



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, 2nd District, Metro Manila

August 10, 2010

MEMORANDUM TO:

**Asst. Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals/
Head Teachers/Officers In-Charge
Heads of Administrative Units
All Employees**

For the information and guidance of the field, enclosed is a Memorandum dated August 10, 2010 from the President, Quezon City Schools Non-Teaching Personnel Association, this Division, relative to the proposed amendments of certain provisions in their Association's Constitution and By-Laws.

Your usual cooperation and full support in this endeavour is enjoined.

Immediate and wide dissemination of this Memorandum is desired.

**CORAZON C. RUBIO, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge**



Republic of the Philippines
Department of Education
National Capital Region
**QUEZON CITY SCHOOLS NON-TEACHING
PERSONNEL ASSOCIATION (QCS-NTPA)**
Quezon City, Metro Manila

August 10, 2010

ELENA M. SANTOS
President

JOSE EDWIN A. DURAN
Vice President

BERNADETTE DC. LUGTU
Secretary

CECILIA A. PASCUA
Treasurer

Auditor

DOLORES L. ALMAZAN, RET.
Auditor

LOIDA D. OLIVEROS
Auditor

AMADO J. BARTOLOME
Business Manager

LUZVIMINDA C. FABIAN
Press Relations Officer

DR. JESUS DE GUZMAN
Admin. Representative

MAGDALENA M. AGANON
Medical/Dental Representative

NARCISO M. COSTALES
SG/UM/Driver Representative

JOHN U. BALAG
CD-I Representative

REY R. TANTEO
CD-II Representative

JANET F. CALUYA
CD-III Representative

JESUS AGUILAR, RET.
CD-IV Representative

ADVISER:

FORTUNATO "JUN" SANTOS
Past Vice President
President, DepEd Employees'
Union, Quezon City

CORAZON C. RUBIO, CESO VI
Asst. Schools Division
Superintendent
Officer In-Charge
Honorary Adviser

MEMORANDUM TO:

**ALL EMPLOYEES (CITY/NATIONAL PAID)
THIS DIVISION**

For the information and guidance of all concerned, attached is the proposed Amendments of certain provisions in the Constitution and By-Laws of the Quezon City Schools Non-Teaching Personnel Association, for your approval.

Upon approval of these Amendments to the provisions in the Constitution and By-Laws, an election of the new set of officers will be conducted upon schedule.

Each Sector/District Representatives will be responsible for the information and dissemination of this matter in their respective areas of concern to facilitate its approval.

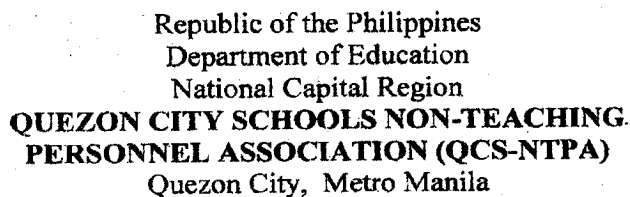
Principals and School Heads are enjoined to fully support this endeavor for the success of this cause.

Immediate and wide dissemination of this memorandum is desired.

ELENA M. SANTOS
Human Resource Management Officer III/
President

APPROVED:

CORAZON C. RUBIO, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge



NA M. SANTOS

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CD-III Representative

JESUS AGUILAR, RET.
CD-IV Representative

ADVISERS:

FORTUNATO "JUN" SANTOS JR
Past Vice President
President-DepEd Employees Union
Quezon City

CORAZON C. RUBIO, CESO VI
Asst. Schools Div. Superintendent
Officer In-Charge
Honorary Adviser

THIS IS TO CERTIFY that I/We hereby approve the amendments of the following provisions in the QCS-NTPA Constitution and By-Laws under:

1. Article III, Section 2, par. (d)
2. Article III, Section 2, par.(c) sub-section "A"
3. Article III, Section 2, par. (e) sub-section "C"
4. Article III, Section 2, par. (f) sub-section "E" b
5. Article III, section 2, par. (h) sub-section "E" c
6. Article IV, Section 2
7. Article AIV, Section 5
8. Article V, Section 4
9. Article VI, Section 8
10. Article VI, Section 1 (c)
11. Article VIII, Section 5

[illegible]

QUEZON CITY SCHOOLS NON-TEACHING PERSONNEL ASSOCIATION
San Francisco High School Compound, Division of City Schools
Bago Bantay, Quezon City

Resolution No. 01-09

**A RESOLUTION PROPOSING AMENDMENTS OF CERTAIN SALIENT
PROVISIONS OF THE CONSTITUTION AND BY-LAWS OF THE
QUEZON CITY SCHOOLS NON-TEACHING PERSONNEL
ASSOCIATION AND ITS RATIFICATION**

WHEREAS, The Quezon City Schools Non-teaching Personnel Constitution and By-Laws allows under Article XV thereof the amendment of any of its provisions either by a unanimous vote of its executive board or by 20% of its total membership through a written petition;

