



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



March 14, 2023

DIVISION MEMORANDUM
OSDS-SGOD-DM- 104 , s. 2023

MONITORING OF PUBLIC AND PRIVATE PARENT-TEACHER ASSOCIATION

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the Districts
Public and Private Elementary and Secondary School Heads/Administrators
Division PTA Affairs Committee
All Others Concerned

1. Pursuant to DepEd Order No. 013, s. 2022 titled Omnibus Guidelines on the Regular Operations of Parent-Teacher Associations (PTA), this Office through the SGOD-Social Mobilization and Networking Unit announces the upcoming monitoring of private and public school PTAs starting May 2023 onwards.

2. The activity aims to:

- promote and sustain harmonious and participative engagement among the officers and school personnel;
- create monitoring database and basis of TA provision relative to school organization;
- monitor the best practices of school PTAs; and
- consolidate data and report for submission to regional/central office

3. Part I consists of the Online Self-Assessment which the school head shall accomplish using the link <https://bit.ly/PTAMonitoringFormsSY2022-2023> to be submitted on or before March 31, 2023.

4. Part II is the Onsite Monitoring and Validation to be conducted by the Division PTA Affairs Committee. This activity will commence on May 2023 onwards. Validation team will randomly select schools from private and public schools and will be scheduled for a face-to-face validation. Schedule of the activity will be issued in a separate memorandum.

5. Expenses relative to this activity shall be charged to Local Funds, School MOOE, PTA funds and other fund sources subject to the usual accounting and auditing rules and regulations.

6. Attached is the monitoring template for reference.

7. For further concerns, you may contact Marife B. Brequillo, SEPS, SGOD-Social Mobilization and Networking Unit, Division PTA Coordinator at 0995-8438071/0939-4513915 or email at socmob.ctd@deped.gov.ph.






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8. For immediate dissemination, guidance, and compliance.

By Authority of the Schools Division Superintendent:

MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer-in-Charge 

Encl.: As stated
Reference: DepEd Order No. 13, s. 2022

To be indicated in the Perpetual Index
Under the following subjects:

POLICY PARTNERSHIP

MBB/DM 2023/MONITORING OF PUBLIC AND PRIVATE PARENT-TEACHER ASSOCIATION
00____/March 14, 2023





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Enclosure to Division Memorandum No. _____, s. 2023

PTA MONITORING TOOL

School: _____ School ID: _____
 School Address: _____ District: _____
 School Head: _____ Contact No. _____
 School PTA Coordinator: _____

TYPE OF SCHOOL

Public School	Private School	Integrated School
<input type="checkbox"/> Complete (Elementary - K to 6)	<input type="checkbox"/> Complete (Elementary - K to 6)	<input type="checkbox"/> Complete (Elementary - K to 6)
<input type="checkbox"/> Incomplete (Elementary - Multigrade)	<input type="checkbox"/> Incomplete (Elementary - Multigrade)	<input type="checkbox"/> Incomplete (Elementary - Multigrade)
<input type="checkbox"/> Complete (Secondary - JHS to SHS)	<input type="checkbox"/> Complete (Secondary - JHS to SHS)	<input type="checkbox"/> Complete (Secondary - JHS to SHS)
<input type="checkbox"/> Incomplete (Secondary - JHS only)	<input type="checkbox"/> Incomplete (Secondary - JHS only)	<input type="checkbox"/> Incomplete (Secondary - JHS only)

Non-DepEd Managed School

_____ Private School
 _____ LGU-created School
 _____ Tech-Voc Institute

Status of SPTA

_____ Recognized
 _____ Not Recognized

*If not recognized, please state the reason/s for non-recognition. _____

Elected Homeroom PTA? _____ Yes _____ No

Elected Grade Level PTA? _____ Yes _____ No

With SPTA by-laws? _____ Yes _____ No

With organized Municipal Federated PTA (MFPTA)? _____ Yes _____ No

No. of Complaints/Cases Filed from the first day of classes: _____

No. of Pending Complaints/Cases involving SPTAs: _____





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No. of Pending Complaints/Cases involving FPTAs: _____

No. of Pending Complaints/Cases involving DepEd Personnel: _____

No. of Pending Complaints/Cases involving Private School Personnel: _____

PTA DOCUMENTS AND INDICATORS

Type of Document	Indicator		Remarks
1. Constitution and By-Laws	___ Evident	___ Not Evident	
2. List of PTA Officers	___ Evident	___ Not Evident	
3. Minutes of Meeting	___ Evident	___ Not Evident	
4. Financial Reports	___ Evident	___ Not Evident	
5. Plan of Activities	___ Evident	___ Not Evident	
6. Inventory of PTA Projects	___ Evident	___ Not Evident	
7. Certificate of Recognition	___ Evident	___ Not Evident	
8. Documentation	___ Evident	___ Not Evident	
9. Bank Passbook	___ Evident	___ Not Evident	
10. PTA Receipts	___ Evident	___ Not Evident	

BEST PRACTICES

PTA Programs and Activities	Timeline	Source of Fund	Impact	Beneficiaries





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PROBLEMS ENCOUNTERED

PTA Programs and Activities	Timeline

TECHNICAL ASSISTANCE NEEDED

Technical Assistance Needed to Improve PTA Projects/Activities	Persons to Provide Technical Assistance

Monitored by:

Name	
Position	
Date	

Name	
Position	
Date	

Name	
Position	
Date	

Name	
Position	
Date	

Name	
Position	
Date	

Conformed:

Name	
Position	
Date	

