



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 08 2025

MEMORANDUM

**NOMINATIONS PROCESS FOR MUNTINLUPA PARENT TEACHERS'
ASSOCIATION FEDERATION OFFICERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC – Chief Education Supervisor, School Governance and Operation Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached are the MPTAF Board Resolution No. 01, s. 2025, titled “A Resolution Adopting the Guidelines for the Nomination Process,” and the Board Resolution No. 02, s. 2025, titled “ A Resolution Creating and Appointing the Electoral Board for the Muntinlupa PTA Federation Election for School Year 2025-2026.”
2. The schedule for the Muntinlupa PTA Federation Officers Election has already been provided. Please observe and comply accordingly and on time.
3. For questions and further information, please emails Ms. Rou Cristobal, Vice President-MPTAF at rrac19@yahoo.com.
4. For information and guidance.

VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In -Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

PARNERSHIP FEDERATION ELECTION

CPDV/DM/ NOMINATION PROCESS FOR MUNTINLUPA PARENT TEACHERS ASSOCIATION FEDERATION OFFICERS

413 _____/October 3, 2025

UN-2025-413



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



**MUNTINLUPA PARENTS-TEACHERS ASSOCIATION
FEDERATION**
Muntinlupa City



TRANSMITTAL

September 29, 2025

TO:

DR. VIOLETA L. GONZALES
Schools Division Superintendent
SDO – Muntinlupa City

RECEIVED BY:
10/2/25 - 3:23 pm
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

FROM:

Rosemarie A. Corpus
President, Muntinlupa City PTA Federation, Inc.

SUBJECT: Submission of Guidelines for the Nomination Process of the MPTAF Officers

Dear Dr. Gonzales,

Respectfully forwarded for your information and guidance are the following documents duly approved by the Executive Committee of the Muntinlupa City PTA Federation, Inc. during its meeting held on July 18, 2025:

1. Cover Letter addressed to the SDS
2. Board Resolution No. __ s. 2025 – Adoption of the Guidelines
3. Guidelines for the Nomination Process of the MPTAF Officers
4. Certificate of Candidacy Form


For your kind review and appropriate action.

Thank you very much.

Respectfully,


Rosemarie A. Corpus
President
Muntinlupa City PTA Federation, Inc.

Noted:


Eric A. Guevarra
Secretary
Muntinlupa City PTA Federation, Inc.



**MUNTINLUPA PARENTS-TEACHERS ASSOCIATION
FEDERATION**
Muntinlupa City



BOARD RESOLUTION NO. 1, Series of 2025

A RESOLUTION ADOPTING THE GUIDELINES FOR THE NOMINATION PROCESS OF THE MUNTINLUPA PTA FEDERATION (MPTAF) OFFICERS

WHEREAS, the Muntinlupa PTA Federation Executive Committee convened on July 18, 2025 to deliberate on the nomination and election process for the upcoming federation elections;

WHEREAS, there is a need to establish clear, transparent, and consistent guidelines to ensure fairness, order, and adherence to the provisions of DepEd Order No. 013, s. 2022 (Omnibus Guidelines on the Selection of Officers of Parent-Teacher Associations);

WHEREAS, after due discussion and deliberation, the Executive Committee unanimously agreed on the Guidelines for the Nomination Process of the Muntinlupa PTA Federation, specifying qualifications, disqualifications, filing of candidacy, and election procedures;

NOW THEREFORE, on motion duly seconded, BE IT RESOLVED, that the Muntinlupa PTA Federation, Inc. hereby formally adopts the Guidelines for the Nomination Process of its officers, as attached to this resolution;

RESOLVED FURTHER, that a copy of this Resolution together with the attached Guidelines be transmitted to the Schools Division Superintendent of Muntinlupa City, Dr. Violeta L. Gonzales, for proper information, recognition, and guidance.

Approved this 18th day of July 2025, at Sucat Elementary School, Muntinlupa City.

