


Republic of the Philippines
Department of Education

REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

SGOD-UM-10-25-2022/MBB

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

FROM : 
SUSAN S. COLLANO, CESO V
Schools Division Superintendent

SUBJECT : CORRIGENDUM TO DIVISION MEMORANDUM NO. 359, s.
2022 DATED JULY 25, 2022 re: REQUIREMENTS FOR
A SCHOOL PARENTS TEACHERS ASSOCIATION (PTA) TO BE
RECOGNIZED

DATE : October 25, 2022

1. Please be informed of the attached copy of **Article V (Recognizing a School PTA and its Privileges)** pursuant to DepEd Order No. 13, s. 2022 titled Omnibus Guidelines on the Regulation of Operations of Parent Teachers Associations.
2. All other details in the previous memorandum remain the same.
3. For information and guidance.



ARTICLE V
RECOGNIZING A SCHOOL PTA AND ITS PRIVILEGES

Section 19. Classification of School PTAs

- 19.1 All SPTAs to be organized for SY 2021-2022, for purposes of these guidelines, shall be deemed **officially recognized SPTAs**: *Provided that*, such PTAs belong to schools with a validly organized SPTA for the last two (2) SYs prior to the effectivity hereof. These officially recognized SPTAs shall satisfy the requirements enumerated under Section 20 hereof to maintain its status as such: *Provided that*, if the SPTA fails to satisfy said requirements to maintain its status as an officially recognized SPTA for two (2) consecutive SYs, said SPTA shall revert to the status of a non-officially recognized SPTA.
- 19.2 An **officially recognized SPTA** is one which is organized under these guidelines and has satisfied Sections 19.1 and 20 hereof. As such, it is allowed to collect VSCs and other authorized contributions at any time of the SY subject to Section 26.2 hereof and other laws, DepEd rules and regulations on the collection of VSCs and shall enjoy the privileges of an officially recognized SPTA as provided under Section 23 hereof.
- 19.3 All newly organized SPTAs and/or schools without a validly organized SPTAs for the last two (2) SYs prior to the effectivity of these guidelines shall be considered as **non-officially recognized SPTAs**.
- 19.4 A **non-officially recognized SPTA** is one which is newly created or organized SPTA under these guidelines and has not yet satisfied Sections 19.1 and 20 hereof. Subject to the limitations enumerated under Section 23.1.5.1, a non-officially recognized SPTA may still collect PTA membership dues at any time of the SY and may enjoy the privileges of an officially recognized SPTA, if allowed by the school head, as provided under Section 23.2 hereof.

Section 20. Requirements for a School PTA to be Officially Recognized

- 20.1 This provision shall apply to all non-officially recognized SPTAs as provided under Sections 19.3 and 19.4 hereof, and to former officially recognized SPTAs that reverted to the status of non-officially recognized SPTAs as provided under Section 19.1 hereof.

This shall also apply in case of a school established after SY 2020-2021 and organizes an SPTA for the first time: *Provided that*, the SPTA of such newly established school must satisfy the requirements provided under Section 20.2 for two (2) consecutive SYs for it to be considered as officially recognized SPTA.

- 20.2 An SPTA, to be considered officially recognized, must satisfy the following requirements by the end of the current SY:
- 20.2.1 election of all officers of HPTAs, GrPTAs, and SPTA as provided in Sections 7 and 10 hereof;
 - 20.2.2 submission of the list of all duly elected officers of the HPTAs, GrPTAs, SPTA, and members of the BOD as supported by their respective Oaths of Office;
 - 20.2.3 adoption of an official name of the SPTA bearing the name of the school (e.g., Parent-Teacher Association of Quezon City Science High School or Quezon City Science High School Parent-Teacher Association);
 - 20.2.4 opening of a bank account and conducting its financial businesses in accordance with Article VII hereof;
 - 20.2.5 submission of SPTA calendar of activities;
 - 20.2.6 conduct of at least two (2) GAs a year, which may coincide with homeroom meetings or distribution of Report Cards;
 - 20.2.7 active participation in the school improvement planning, *Brigada Eskwela*, *Brigada Pagbasa*, Commencement/ Graduation or Recognition/Moving-Up exercises, among others;
 - 20.2.8 holding of at least two (2) school-wide PTA activities as provided under Section 24, subject to applicable DepEd policies and guidelines;
 - 20.2.9 implementation of at least one (1) priority project listed in the SIP; and
 - 20.2.10 submission of the following documents within thirty (30) days after the end of the SY:
 - 20.2.10.1 *Accomplishment Report* - The HPTA President and Secretary of each homeroom class shall submit the HPTA accomplishment report to their respective homeroom advisers for review and approval. Once approved, each HPTA President shall submit the same to their respective GrPTA Representatives, who shall then consolidate and endorse the reports to the SPTA-BOD Secretary. These reports shall be further consolidated by the SPTA-BOD Secretary and integrated into the overall accomplishment report of the SPTA, which the Chairperson shall report and submit to the SPTA-BOD and the school head.

