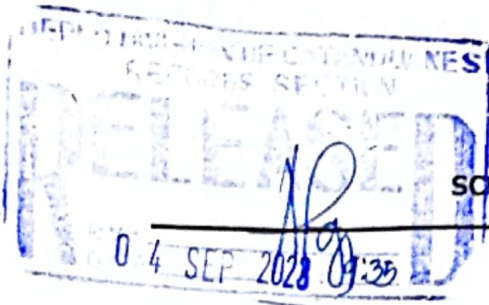




Republic of the Philippines
Department of Education
 REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 31, 2023

DIVISION MEMORANDUM
 OSDS-SGOD-DM- 343, s. 2023

**CONDUCT OF ELECTIONS OF HOMEROOM PARENT-TEACHER ASSOCIATION,
 SCHOOL PARENT-TEACHER ASSOCIATION, AND MUNICIPAL/DIVISION
 FEDERATED PARENT-TEACHER ASSOCIATION**

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

1. Pursuant to DepEd Order No. 13, s. 2022 titled **“Omnibus Guidelines on the Regulation and Operations of the Parent-Teacher Associations”**, this Office reminds all PSDSs/In-Charge of the Districts and school heads to facilitate the conduct of election of the Homeroom Parent-Teacher Association (HrPTA), School Parent-Teacher Association (SPTA) and Municipal Federated Parent-Teacher Association (MFPTA) for SY 2023-2024.

2. The PTA Officers shall be organized by the school heads and PSDSs/In-Charge of the Districts following the schedules set below:

DATE	ACTIVITY	PERSON/S IN-CHARGE
September 27, 2023 (within 30 days after the opening of classes)	Last day of HrPTA and SPTA Election	School Head/Teachers
October 6, 2023	Deadline of submission of SPTA Election Data	School Head
October 27, 2023 (within 60 days after the opening of classes)	Last day of Municipal Federated PTA Election	PSDS/In-Charge of the District
November 3, 2023	Deadline of submission of Municipal Federated PTA Election Data	PSDS/In-Charge of the District
November 10, 2023 (within 75 days after the opening of classes)	Last day of Provincial Federated PTA Election	Division PTA Focal Person

3. The school ELECOM shall use the attached template in submitting the data of the **election results (hardcopy)** for SY 2023-2024 through the SGOD-Social Mobilization and Networking Unit.

4. For the procedure of the PTA election, refer to Article 2 of DepEd Order No. 13, s. 2022.





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

5. All school heads must be guided with the following provisions of DepEd Order No. 13, s. 2022:

*To distinguish from a parent-member of a PTA, a **guardian** may also be called the guardian-member of the PTA. **ONLY INDIVIDUALS WHO ARE LEGALLY APPOINTED AS GUARDIAN BY A COMPETENT COURT MAY SERVE AS A PTA OFFICER** under these guidelines: **Provided that, other individuals considered as guardians under Sections 5.1.1 to 5.1.4 hereof may vote and exercise all the rights of PTA members, EXCEPT TO BE ELECTED AND APPOINTED AS OFFICERS** of the HPTAs, GrPTAs, SPTAs, and FPTAs, or **appointed as officers of any committee created** under these guidelines, or **as members of the ELECOM, SPIA-GC/FPTA-GC, and SPTA-DC/FPTADC.***

6. Enclosed to this Memorandum is the template for submission of the election results.

7. For other concerns, you may contact Marife B. Brequillo, SEPS-SGOD Social Mobilization and Networking Unit at 09958438071 or through marife.brequillo@deped.gov.ph.

8. For immediate dissemination, guidance, and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Encl. : As stated
References : DepEd Memorandum No. 013, s. 2022

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





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

***SPTA - Executive Committee (EXECOM)**

Position	Previous SPTA Officers SY 2022-2023	New Elected Officers SY 2023-2024 <i>*Appointed</i> (Sec. 11.4, DO 013, s. 2022)	Relationship to Enrolled Learner	If Guardian, what appointment from competent court was presented? (Sec. 8, DO 013, s. 2022)
President				
Vice President				
Secretary				
*Collecting and Disbursing Officer				
*Auditor				
*Business Manager				

Attested true and correct:

Noted:

Name and signature of ELECOM Chairperson

School Head



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

Enclosure to Division Memorandum No. 313, s. 2023

2023 SPTA ELECTIONS DATA

Name of School: _____
 With Existing By-Laws: _____ Yes _____ No

District: _____
 Recognized SPTA: _____ Yes _____ No

***SPTA – Board of Directors (BOD)**

Position	Previous SPTA Officers SY 2022-2023	New Elected Officers SY 2023-2024	Relationship to Enrolled Learner	If Guardian, what appointment from competent court was presented? (Sec. 8, DO 013, s. 2022)
Chairman				
Vice Chairman				
Secretary				
Treasurer				
Member (if applicable)				
Member (if applicable)				
Member (if applicable)				



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

2023 MUNICIPAL FEDERATED PTA ELECTIONS DATA

***MFPTA – Board of Directors (BOD)**

Position	Previous SPTA Officers SY 2022-2023	New Elected Officers SY 2023-2024	Relationship to Enrolled Learner	If Guardian, what appointment from competent court was presented? (Sec. 8, DO 013, s. 2022)
Chairman				
Vice Chairman				
Secretary				
Treasurer				
Member (if applicable)				
Member (if applicable)				
Member (if applicable)				

***MFPTA – Executive Committee (EXECOM)**

Position	Previous SPTA Officers SY 2022-2023	New Elected Officers SY 2023-2024 <i>*Appointed</i> (Sec. 11.4, DO 013, s. 2022)	Relationship to Enrolled Learner	If Guardian, what appointment from competent court was presented? (Sec. 8, DO 013, s. 2022)
President				
Vice President				
Secretary				
*Collecting and Disbursing Officer				
*Auditor				
*Business Manager				

Attested true and correct:

Noted:

 Name and signature of ELECOM Chairperson