CERTIFIED TRUE AND CORRECT:

Eric A. Guevarra
Secretary
Muntinlupa City PTA Federation

ATTESTED BY:

Rosemarie A. Corpus
President
Muntinlupa PTA Federation

Rouen Ruth A. Cristobal
Vice President
Muntinlupa PTA Federation

Charity V. Antonio
Treasurer
Muntinlupa PTA Federation

Ma Genalyn L. Sualog
Auditor
Muntinlupa PTA Federation



**MUNTINLUPA PARENTS-TEACHERS ASSOCIATION
FEDERATION**
Muntinlupa City



Guidelines for the Nomination Process of the MPTAF Officers
(As approved by the Executive Committee on July 18, 2025)

I. General Provisions

These guidelines shall govern the nomination and election of officers of the Muntinlupa PTA Federation (MPTAF) in accordance with DepEd Order No. 013, s. 2022 – Omnibus Guidelines on the Selection of Officers of Parent-Teacher Associations.

II. Nomination and Election Process

- 1. Filing of Candidacy** – Those who wish to run for a position in the MPTAF must file their Certificate of Candidacy (CoC) at least one (1) week before election day.
- 2. Validation of Candidacy** – The Election Committee (Elecom) shall validate the eligibility of all candidates and announce the official list of eligible candidates prior to election day.
- 3. Election Day** – Only validated and eligible candidates shall be voted upon by the SPTA Presidents of the different schools in Muntinlupa City.
- 4. Positions to be Elected** – The following federation positions shall be elected:

President

Vice President

Secretary

Treasurer

Auditor

III. Eligibility for Nomination

A parent/guardian must meet all of the following requirements to be nominated:

1. Must be the elected President of the General Assembly (GA) of the School PTA (SPTA).
2. Must be a parent or legal guardian of a currently enrolled learner in the school.

Legal guardians must provide supporting legal documents (e.g., court order, notarized affidavit of guardianship with letter from the student's parent appointing him/her as legal guardian of their child received by the school).

3. Must be active and in good standing in the SPTA.

Must have no unresolved complaints or violations of PTA policies.

4. Must not have served more than two (2) consecutive terms in the same position at the school or federation level.

5. Must not be a DepEd employee assigned in the same LGU where the PTA Federation is organized, to prevent conflict of interest.



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FEDERATION**
Muntinlupa City



IV. Disqualification from Nomination

A nominee shall be disqualified if:

1. They are not an elected SPTA President.

Note: The SPTA President must come from a duly elected Grade Level President.

2. They are a DepEd employee assigned in the same city/municipality.

3. They hold more than one position in different SPTAs or federations simultaneously.

4. They violate election protocols, such as campaigning before the official schedule.

5. They have pending administrative or criminal cases.

6. They are not the actual parent/legal guardian of the learner (stand-ins or proxies are not allowed).

V. Legal Basis

These guidelines are consistent with the provisions of DepEd Order No. 013, s. 2022 (Omnibus Guidelines on the Selection of Officers of Parent-Teacher Associations), particularly:

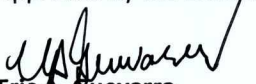
Section 10: Composition and Qualification of Officers

Section 12: PTA Federation

Section 13: Election Process


Annex A: Implementing Guidelines


Approved by the Executive Committee, Muntinlupa City PTA Federation, July 18, 2025


Eric A. Guevarra
Secretary
Muntinlupa PTA Federation


Rosemarie A. Corpus
President
Muntinlupa PTA Federation


Rouen Ruth A. Cristobal
Vice President
Muntinlupa PTA Federation


Charity V. Antonio
Treasurer
Muntinlupa PTA Federation


Ma Genalyn L. Sualog
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Muntinlupa PTA Federation



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FEDERATION**
Muntinlupa City



**Muntinlupa City PTA Federation, Inc.
CERTIFICATE OF CANDIDACY (CoC)**

For the Federation Election

I. Candidate Information

Full Name: _____

School Represented (SPTA): _____

Position Sought: President Vice President Secretary Treasurer Auditor

Address: _____

Contact Number: _____

Email Address: _____

II. Eligibility Confirmation (please put check)

- I am the duly elected President of the School PTA (SPTA) General Assembly.
- I am a parent or legal guardian of a currently enrolled learner in the school I represent.
- I am active and in good standing in my SPTA and have no unresolved complaints or violations.
- I have not served more than two consecutive terms in the same position at the school or federation level.
- I am not a DepEd employee assigned in Muntinlupa City.
- I have no pending administrative or criminal cases.