20.2.10.2 *Report of Financial Operations* - The aforesaid Accomplishment Report shall be supported by a Report of Financial Operations of all the HPTAs and the SPTA. The SPTA-BOD Treasurer shall ensure the availability of the SPTA logbook of activities and financial transactions, including other financial records for inspection by the school head and/or the present Division PTA Affairs Committee any time. A Report of Financial Operations duly signed by the SPTA-BOD Chairperson and Treasurer shall be reported and submitted to the SPTA-BOD and the school head. Such financial report/statement shall be reviewed by the Division Accountant.

Section 21. Issuance of a Certificate of Recognition to SPTAs

- 21.1 School heads shall issue a Certificate of Recognition within thirty (30) days from the effectivity of these guidelines to all SPTAs given automatic recognition under these guidelines and/or all SPTAs that satisfy the requirements provided under Section 19.1.
- 21.2 For non-officially recognized SPTAs, as enumerated under Sections 19.4 and 20.1, paragraph 1 and which have complied with the requirements under Section 20.2 hereof, the school head shall issue a Certificate of Recognition to the SPTA within thirty (30) days from the beginning of the SY immediately following the SY when the said requirements were satisfied.
- 21.3 In case of newly established schools as stated under Section 20.1, paragraph 2, and after satisfaction of the requirements under Section 20.2 hereof for two (2) consecutive SYs, the school head shall issue the Certificate of Recognition to the SPTA within thirty (30) days from the beginning of the next SY immediately following the SY when the said requirements were satisfied.

Section 22. Incorporation or Registration with the Securities and Exchange Commission (SEC)

An SPTA/FPTA may or may not be incorporated with the Securities and Exchange Commission (SEC). If incorporated, the registered entity shall, as far as practicable, be used in the organization of the SPTA.

In relation to Sections 11.6.2 and 18.2.6 hereof, the SPTA/FPTA may adopt its own by-laws if it finds it necessary, to provide additional guidelines on the operation and organization of the SPTA/FPTA: Provided that, such by-laws are not inconsistent with the existing laws, these guidelines, and other relevant DepEd issuances on the matter; Provided further that, any question as to the invalidity of a provision of such by-laws for being inconsistent with existing laws, these guidelines, and other relevant DepEd

issuances on the matter shall be filed with and resolved by the SDS (in case of an SPTA) or the RD (in case of the FPTA). The decision of the SDS/RD shall be final and executory unless a petition for the review on such decision is filed under Section 43 hereof.

Section 23. Privileges of a Recognized PTA

23.1 The privileges of recognized SPTAs include, but not limited to, the following:

23.1.1 construct a building or structure in accordance with the SIP and undertake any permanent renovation or improvement on building, structure, or fixture within the school premises for its office or headquarters: *Provided that*, such construction will be automatically considered as a property of the school. A written agreement shall be executed before the improvement or construction takes place. A Deed of Donation shall also be executed by and between the SPTA and the school immediately after the completion of the improvement or construction;

23.1.2 use of any available space within the school premises as its office or headquarters: *Provided that*, costs pertinent to electricity, water, and other utilities shall be for the account of the SPTA. However, should the school need such space, the SPTA shall vacate the space immediately: *Provided further*, that the school shall have an alternative space/location where they can transfer;

23.1.3 represent the PTA members in the following:

23.1.3.1 School Governance Council (SGC);

23.1.3.2 Child Protection Committee; and

23.1.3.3 *Brigada Eskwela* Technical Working Group (TWG) and other TWGs created at the school level to engage partners such as *Brigada Pagbasa*, Adopt-a-School, *Oplan Kalusugan sa DepEd* and other similar activities.

23.1.4 access pertinent information about learners, available in DepEd's Unified Information Systems, in aid of formulating activities and projects to improve learning, subject to the provisions of RA 10173 (Data Privacy Act of 2012) and Executive Order No. 2, s. 2016 issued by the Office of the President on July 23, 2016 on Freedom of Information;

23.1.5 undertake the following activities:

23.1.5.1 not more than four (4) fundraising activities to support the school's academic and co-curricular programs, projects, and activities, including parent-initiated seminars and

capacity-building activities, subject to DepEd policies and guidelines: *Provided that*, the SPTA shall comply with the "No Collection Policy" of the Department (or the collection shall be purely voluntary);

23.1.5.2 accept donations, whether cash or in kind (e.g., school supplies, materials, and equipment), from private sector or stakeholders. In the case of a non-officially recognized SPTA, acceptance of donations shall be directly coursed through the Adopt-a-School Program Coordinator or school head; and

23.1.5.3 act as an observer in the school's procurement activities and participate in the school's Technical Inspection and Acceptance Committee, subject to the provisions of RA 9184 (Government Procurement Reform Act).

23.1.6 eligible to be elected as BOD of the Municipal, City, or Provincial FPTA.

23.2 Except for the privilege accorded to an officially recognized SPTA under Section 23.1.6 above, a non-officially recognized SPTA may be allowed to exercise any of the above enumerated privileges under this section, subject to the sound discretion of the school head.