U.P. INTEGRATED SCHOOL

19 June 2012

TO: All Faculty, REPS, Staff and Parents (Kinder to Grade 10)

FROM: RONALDO M. SAN JOSE
Principal

SUBJECT: PARENT-TEACHER ASSOCIATION GENERAL ASSEMBLY

Greetings.

Your attendance at the PTA General Assembly on Saturday (June 23, 2012) at 1:00 – 4:00pm is highly anticipated. Attached is the Program of Activities for the guidance of each grade level.

This yearly activity is an important opportunity for the parents and the teachers to get to know one another and work together on projects/activities that will help improve and enrich the school experience of the students. Also, it is a chance to be informed of what’s going on and what’s coming up at your child’s school as well as get involved in making decisions about the PTA’s role and projects.

We hope that you will find time to attend this significant activity. Thank you.

Note: The parents and teachers at Kindergarten to Grade 2 will start at 12:30pm for the Homeroom PTA Assembly.
General PTA Assembly
23 June 2012 Saturday

A. Homeroom PTA Assembly (12:30 – 1:00pm) at the Specified Rooms

The Homeroom PTA Assembly is ONLY for Kindergarten to Grade 2 parents.

B. Year Level PTA (1:00 – 2:30pm) at the Specified Rooms

At the start, the presiding officer is the Grade Level Coordinator until such time that the Grade Level PTA President is elected.

Agenda:
1. Determination of Quorum and Brief Getting-to-Know-You Activity
2. Brief Report of the Outgoing President
4. Election of New Officers (may be done either by secret ballot or show of hands)
   i. President
   ii. Vice-President (must be the GLC based on the Constitution and by-Laws of the PTA Board)
   iii. Secretary (a faculty member and a parent)
   iv. Treasurer
   v. Auditor
   vi. Public Relations Officer
   vii. Homeroom Representatives (3)
5. Plans for AY 2012-2013
6. Open Forum
7. Adjournment

C. Election of Board Directors (2:30 – 3:00pm) at the Foods Laboratory

At the start, the presiding officer is the Principal until such time that the PTA Board President is elected.

The members of the Board of Directors (composed of grade level PTA presidents K – Grade 10) shall meet for the purpose of electing, from among themselves, the following officers:

President
Vice-President (must be the Principal as ipso facto)
Secretary (must be a KARIGAR adviser)
Assistant Secretary (must be a KARIGAR adviser)
Treasurer
Assistant Treasurer (must be a faculty member)
Auditor
Public Relations Officer

D. General PTA Assembly (3:00 – 4:30pm) at the Multi-purpose Hall

At the start, the presiding officer is the Principal until such time that the PTA Board President is duly sworn in office.

Agenda:
1. Determination of Quorum
2. Introduction of the UPIS Administration AY 2012-2013
3. Oath Taking of the PTA Board of Directors AY 2012-2013
5. President’s Report
6. Procedural Flowchart on Parent-Teacher Consultation
7. Open Forum
8. Adjournment