III. Declaration of Candidacy

I hereby file my candidacy for the above-mentioned position in the Muntinlupa City PTA Federation election.

I fully commit to abide by the rules, regulations, and guidelines set by the Election Committee and the MPTAF.

Signature of Candidate: _____

Date Filed: _____



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Muntinlupa City



IV. Endorsement by the School PTA

This is to certify that Mr./Ms. _____ is the duly elected SPTA President of _____ School and is authorized to represent our PTA in the Muntinlupa PTA Federation election.

School PTA Secretary: _____ (Signature over Printed Name)

School Principal: _____ (Signature over Printed Name)

V. For Election Committee Use Only

Date Received: _____

Received by: _____

Candidate No.: _____

Verified by Elecom: Eligible Not Eligible



**MUNTINLUPA PARENTS-TEACHERS ASSOCIATION
FEDERATION**
Muntinlupa City



BOARD RESOLUTION NO. 02, S. 2025

**CREATING AND APPOINTING THE ELECTORAL BOARD FOR THE MUNTINLUPA PTA
FEDERATION ELECTION FOR SY 2025-2026**

WHEREAS, DepEd Order No. 13, s. 2022, entitled “Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations (PTAs) at the School Level”, provides for the creation of an Electoral Board to ensure a fair, transparent, and orderly election of PTA officers;

WHEREAS, the Division PTA Federation of Muntinlupa City is scheduled to hold its Election of Federation Officers on October 24, 2025, with the filing and screening of candidates set from October 17 to 23, 2025;

WHEREAS, there is a need to designate three (3) qualified PTA members in good standing who are not running for any elective position to serve as members of the Electoral Board;

NOW, THEREFORE, on motion duly seconded and carried, the PTA Federation of Muntinlupa City hereby RESOLVES as follows:

Section 1. Creation of the Electoral Board

There is hereby created an Electoral Board that shall oversee and manage the election of Division PTA Federation Officers for SY 2025–2026.

Section 2. Composition of the Electoral Board

The following individuals are hereby appointed as members of the Electoral Board:

1. **Rouen Ruth A. Cristobal**, Chairperson – Muntinlupa ScienceHigh School
2. **Charity V. Antonio**, Member – Tunasan Elementary School
3. **Ma Genalyn L. Sualog**, Member – Bagong Silang Elementary School

All members are PTA members in good standing and have expressed their commitment to remain impartial and not run for any elective position during the election period.

Section 3. Duties and Responsibilities

The Electoral Board shall:

1. Facilitate the receipt and validation of Certificates of Candidacy;
2. Oversee the screening process;
3. Finalize and announce the official list of qualified candidates;



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4. Supervise the conduct of the election;
5. Count and canvass the votes;
6. Declare and proclaim the winning candidates;
7. Submit a post-election report to the Division Office.

Section 4. Effectivity

This resolution shall take effect immediately upon approval.

APPROVED this 2nd day of October 2025 at the Division Office of Muntinlupa City.

Certified Correct:

Eric A. Guevarra
Secretary
Muntinlupa PTA Federation

Attested by:

Rosemarie A. Corpus
President
Muntinlupa PTA Federation



**MUNTINLUPA PARENTS-TEACHERS ASSOCIATION
FEDERATION**
Muntinlupa City



Timeline: Muntinlupa PTA Federation Officer Election

Month: October 2025

Date	Activity
October 17	Filing of Candidacy - Interested individuals must submit their Certificate of Candidacy (COC) and required documents. Note: Onsite Filing: SDO Muntinlupa, Oct. 17, 2025, 1:00-5:00 PM to Ms. Chyx Antonio or Mrs. Rou Cristobal Online Filing: email to Ms. Chyx Antonio arkishajorj@gmail.com Mrs. Rou Cristobal rrac19@yahoo.com
October 20–23	Screening Process - Evaluation of qualifications by the Screening Committee. - Verification of submitted documents and eligibility.
October 23	Announcement of Official Candidates - Posting and dissemination of final list of qualified candidates.
October 24	Election Day - Voting and canvassing of results. - Proclamation of elected Muntinlupa PTA Federation Officers.