



Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



June 28, 2022

OSDS-SGOD-AD-00 115

Per Division Memorandum No. 299, s. 2022 re: *Participation to the National Parent-Teacher Association (PTA) Forum on DepEd Order No. 13, s. 2022 Titled "Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations" in Clustered Regions*

- To: Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors/In-charge of the Districts
- Virac North
  - Bato East
  - Gigmoto
  - Caramoran North
- Elementary & Secondary School Heads
- Catanduanes NHS
  - Bato Rural DHS
  - Gigmoto Central ES
  - Caramoran Central ES
- SEPS & EPS II (SocMobNet)  
Provincial FPTA President - Atty. Louie Guerrero  
Provincial FPTA Vice President - Engr. Franklin Toledana  
Provincial FPTA Secretary - Mrs. Jhoebelle Sombrero  
Provincial FPTA Treasurer - Mrs. Nieva DL. Asanza  
All Others Concerned

1. Please be informed that the venue for the National Parent-Teacher Association (PTA) Forum on DepEd Order No. 13, s. 2022 Titled "Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations" in Clustered Regions (Cluster 2) on July 7-8, 2022 will be at Splendido Hotel, Km. 67, Tagaytay-Nasugbo National Highway, Laurel, Batangas.
2. Attached is the Administrative Note for reference.
3. For inquiries, you may contact Marife B. Brequillo, SEPS-SocMobNet at 0995-8438071 or email at marife.brequillo@deped.gov.ph.
4. For information and immediate dissemination.

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

SGOD-SocMobNet/mbh/06282022



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DepEd Tayo - Region V - Catanduanes

**NATIONAL PARENT-TEACHER ASSOCIATIONS (PTA) FORUM ON DEPED ORDER  
NO. 13, S. 2022 TITLED “OMNIBUS GUIDELINES ON THE REGULATION OF  
OPERATIONS OF PARENT-TEACHER ASSOCIATIONS IN CLUSTERED REGIONS**

**ADMINISTRATIVE NOTE**

**1. PURPOSE**

The Office of the Undersecretary for Legislative Affairs, External Partnerships, Project Management Service and Private Education Office (OULAPPP) through the Project Management Service (PMS), and the Office of the Undersecretary for Field Operations (OUFO) have worked together to revise and update the existing policies governing the Parent-Teacher Associations (PTAs). The approved DepEd Order (DO) No. 13, s. 2022 titled “*Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations*” is the result of the collaboration of the said strands.

With the approval of DO No. 13, s. 2022, the External Partnerships Service (EPS) in coordination with the PMS shall conduct the National Parent-Teacher Associations (PTA) Forum on DepEd Order No. 13, s. 2022 titled “*Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations in Clustered Regions*.”

The forum will focus on the following:

- a. General Provisions of the PTA;
- b. Organization and Election of the PTA;
- c. PTA General Assembly, Meetings and Quorum;
- d. Privileges and Recognition of the PTAs;
- e. Allowed and Prohibited Activities of the PTAs; and
- f. PTA Financial Matters

The activity aims to:

1. to discuss the salient features of the policy;
2. to explained and also elaborate the clarification of its implementation;
3. to give importance and sustainability of PTA activities and programs to support; and
4. to assist the schools especially for the upcoming PTA Officers for SY 2022-2023.

<b>Cluster / Participants</b>	<b>Date</b>	<b>Venue</b>
<b>Cluster 1</b> Regions I, II, III, CAR	June 29-30, 2022	The Plaza Lodge 32 South drive, Baguio City
<b>Cluster 2</b> Regions IVA- IVB, V, NCR	July 7-8, 2022	Splendido Hotel Km. 67 Tagaytay Nasugbo National Highway, Laurel Batangas
<b>Cluster 3</b> Regions VI, VII, VIII	July 14-15, 2022	DepEd Ecotech, Lahug Cebu City
<b>Cluster 4</b> Regions IX, X, XI, XII, CARAGA	July 21-22, 2022	The Ritz Hotel at Oasis Garden, Davao City