WHEREAS, it is has been earlier moved and seconded that certain provisions are no longer applicable or appropriate since they have removed rights and privileges to its members and thus contradicting the objectives of the association;

WHEREAS, it is hereby unanimously resolved that the following provisions of the Constitution and by-laws be amended as follows:

1. Article III, Section 2, par. (d) which reads:

"To participate in major activities such as social, cultural and electoral affairs of the Association, and to attend all meetings and seminars that may be called by the Association or its committees"

is proposed to be amended by deleting the word ALL between the words attend and meetings and which shall hereafter read as follows:

"To participate in major activities such as social, cultural and electoral affairs of the Association, and to attend meetings and seminars that may be called by the Association or its committees"

2. Article III, Section 2, par. (e) sub section "A" which reads

"An employee who meet the basic requirement provided for under the preceding section may become member of the Association upon filing a written application to the Committee on membership and satisfy ng thereof the necessary membership fee and upon approval of the President upon a favorable recommendation of the Chairman of the Committee on Membership"

is proposed to be amended by the correction of its grammatical tenses which shall hereafter read as follows:

"An employee who meets the basic requirement provided for under the preceding section may become a member of the Association upon the filing of a written application with the Committee on membership and satisfying the necessary membership

fees and thereafter approved by the President upon favorable recommendation of the Chairman of the Committee on Membership”

3. Article III, Section 2, par. (e) subsection “C” (3rd sentence) which reads

“Before the reinstated member may avail of the benefits provided by the Association, he must comply the minimum requirement from the time of his reinstatement”

is proposed to be amended by the correction of its grammatical tenses which shall hereafter read as follows:

“Before the reinstated member may avail of the benefits provided by the Association, he must comply with the minimum requirements as provided under Article III, Section 1 hereof”

4. Article III, Section 2, par. (e) sub section “E” (b), which reads

“Monthly Contributions- in addition, every member is required every month to pay twenty (P20.00) pesos to cover operational expenses, medical assistance fund and death assistance fund (non-refundable)”

is proposed to be amended by the increase in the amount of monthly dues which shall hereafter read as follows:

“Monthly Contributions- in addition, every member is required every month to pay twenty-five (P25.00) pesos to cover operational expenses, medical and death assistance fund which shall be non-refundable”

5. Article III, Section 2, par. (e) sub section “E” (c), which reads

“Monetary Assistance – For compulsory retiring members subject to availability of funds.”

is proposed to be amended by the change in the sentence structure which shall hereafter read as follows:

“Monetary Assistance – For compulsory retiring members, monetary assistance may be given upon approval of the majority of the members of the executive board subject to the availability of funds.”

6. Article IV, Section 2, which reads:

“Every member has the right to become an officer by a vote of confidence provided that such candidate is a member in good standing. A member in good standing is a member who paid his/her membership fee and who continuously pay his/her monthly dues for at least two (2) years and an active member of the association.”

10. Article VII, Section 1(c), which reads:

"Committee on laws shall be responsible for reviewing this constitution coming up with necessary recommendations. It may propose amendments thereto and shall formulate by-laws, rules and regulations implementing the provisions of this Constitution."

is proposed to be amended by the change in substance of the provision in order to conform to Article XV on Amendments, which shall thus hereafter read as follows:

"Committee on laws shall be responsible for reviewing this constitution coming up with necessary recommendations. It may propose amendments thereto and shall formulate by-laws, rules and regulations implementing the provisions of this Constitution."

11. Article VIII, Section 5, which reads:

"To constitute a quorum, the attendance of at least ten (10) members of the executive board shall be necessary to transact business for the general membership meeting, at least a majority thereof."

is proposed to be amended by the decrease in number of members to constitute a quorum, which shall thus hereafter read as follows:

"To constitute a quorum, the attendance of at least eight (8) members of the executive board shall be necessary to transact business for the association."


RESOLVED THEREFORE, as it is hereby resolved by the members of this Executive Board that the aforementioned proposed amendments be duly approved for ratification by the general assembly in their respective clusters called for such purpose.

SO RESOLVED this ___th day of February 2009 in Quezon City.



ELENA M. SANTOS
President


JOSE EDWIN A. DURAN
Vice-President


CECILIA A. PASCUA
Treasurer


DOLORES ALMAZAN
Auditor



BERNADETTE DC. LUGTU
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LUZVIMINDA C. FABIAN
Public Relations officer



JESUS G. DE GUZMAN
Rep. Admin. Sector

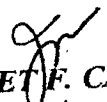


MAGDALENA M. AGANON
Medical/Dental Representative

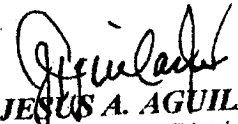


REY R. TANTEO
Representative, District II

JOHN U. BALAG
Representative, District I



JANET F. CALUYA
Representative, District III



JESUS A. AGUILAR
Representative, District IV



NARCISO M. COSTALES
Representative, Drivers / Utilities / Security Guards