



August 13, 2019

DIVISION MEMORANDUM

NO. 156, S. 2019

PTA DIVISION AND PROVINCIAL FEDERATION ELECTION

- To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the District
Elementary, Secondary and Integrated School Heads
All Others Concerned
1. The Schools Division of Capiz through the Social Mobilization and Networking Section of School Governance and Operations Division (SGOD) will conduct a **PTA DIVISION AND PROVINCIAL FEDERATION ELECTION AND ORIENTATION PTA GUIDELINES** on **August 17, 2019, 9:00AM, Saturday** at Nestas Garden Hall, Roxas City, Capiz.
 2. The said activity aims to:
 - a. conduct 2019 election of officers of PTA Division and Provincial Election;
 - b. conduct oath taking of the officers after election; and
 - c. orient officers and district PTA focal persons on PTA Guidelines.
 3. Participants to this activity are:
 - a. 16 Municipal PTA Officers;
 - b. 18 District PTA Focal Persons; and
 - c. 6 Division Personnel and Guests.
 4. Food, accommodation and other incidental expenses relative to the conduct of the said activity are chargeable against **Community Linkages Downloaded Fund** while travelling expenses of the said participants are chargeable against MOOE/PTA Funds. All are subject to the usual accounting and auditing rules and regulations.
 5. Immediate dissemination of this memorandum is desired.


ROEL R. BERMEJO, PhD, CESO V
Schools Division Superintendent