

**PPSTA****Philippine Public School Teachers Association**245 Banaue St., Quezon City, Philippines • Telefax: (02) 988-1444 • website: ppsta.net
Cell No.: 09185448046; 09055355858 email: support@ppsta.comVisit our Facebook Page: <http://www.facebook.com/pages/Philippine-Public-School-Teachers-Association/202301193115011#>*"Bayani ka, gurong Pilipino. Ang PPSTA, kumakalinga sa iyo!"*

FOR: PPSTA REGIONAL AND LOCAL CHAPTER PRESIDENTS THRU THE PPSTA TRUSTEES
FROM: PPSTA PRESIDENT
DATE: October 29, 2024
SUBJECT: Conduct of Regional Representative Assemblies (RRAs) and National Representative Assembly (NRA)/Election for 2024

Article VI, Section VII of the PPSTA By-Laws provides that the Regional Representative Assembly (RRA) shall be held not later than thirty (30) days before the scheduled meeting of the National Representative Assembly (NRA) which will be held on **December 12-13, 2024 at Ciudad Christia in San Mateo, Rizal.**

In consideration of the pertinent provisions of the PPSTA By-Laws, as amended, please find below the guidelines for the holding of prerequisite Regional Representative Assemblies (RRAs) and the main event itself, the NRA/Election.

NATIONAL REPRESENTATIVE ASSEMBLY

1.) **Date of the NRA/Election:** December 12-13, 2024

December 12 – NRA Gala Night (6:00 pm and onwards)

- Opening Ceremony of the NRA
- Awarding of Regional and National Winners in the 2024 PPSTA Search for Outstanding Teachers and School Heads
- Socials

December 13 – NRA Proper (8:30 am and onwards)

- Business Proper
- General Manager's Report
- President's Report
- Plenary Session
- Elections
- Closing Ceremony

2.) **Mode of Meeting:** Onsite/Face-to-Face

3.) **Agenda for the NRA**

Proper on December 13: A. Determination of Quorum; B. Declaration of the Meeting to Order; C. Presentation and Approval of the Previous Minutes; D.

Presentation of PPSTA's Financial Performance; E. President's Report; F. Plenary Session; and, G. Election

4.) Delegates to the NRA:

The Management has provided the members of the National Board of Trustees with the allowable number of delegates per chapter.

Only regular and bona fide members who have paid continuously their regular fees and dues for the last five (5) years prior to the election shall be eligible for election as delegates to the National Representative Assembly.

5.) Documents for Submission to the Main Office:

The minutes and attendance of the RRA as well as the region's list of **nominated delegates to the NRA** including its nominees for the following must be submitted to the PPSTA Main Office on or before November 13, 2024 thru a link which will be provided by the Secretariat to the PPSTA Trustees or thru the regional chapter coordinators, whichever is preferred.

- Sole nominee for the National Board of Trustees (applicable for the following regions: 3, 4A, 5, 7, 8, 9, 12,13/CRG and NCR; to be voted by the NRA)
- Nominee for the Committee on Elections (to be voted by the NRA)
- Nominee for Oversight and Audit Committee (to be elected by the National Board of Trustees during their organizational meeting in January, 2025)
- Nominees for Independent Trustees (*1 Lawyer, 1 Certified Public Accountant and 1 DepEd Retiree*)

6.) Pre-Registration and Links for Submission of Documents:

The Secretariat will provide the Board of Trustees or their regional coordinator with links for the following purposes:

- **Link to Download Pre-Registration Form** (the regional coordinator will be the one to accomplish the form and to submit the same)
- **Link where the following must be uploaded**

- Minutes of the RRA (the list of nominated delegates and nominees for the different positions must be included in the minutes)
- Attendance during the RRA
- Duly accomplished pre-registration form

Deadline for the submission/uploading of the minutes of the RRA, attendance during the RRA and duly accomplished pre-registration form is on NOVEMBER 13, 2024.

- 7.) **PER DIEM/SUBSIDY:** The expenses of the local chapter for the NRA shall be subsidized by PPSTA at the rate of P 5,000.00 per delegate.
- 8.) **Communications:** To ensure faster and easier flow of communications, the Main Office shall maintain a closed Facebook Page and a group chat via Messenger that will be consist of the focal persons per region, the COMELEC and key officers in the Management Level.

REGIONAL REPRESENTATIVE ASSEMBLIES

- 1.) **SCHEDULE OF RRAs:** Regional Chapters are mandated to hold their respective **Regional Representative Assembly (RRA) on or before November 13, 2024.**
- 2.) **Agenda for the RRA:** The Regional Chapter may set its own agenda for the RRA in consonance with their own by-laws provided that the same **must include the election of the following:**
- Sole nominee for the National Board of Trustees (applicable for the following regions: 3, 4A, 5, 7, 8, 9, 12,13/CRG and NCR; to be voted by the NRA)
 - Nominee for the Committee on Elections (to be voted by the NRA)
 - Nominee for Oversight and Audit Committee (to be elected by the National Board of Trustees during their organizational meeting in January, 2025)
 - Nominees for Independent Trustees (*1 Lawyer, 1 Certified Public Accountant and 1 DepEd Retiree*)
- 3.) **Mode of Meeting:** Depending on local conditions, a Regional Chapter may decide on its own whether the RRA will be face-to-face or through online platform.
- 4.) **Delegates to the RRAs:** The Management has provided the Board of Trustees with the allowed number of delegates to the NRA/RRAs. The list is broken down per division/local chapter.

5.) Documents for Submission to the Main Office:

The minutes and attendance of the RRA and the region's list of **nominated delegates to the NRA** including its nominees for the following positions must be submitted to the PPSTA Main Office on or before November 13, 2024 thru a link which will be provided by the Secretariat to the PPSTA Trustees or thru the regional chapter coordinators, *whichever is preferred*.

- Sole nominee for the National Board of Trustees (applicable for the following regions: 3, 4A, 5, 7, 8, 9, 12,13/CRG and NCR; to be voted by the NRA)
- Nominee for the Committee on Elections (to be voted by the NRA)
- Nominee for Oversight and Audit Committee (to be elected by the National Board of Trustees during their organizational meeting in January, 2025)
- Nominees for Independent Trustees (*1 Lawyer, 1 Certified Public Accountant and 1 DepEd Retiree*)

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- **Link to Download Pre-Registration Form** (the regional coordinator will be the one to accomplish the form and to submit the same)
- **Link where the following must be uploaded**
 - Minutes of the RRA (the list of nominated delegates and nominees for the different positions must be included in the minutes)
 - Attendance during the RRA
 - Duly accomplished pre-registration form

Deadline for the submission of the minutes of the RRA, attendance during the RRA and duly accomplished pre-registration form is on NOVEMBER 13, 2024.

7.) PER DIEM/SUBSIDY:

For the conduct of the RRA, PPSTA will provide subsidy to the Regional Chapters at the rate of P 3,000.00 per delegate.

- 8.) Communications:** To ensure faster and easier flow of communications, the Main Office shall maintain a closed Facebook Page and a Group Chat via Messenger that will be consist of the focal persons per region, the COMELEC and key officers in the Management Level.

For those intending to obtain their chapter honorarium in time for the NRA, please ensure to submit your updated list of officers and activities as well as a duly accomplished chapter information sheet, Moreover, please note that a written request signed by the chapter president is also required for the purpose. In the event that the honorarium shall be received by the regional chapter president or the trustee from the region, a resolution to such effect shall be passed by the concerned chapter.

For your information and guidance.

A handwritten signature in black ink, appearing to be 'GILBERT T. SADSAD', written over a horizontal line.

GILBERT T. SADSAD
President