## 2. ACCOMMODATION

**Cluster 1** (Regions I, II, III, CAR)

Venue : The Plaza Lodge, Baguio City  
32 South Drive, Baguio City

Check in : June 29, 2022 at 2:00 PM  
First Meal : Lunch

Check Out : June 30, 2022 at 12:00 PM  
Last Meal : Lunch

**Cluster 2** (Regions IVA, IVB, V, NCR)

Venue : Splendido Hotel  
Km. 67 Tagaytay Nasugbo National Highway, Laurel Batangas

Check in : July 7, 2022 at 2:00 PM  
First Meal : AM Snack

Check Out : July 8, 2022 at 12:00 PM  
Last Meal : Lunch

**Cluster 3** (Regions VI, VII, VIII)

Venue : DepEd ECOTECH  
Lahug, Cebu City

Check in : July 14, 2022 at 2:00 PM  
First Meal : Lunch

Check Out : July 15, 2022 at 12:00 PM  
Last Meal : Lunch

**Cluster 4** (Regions IX, X, XI, XII, CARAGA)

Venue : The Ritz Hotel at Oasis Garden  
Davao City

Check in : July 21, 2022 at 2:00 PM  
First Meal : Lunch

Check Out : July 22, 2022 at 12:00 PM  
Last Meal : Lunch

**Program will start on Day 1 at 1:00pm**

## 3. REGISTRATION

To facilitate the confirmation of attendance and to fill up the pre-training questionnaire, please check the following link:

Cluster 1: [bit.ly/PTAForumClusteredConduct-Cluster1](https://bit.ly/PTAForumClusteredConduct-Cluster1)

Cluster 2: [bit.ly/PTAForumClusteredConduct-Cluster2](https://bit.ly/PTAForumClusteredConduct-Cluster2)

Cluster 3: [bit.ly/PTAForumClusteredConduct-Cluster3](https://bit.ly/PTAForumClusteredConduct-Cluster3)

Cluster 4: [bit.ly/PTAForumClusteredConduct-Cluster4](https://bit.ly/PTAForumClusteredConduct-Cluster4)

Please note that only the requested participants reflected in the attached **Annex A** shall register in the link provided, which shall also attend on-site on the respective cluster.

#### **4. OTHERS**

Board and lodging of the participants shall be downloaded to the host region while travel and other incidental expenses will be chargeable against local funds subject to the usual accounting and auditing rules and regulations.

Strict adherence to the National and Local Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) protocols must be observed such as, but not limited to the mandatory wearing of face masks and social distancing in the venue. Please be reminded to bring and present your vaccination card, if needed.

Indicative Program  
**PARENT-TEACHER ASSOCIATIONS (PTA) FORUM**  
**“Omnibus Guidelines on the Regulation of Operations of PTAs”**

