



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V – (Bikol)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

29 July 2025

DIVISION MEMORANDUM
No. 665, s. 2025

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

TO: OIC-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 Public Schools District Supervisors 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 2025-2026.

2. The PTA Officers shall be organized by the School Heads and PSDSs following the schedules set below:

DATE	ACTIVITY	PERSON/S IN-CHARGE
July 16, 2025 (within 30 days after the opening of classes)	Last day of HrPTA and SPTA Election	School Head/Teachers
August 15, 2025 (within 60 days after the opening of classes)	Last day of Municipal Federated PTA Election	PSDS/In-Charge of the District
August 20, 2025	Deadline of submission of Municipal Federated PTA Election Data to SDO	PSDS/In-Charge of the District
August 30, 2025 (within 75 days after the opening of classes)	Last day of Provincial Federated PTA Election	Division PTA Coordinator

3. The procedures of the PTA election are provided under Article 2 of DepEd Order No. 13, s. 2022 titled “**Omnibus Guidelines on the Regulation and Operations of the Parent-Teacher Associations**”.



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4. The School Heads, PSDS and PTA¹ Officers shall strictly observe the following provisions under DepEd Order No. 13, s. 2022:

4.1 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.

4.2 Parent Teacher Associations (PTAs) and their **Officers are prohibited from engaging in any partisan political activity within the school premises or using the School PTA in any partisan political activity.**²

4.3 The PTA (Federated, School, Grade level, and Homeroom PTAs), as an organization or group formed, established, and/or recognized pursuant to these guidelines, **shall not be used for any political activity and shall not engage in partisan politics in whatever form.**³

5. Enclosed is a template for the submission of election results (hardcopy) for SY 2025-2026 through the SGOD-Social Mobilization and Networking Unit.

6. 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.

7. For immediate dissemination, guidance, and compliance.

MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SGOD/mbb
07/29/2025

¹ Federated, School, Grade level, and Homeroom PTAs

² Section 25.1 DepEd Order No. 013 s. 2022

³ Section 3.7 of DepEd Order No. 013 s. 2022



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Enclosure to Division Memorandum No. 1 665, s. 2025

SY: 2025-2026 SCHOOL PTA (SPTA) ELECTION DATA

Name of School: _____

With Existing by-laws: ____ Yes ____ No

District: _____

Recognized SPTA: ____ Yes ____ No

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

Position	Previous SPTA Officers (SY 2024-2025)	Newly Elected Officers (SY 2025-2026)	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 2024-2025)	Newly Elected Officers (SY 2025-2026)	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. 2 645 s. 2025

SY: 2025-2026 MUNICIPAL FEDERATED PTA (MFPTA) ELECTION DATA

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

Position	Previous SPTA Officers (SY 2024-2025)	Newly Elected Officers (SY 2025-2026)	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)					

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

Position	Previous SPTA Officers (SY 2024-2025)	Newly Elected Officers (SY 2025-2026)	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					