

CHAPTER GUIDELINE NO 2011-07-01

FOR: **ALL LOCAL AND REGIONAL CHAPTER PRESIDENTS**

FROM: THE OFFICE OF THE CONSERVATOR

DATE: July 28, 2011

SUBJECT: **ISSUANCE OF CHAPTER GUIDELINES**

Currently, PPSTA maintains two (2) policy guidelines as follows:

1. Internal Policy Memo (IPM) – intended for the Management only. This is for the efficient conduct of day-to-day operations; and
2. Membership Guideline (MG) – intended for the general membership to guide them on common concerns regarding their membership, terms of their insurance policy benefits, and other similar concerns.

To recognize the uniqueness of the issues pertaining to the chapters, a third type of issuance is hereby created thru the Chapter Guidelines (CG). This will provide a more collaborative effort between the Chapter and the PPSTA Management in order to make PPSTA more viable and distinct among the organizations of teachers in the country.

These Chapter Guidelines will serve as a tool for the PPSTA to comprehensively update the chapters regarding the policies, products and services of the PPSTA intended for them alone and not for the general membership.

To facilitate easy reference, starting from this memorandum and onwards, all chapter guidelines shall be labeled as Chapter Guideline No. (Year of issuance)-(month of issuance)-(serial number). The Chapter Guidelines just like the IPMs and MGs, should originate only from the Office of the General Manager or the Conservator (as the case may be) and this will be official and binding whether the Chapter Presidents and officers read it or not. It is understood that these guidelines have been deliberated and approved by the Board of Trustees or the Conservator as the case may be.

Chapter presidents are encouraged to communicate with the PPSTA main office to clarify all issuances and to obtain their copy. Copies of the issuances are published at the Herald Magazine and posted in PPSTA website (www.PPSTA.com).

This also reaffirms our recognition of the importance of PPSTA Chapters to the continuing growth and strength of the association and solidarity of its members.

Subsequent guidelines shall be issued from time to time to establish or clarify existing policies and processes.

Thank you.

A handwritten signature in black ink, appearing to read 'John A. Apatan', with a stylized flourish at the end.

JOHN A. APATAN

Conservator

Cc: Board of Trustees
Management Committee
Legal Officer