

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)


**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

*Office of the Schools Division Superintendent*

MEMORANDUM

TO: AROLINE T. BORJA - Education Program Supervisor  
RITA SR. TABLATE - SEPS- SMME  
MARIFE B. BREQUILLO - SEPS- SocMobnet  
IMACULATE T. LATORRE - EPSII- SocMobNet  
JENNIFER B. METICA - Information Technology Officer II  
MELANIE R. IBARDALOZA - Nurse II-SGOD  
AHDEL IDANAN- Nurse II - SGOD  
ROSARIO B. VEGIM- Nurse II – SGOD

FROM: By authority of the OIC- Schools Division Superintendent:

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

DATE: July 21, 2025

SUBJECT: **ADDENDUM TO DIVISION MEMORANDUM NO. 633, S.2025 RE:  
FIRST PROVINCIAL FEDERATED PARENT-TEACHERS  
ASSOCIATION (PTA) SUMMIT**

1. This is to request the attendance of the TWG to a Division Staff Orientation-Workshop (DSOW) **today, July 21, 2025 at 3:30 in the afternoon at the School Governance and Operations Division (SGOD)**, conference hall. This is in connection with the conduct of the First Provincial Federated Parents and Teachers Association's Summit which is scheduled on July 22, 2025 at Convention Center at Capitol Compound.
2. The purpose of the DSOW is to be able to inform the working committees on the terms and references to be carried and to prepare the session materials for the said activity.
3. For the information, guidance, and compliance of all concerned.



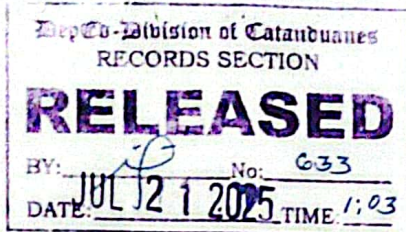
San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph





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.



San Roque, Virac, Catanduanes  
052-8114036 / 09623505374  
catanduanes@deped.gov.ph  
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph






Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)  
**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

---

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



📍 San Roque, Virac, Catanduanes  
☎ 052-8114036 / 09623505374  
✉ catanduanes@deped.gov.ph  
🌐 [www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com) / [www.catanduanes.deped.gov.ph](http://www.catanduanes.deped.gov.ph)



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

**Enclosure A. Distribution / Allocation of Participants**

<b>Expected Participants</b>	<b>Allocation Per Group</b>	<b>Total</b>
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
<b>Total</b>		<b>417</b>



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

**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>Rp</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	





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

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