growth, and the welfare of teachers across schools and districts.

V. Suggested Regular Activities of the Teachers' Association with Specified MOVs

Category	Regular Activities	Means of Verification (MOVs)
1. Meetings & Consultations	<ul style="list-style-type: none">• Monthly/quarterly officers' meetings to plan programs and monitor projects.• Annual general assembly to report accomplishments and financial status.• Consultation meetings with school heads/district supervisors on welfare issues.	<ul style="list-style-type: none">• Minutes of meetings• Attendance sheets• Photos/documentation• Signed resolutions/reports
2. Professional Development	<ul style="list-style-type: none">• In-service trainings, seminars, or learning sessions for the	<ul style="list-style-type: none">• Training matrix/program• Attendance/registration



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	organization's welfare <ul style="list-style-type: none"> • Peer sharing of best practices. • Partnerships with DepEd HRD or local organizations for training. 	forms <ul style="list-style-type: none"> • Certificates of participation • Activity documentation
3. Welfare & Support Programs	<ul style="list-style-type: none"> • Teacher welfare initiatives (greetings, hospital/condolence support). • Peer mentoring for new/struggling teachers. • Wellness activities (health checks, stress management, etc.). 	<ul style="list-style-type: none"> • Activity reports • Photos• Beneficiary lists • Letters of support/acknowledgment
4. Community & Advocacy Programs	<ul style="list-style-type: none"> • Outreach projects (gift-giving, community service, literacy support). • Participation in school/district activities (Brigada Eskwela, celebrations). • Advocacy on teachers' rights, mental health, values formation. 	<ul style="list-style-type: none"> • Project proposals • Narrative/terminal reports • Attendance lists • Photos & certificates
5. Fund Management & Resource Generation	<ul style="list-style-type: none"> • Membership dues collection (if approved). • Fundraising activities (school fairs, benefit events). • Preparation/presentation of financial reports. 	<ul style="list-style-type: none"> • Official receipts • Financial reports • Bank deposit slips/vouchers• Audit certifications
6. Recognition & Motivation	<ul style="list-style-type: none"> • Teacher recognition/appreciation 	<ul style="list-style-type: none"> • Program of activities•



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Activities	day. <ul style="list-style-type: none">• Awarding of outstanding teachers (World Teachers' Day, District/Division events).	Certificates of recognition <ul style="list-style-type: none">• Documentation/photos• Souvenir program
7. Oathtaking & Turnover Ceremonies	<ul style="list-style-type: none">• Oathtaking of newly elected officers.• Turnover of records and responsibilities between outgoing and incoming officers.	<ul style="list-style-type: none">• Oathtaking program• Attendance list• Photos/videos• Turnover documents/inventory

VI. Forms and Templates

The forms and templates can be accessed through this link or QR Code

<https://bit.ly/3KqANil>

