

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

21 July, 2025

DIVISION MEMORANDUM

No: 633, s. 2025

**FIRST PROVINCIAL FEDERATED PARENT-TEACHERS ASSOCIATION (PTA)
SUMMIT**

TO: OIC -Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Principals
Public Schools District Supervisors
School & Municipal PTA Coordinators
All Others Concerned

1. This is to inform the field that the Provincial Parents Association will conduct the First Provincial Federated Parent-Teachers Association (PTA) Summit on July 22, 2025, from 8:00 AM to 5:00 PM at the Provincial Capitol Dome, Capitol Compound, Virac, Catanduanes.
2. The summit aims to:
 - A. Increase parents' awareness of key issues and responsibilities in schools;
 - B. Strengthen the PTA's role in supporting DepEd's goals and fostering a strong working relationship with school/SDO officials, local government units, and the broader community; and
 - C. Promote active collaboration among parents, teachers, schools, and the community to ensure the welfare of learners.
3. Participants in this summit include the SY 2024-2025 Provincial and Municipal Federated PTA officers from the 11 municipalities, Elementary and Secondary School Heads (to be identified by the PSDS), Public Schools District Supervisors, Division Office personnel, and invited resource speakers. Attached is the list of participants for your reference.
4. Expenses related to the summit—such as meals (morning snack, lunch, and afternoon snack), venue rental, and sound system shall be charged to the **Special Education Fund (SEF)**. Travel and other incidental expenses of the participants may be charged to their **PTA funds or other local funds**, as applicable.
5. In line with this, the **School Governance and Operations Division (SGOD)**, led by the Chief Education Supervisor, SGOD Education Program Supervisor, and the Division PTA Focal Person, is expected to oversee the conduct of the activity.



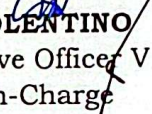
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6. A monitoring and evaluation report shall be submitted to the office for documentation and reference purposes.
7. For your information, guidance, and compliance.

By the Authority of the OIC Schools Division Superintendent:


EVA S. TOLENTINO
Administrative Officer V
Officer- In-Charge



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Enclosure A. Distribution / Allocation of Participants

Expected Participants	Allocation Per Group	Total
Provincial Federated PTA	12	12
Municipal Federated Officers	6	66
PSDS	11	11
School Heads Representatives per Municipality	10	10
SDS and ASDS	2	2
Chiefs	2	2
EPS SGOD	1	1
EPS CID	10	10
Division PTA Focal	1	1
LRPO	1	1
HNU/Mental Health Focal	2	2
PTA Members/Officers	18	198
Resource Person	1	1
Total		417



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Enclosure B. Matrix of Activities

TIME	Activity	Duty Bearer
7:00 – 08:30	Registration	Secretariat COS-SGOD
8:30 – 9:30	Preliminaries/Opening Program	SGOD- Division PTA Focal
	Philippines National Anthem	AVP
	Prayer	AVP
	DepEd Catanduanes Hymn	AVP
	Checking of Participants	EPS Amelia B. Cabrera
	Statement of Purpose	Chief Romel G. Petajen
	Welcome Message	Hon. Robert A. Fernandez Vice-Governor & Provincial PTA Federated PTA President
	Message	Hon. Patrick Allain T. Azanza Provincial Governor
	Inspirational Message	OIC-SDS Ma. Jeany T. Abayon
	Photo Opportunity	By Municipality
9:30 – 10:00	Health Break	
10:00 – 12:00	Session 1 Re-Orientation on the Roles and Responsibilities of parents per DO No. 13, s. 2022	Chief Romel G. Petajen
2:00 – 1:00	Lunch Break	
1:00 – 2:00	Session 2 The Youth Situationer in the ERA of Social Media	PNP Child Desk <i>Pg</i>
2:00- 3:30	Session 3 Parent's Role in Promoting wellness, GAD – responsive and safety among their children	Aroline T. Borja Nurse Ahdel Idanan Rosario B. Vegim
3:30- 4:00	Parent's Commitment and Open Forum <i>/Sharing of Best Practices</i>	
4:00-4:30	Program Evaluation	
4:40 – 5:00	Closing Program	
5:00 onwards	Home Sweet Home	



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Enclosure C. Working Committees

Activity / Deliverables	In-charge	Expected Outcome
Letters/Memo	Aroline T. Borja	Memo prepared and released
Program & Program Flow	Marife B. Brequillo PTA Focal	Ensure that the program printed and was smoothly delivered
Coordination with the PLGU related procurement and logistics; Venue, meals, sound system	Amelia B. Cabrera EPS PSB Secretary-designate	Program was delivered based on the procured items
Documentation of the Program which includes picture and video coverage	Jennifer B. Metica ITO John Bryan Laguda AA1	Proceedings of the activity was completely documented
Certificate of Appearance and Participation Registration and Attendance	Elaine Magtangob Sheryl Cambonga Aljay Terrazola	CA and Participation were printed and distributed to the participants
Meals	c/o service provider	Meals are delivered and served enough and on time
Monitoring and Evaluation	Maria Rita SR Tablate	The program was monitored using M & E Tool