TIME	ACTIVITIES	SPEAKER/PRESENTER
<b>PART I – OPENING PROGRAM</b>		
1:00 – 1:15 p.m.	National Anthem	<b>AVP</b>
	Prayer (Ecumenical)	<b>AVP</b>
	Regional Hymn	<b>AVP</b>
	Division Hymn (if applicable)	
	Welcome Message	<b>Host Region</b>
	Statement of Purpose	<b>EDEL B. CARAG</b> Director III External Partnerships Service
<b>PART II – DISCUSSION OF DEPED ORDER NO. 013, S. 2022</b>		
1:15 – 1:45 p.m.	<p>Legal Bases of the Omnibus PTA Guidelines and Importance of PTA Engagement</p> <p>A Snapshot of the Quality of Basic Education in the Philippines</p> <p>Overview of the DepEd PTA Policy</p> <ul style="list-style-type: none"> <li>- <i>Process involved in developing the Omnibus PTA Guidelines</i></li> <li>- <i>Evolution of PTA Policies</i></li> <li>- <i>Table of Contents</i></li> </ul> <p>Rationale, Policy Statement, and Scope <i>(embed discussions of Legal Bases)</i></p>	<b>TONISITO M.C. UMALI, Esq., CESO I</b> Undersecretary Legislative Affairs, External Partnerships, Project Management Service, and Private Education Office
1:45 – 2:15 p.m.	<p>Topic 1: <i>“The School PTA”</i></p> <ul style="list-style-type: none"> <li>- <i>Definition of PTA and Levels of PTA</i></li> <li>- <i>Members of the PTA and their functions</i></li> <li>- <i>Terms of Office</i></li> </ul>	<b>ATTY. MELINDA S. DIAZ-SALCEDO</b> Senior Technical Assistant III Project Management Service (PMS)
2:15 – 2:45 p.m.	<p>Topic 2: <i>“Organizing a PTA”</i></p> <ul style="list-style-type: none"> <li>- <i>Election of Officers with Timelines</i></li> <li>- <i>Reporting Requirements</i></li> <li>- <i>Recognition of PTAs</i></li> </ul>	
2:45 – 2:50 p.m.	<b>Intermission Number</b>	
2:50 – 3:20 p.m.	<p>Topic 3: <i>“Allowed and Prohibited Activities of PTAs”</i> <i>(Including Conflicts/Dispute Resolution, Disciplinary Proceedings and Sanctions)</i></p>	<b>Atty. CLARISSE B. ACCAD</b> Senior Technical Assistant III Project Management Service
3:20 – 3:50 p.m.	<p>Topic 4: <i>“PTA Financial Matters and Monitoring”</i></p>	<b>Atty. ANDREW ISIP</b> Senior Technical Assistant IV OULAPPP
3:50 – 4:35 p.m.	Open Forum	<b>Lawyer (Host Region)</b>
4:35 – 4:50 p.m.	Presentation of Certificate of Recognition for Speakers	<b>Host/Emcee</b>
4:50 – 5:00 p.m.	Announcement and Reminders	<b>Host / Emcee</b>

**Day 2**

**PART III – OPERATIONALIZING PTA ACTIVITIES**

8:00 – 8:30 a.m.	Morning Exercise	<b>EPS</b>
8:30 – 8:45 a.m.	Prayer Nationalistic Songs Management of Learning	<b>Assigned Region</b>
8:45 – 9:15 a.m.	Topic 5: Thrust and Function of the PTA as member of the Local School Board (LSB)	<b>Local School Board Representative (Host Region)</b> - <b>Provincial Federated</b> - <b>City Federated</b> - <b>Municipal Federated</b>  <b>Moderator:</b> <b>ROLLY V. SORIANO</b> Project Development Officer IV  <b>ANNA DIVINA C. RUIZ</b> Senior Technical Assistant III OULAPPP
9:15 – 9:45 a.m..	Sharing of Good Practices of PTA Activities and Programs	<b>PTA representative per Region</b>
9:45 – 10:00 a.m.	PTA Engagement Programs	<b>Host Region</b>
10:00 – 10:15 a.m.	Suggested PTA Activities: - Conduct of General Assembly - Orientation of PTA Policy for Newly Elected Officers (NEO) - Planning of PTA Activities based on School Improvement Plan (SIP)/Division Education Development Plan (DEDP)	<b>PMS Panel Discussion:</b>  <b>MILAGROS T. TALINIO</b> Director IV PMS  <b>ELSIE R. TAUSA</b> Project Development Officer III PMS
10:15 – 10:30 a.m.	Suggested PTA Programs: - <i>Brigada Pagbasa</i> (After-school tutorial program) - <i>Brigada Eskwela</i> - Capacity-Building Programs a. Become an effective learning facilitator b. Make learning happen at home - Zero Absenteeism (Operation <i>Sunduan</i> ) - School Feeding Program - Parent-Teacher Coaching Program	<b>EDEL B. CARAG</b> Director III EPS

**PART IV – CLOSING PROGRAM**

10:30 – 10:35 a.m.	Synthesis and Moving Forward	<b>ROLLY V. SORIANO</b> Project Development Officer IV External Partnerships Service
10:35 – 11:00 a.m.	Awarding of Certificates	
11:00 – 11:05 a.m.	Closing Message	<b>MILAGROS T. TALINIO</b> Director IV Project Management Service
11:05 – 11:10 a.m.	Acknowledgement and Photo Opportunity	