



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

16 August 2024

DIVISION MEMORANDUM
No. 394, s. 2024

**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 2024-2025.

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
August 27, 2024 (within 30 days after the opening of classes)	Last day of HrPTA and SPTA Election	School Head/Teachers
September 26, 2024 (within 60 days after the opening of classes)	Last day of Municipal Federated PTA Election	PSDS/In-Charge of the District
September 30, 2024	Deadline of submission of Municipal Federated PTA Election Data to SDO	PSDS/In-Charge of the District
October 11, 2024 (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 2024-2025 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 or the **“Omnibus Guidelines on the Regulation and Operations of the Parent-Teacher Associations”**.





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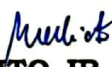
5. All school heads must be guided with the following provisions of DepEd Order No. 13, s. 2022:

*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 socmob.ctd@deped.gov.ph.

8. For immediate dissemination, guidance, and compliance.


ATTY. NORLITO JR. P. AGUNDAY
Attorney III – Legal Officer
Officer-In-Charge
Office of the Schools Division Superintendent

SGOD/mbb
8/16/2024



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Enclosure to Division Memorandum No. 1 394, s. 2024

SY: 2024-2025 SCHOOL PTA (SPTA) ELECTION DATA

Name of School: _____

District: _____

With Existing by-laws: Yes No

Recognized SPTA: Yes No

***SPTA Board of Directors (SPTA-BOD)**

Position	Previous SPTA Officers (SY 2023-2024)	Newly Elected Officers (SY 2024-2025)	Relationship to the Enrolled Learner	If Guardian, what appointment was presented? (Sec. 8, DO 013, s. 2022)
Chairman				
Vice Chairman				
Secretary				
Treasurer				
Member (if applicable)				
Member (if applicable)				
Member (if applicable)				

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

Position	Previous SPTA Officers (SY 2023-2024)	Newly Elected Officers (SY 2024-2025)	Relationship to the Enrolled Learner	If Guardian, what appointment was presented? (Sec. 8, DO 013, s. 2022)
President				
Vice President				
Secretary				
Collecting & Disbursing Officer				
Auditor				
Business Manager				



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Enclosure to Division Memorandum No. 2 394, s. 2024

SY: 2024-2025 MUNICIPAL FEDERATED PTA (MFPTA) ELECTION DATA

***MFPTA Board of Directors (SPTA-BOD)**

Position	Previous SPTA Officers (SY 2023-2024)	Newly Elected Officers (SY 2024-2025)	Relationship to the Enrolled Learner	If Guardian, what appointment was presented? (Sec. 8, DO 013, s. 2022)	School
Chairman					
Vice Chairman					
Secretary					
Treasurer					
Member (if applicable)					
Member (if applicable)					
Member (if applicable)					

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

Position	Previous SPTA Officers (SY 2023-2024)	Newly Elected Officers (SY 2024-2025)	Relationship to the Enrolled Learner	If Guardian, what appointment was presented? (Sec. 8, DO 013, s. 2022)	School
President					
Vice President					
Secretary					
Collecting & Disbursing Officer					
Auditor					
Business Manager					



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