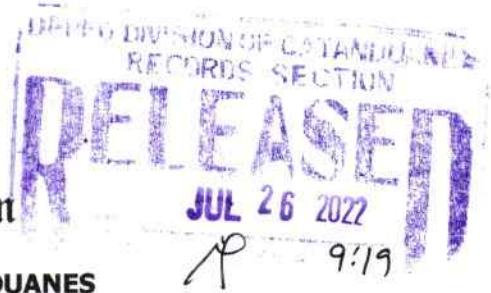




Republic of the Philippines  
Department of Education

REGION V – BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES



July 25, 2022

MEMORANDUM  
OSDS-SGOD-DM-359 s. 2022

**REQUIREMENTS FOR A SCHOOL PARENTS TEACHERS ASSOCIATION (PTA)  
TO BE RECOGNIZED**

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  
School PTA Officers  
All Others Concerned

1. Consistent with DepEd Memorandum No. 013, s. 2022 entitled *Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations*, an officially recognized School PTA (SPTA) is one which is organized under this guidelines and has satisfied Sections 19.1 and 20 hereof.
2. On recognition and monitoring of PTAs provided under this order, it is necessary that the school head duly recognize all PTAs in the school level. It is only upon due recognition and issuance of a Certificate of Recognition that a school PTA could rightfully act and exercise privileges granted to it under this order.
3. In this regard, all school heads are reminded to comply with the provisions of DepEd Order No. 13, s. 2022 to ensure that all existing PTAs for SY 2022-2023 are duly recognized with issued certificates of recognition.
4. Attached is a copy of Article V (Recognizing a School PTA and its Privileges) of DepEd Order No. 13, s. 2022 for your reference.
5. For inquiries, you may contact Marife B. Brequillo, SEPS-SocMobNet, Division PTA Coordinator at 0995-8438071.
6. For information, dissemination and compliance.

**SUSAN S. COLLANO**  
Schools Division Superintendent

SGOD-SocMobNet/mbb/07252022



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**ARTICLE VI**  
**ALLOWED AND PROHIBITED ACTIVITIES OF A PTA**

**Section 24. Allowed PTA Activities**

A PTA, whether officially recognized or not, is allowed to conduct activities that will directly support the learners, teaching and non-teaching personnel, school, other parents/guardians, and community as enumerated under this section. All PTA activities within the school premises or which involve the school, its personnel or learners shall be with prior consultation and approval of the school head. The activities that may be conducted by a PTA shall be based on the following:

**24.1 Support to Learners**

24.1.1 Purchase and/or donation of the following items:

24.1.1.1 supplementary learning resources, textbooks, reference books, science laboratory equipment, or related materials for the classroom or school library;

24.1.1.2 school supplies for distribution to the learners, such as bags, pencils, notebooks, and other learning materials;

24.1.1.3 ICT-based intervention/support to the teaching-learning process using instructional technologies such as electronic reader, desktop computers, laptops, tablets, hardware and software, internet connectivity, television sets, radios, printers, and multimedia materials; and

24.1.1.4 other necessities for the use of learners, such as hygiene kits, footwear, and nutritional supplements.

24.1.2 Organize activities or events including, but not limited to:

24.1.2.1 academic enrichment activities like *Brigada Pagbasa* or other reading programs, peer learning sessions, informative talks, and other similar activities;

24.1.2.2 learner support activities like outreach programs, and advocacy campaigns in radios, TVs, and print media; and

24.1.2.3 organize seminars, webinars, and capacity-building activities to engage and empower the parents/guardians to pursue lifelong learning goals for themselves and their learners, and to support teachers in their continuing professional development.

24.1.3 Partner with the Supreme Pupil/Student Government on their programs, projects, and activities consistent with existing laws, DepEd rules and regulations on the matter.

#### 24.2 Support to School Improvement

24.2.1 Participate in the annual conduct of *Brigada Eskwela*.

24.2.2 Participate in the preparation of the SIP and in the review of School-Based Management (SBM) practices.

24.2.3 Construct a building or structure and undertake any permanent renovation or improvement on building, structure, or fixture within school for teaching and learning.

24.2.4 Purchase and/or donate items for school improvement and maintenance, including but not limited to:

24.2.4.1 furniture and fixtures, equipment and appliances for classrooms and the school;

24.2.4.2 sports and recreational equipment for school sports, learners' play area, and the like;

24.2.4.3 water, sanitation and hygiene facilities in school; and

24.2.4.4 school safety components, such as gates, barriers/walls, and school ground improvement.

#### 24.3 Support to Community Development

24.3.1 Organize activities or events that will:

24.3.1.1 promote community engagement such as clean-up drives, tree planting, urban farming, and other similar activities;

24.3.1.2 promote health and wellness such as mental and physical health campaigns, and advocacy campaigns on the prevention and mitigation of infectious and communicable diseases;

24.3.1.3 recognize the exceptional contributions of learners, parents/guardians and teachers to the community;

24.3.1.4 keep the school community informed of current events, reform initiatives, issues, and accomplishments by publishing and distributing information fliers, newsletters, reports, and the like; and

24.3.1.5 partner with the LGU, non-government organizations, civil society organizations, and the private sector in improving the quality of basic education at the local level.

**Section 25. Prohibited PTA Activities or Acts of PTA Officers**

- 25.1 PTAs and their officers are prohibited from performing the following:
- 25.1.1 engaging in any partisan political activity within school premises or using the SPTA in any partisan political activity;
  - 25.1.2 operating a canteen/school supplies store, or being a concessionaire thereof inside the school or nearby premises, or offering these services to the school as its client either directly or indirectly;
  - 25.1.3 selling insurance and/or pre-need plans and recruiting in multilevel marketing or other similar schemes/programs to learners and/or their parent/guardian-members;
  - 25.1.4 receiving any form of salaries, honoraria, emoluments, or other forms of compensation from the funds of the PTA especially for PTA officers, BOD and EXECOM members, and other committee members;
  - 25.1.5 using the name of the school for unauthorized solicitation of financial or other resources from private donors or stakeholders;
  - 25.1.6 charging any service fees against the amount collected from VSCs;
  - 25.1.7 engaging in fundraising activities in excess of what is allowed under Section 23.1.5.1; and
  - 25.1.8 such other acts or circumstances analogous to the foregoing.
- 25.2 Any violation of the provisions of this section shall be dealt with corresponding sanctions as provided under Section 32 hereof.