



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF CAPIZ**

April 21, 2022

**DIVISION MEMORANDUM**  
NO. 110, S. 2022

**CONDUCT OF 2021 GENERAL ASSEMBLY AND ELECTION OF OFFICERS OF HOMEROOM PTA (HPTA), GRADE LEVEL (GrPTA), SCHOOL PTA (SPTA) AND FEDERATED PTAs AT THE MUNICIPAL AND PROVINCIAL LEVELS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors, CID and SGOD  
Public Schools District Supervisors/OIC of the District  
Public Elementary, Secondary and Integrated School Heads  
Private Elementary and Secondary School Heads  
Elementary, Secondary and Integrated School PTA Focal Persons  
SDO Proper Personnel  
All Others Concerned

1. In compliance with **OULAPP No. Q-112, s. 2022** entitled, “**Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations**”, all private and public schools are hereby requested to conduct the 2021 General Assembly and Election of Officers of Homeroom PTA (HPTA), Grade Level PTA (GrPTA), School PTA (SPTA) and Federated PTAs at the Municipal and Provincial Levels.
2. The activity aims to:
  - a. Conduct General Assembly
  - b. Conduct Election of Homeroom PTA (HPTA), Grade Level PTA (GrPTA), School PTA (SPTA) and Federated PTAs at the Municipal and Provincial Levels.
  - c. Discuss the activities to be implemented for SY 2021 – 2022.
3. In the conduct of the said general assemblies and elections for Homeroom PTA (HPTA), Grade Level PTA (GrPTA), School PTA (SPTA) and Federated PTAs at the Municipal and Provincial Levels please refer to DO 013, s. 2022, Article II – the School PTA, Article III – Convening the SPTA General Assembly (GA), PTA Meetings and Quorum, Article IV – Recognizing A School PTA and Its Privileges and Article VI – Allowed and Prohibited Activities of A PTA.



Address: Banica, Roxas City  
Contact Number: 09177147249/09985470704  
Email Address: capiz@deped.gov.ph  
Website: <http://depedcapiz.ph>

socmob



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4. Schedule of the conduct of the said assemblies, elections and other activities

Date	Activity	Persons Involved	To be monitored by
April 26 – 27, 2022 <b>Note:</b> <i>The school may opt to conduct the said activity for one day only</i>	Conduct of General Assembly and Elections of Homeroom PTA (HPTA), Grade Level PTA (GrPTA), School PTA (SPTA)	School Heads, Teacher Advisers, Teaching & Non-Teaching Personnel	PSDS of their respective districts, SGOD (SocMob)
April 28 – 29, 2022	Conduct of General Assembly and Election of District/ Municipal PTA	District PTA Focal Persons, School PTA Presidents of Elementary, Secondary and Integrated Schools of Public and Private Schools	PSDS, Adoptive EPS, SGOD (SocMob)
April 30, 2022	Conduct of General Assembly and Election of Division/ Provincial PTA	Division ELECOM	SDS, ASDS, Division PTA Focal Persons
May 6, 2022	Submission of Report by District, Secondary and Integrated Schools	District PTA, Secondary and Integrated PTA Focal Persons	PSDS, SGOD (SocMob)

5. Public Schools District Supervisors/OIC of the District together with their Adoptive EPS shall monitor the conduct of General Assemblies and Election in their respective districts.
6. The conduct of PTA election at all levels (HPTA, GrPTA, SPTA and FPTA) maybe undertaken through any of the following modalities:
  - a. physical election (face-to-face)
  - b. remote communication (online and offline)
  - c. hybrid communication (combination of physical and remote communication modalities)





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7. The conduct of the Federated Parent-Teacher Association (FPTA) shall be facilitated by the Public Schools District Supervisor (PSDS) designated by the Schools Division Superintendent (SDS) in the case of municipalities and SDS in the case of the province (Article IV - Section 17. 2 of DO 013, s. 2022)
8. The conduct of the said activity and all other related activities shall **strictly follow IATF protocols.**
9. Private and public elementary, secondary and integrated schools may download the said DepEd Order No. 013, s. 2022 thru [https://bit.ly/DepEdOrder013s2022\\_PTAOmnibusGuidelines](https://bit.ly/DepEdOrder013s2022_PTAOmnibusGuidelines) as reference on its implementation.
10. Attached are the templates to be accomplished by schools and to be submitted to the **Receiving Section on or before May 6, 2022.**
11. The Schools Division of Capiz adheres to the principle of equal opportunity in the conduct of the said activity. There shall be no discrimination on account of age, civil status, religion or belief, ethnicity, political affiliation, employment status, disability, sexual orientation, gender identity or expression and other personal circumstances.
12. Expenses relative to the conduct of SPTA and Municipal Federated PTA elections are chargeable against PTA funds whereas, the conduct of the Provincial Federated PTA (PFPTA) is chargeable to Division MOOE Fund. All are subject to the usual accounting and auditing rules and regulations
13. For more information about this activity, kindly contact **Ms. Nannette G. Calixterio**, SEPS, SocMob at Mobile No. 09998888959 and **Mr. Romar S. Jaravelo**, EPS II, SocMob, Mobile No. 09128108586, Division PTA Focal Persons, Social Mobilization and Networking Section of School Governance and Operations Division (SGOD).
14. Immediate dissemination and strict compliance with this Memorandum is desired.

**SALVADOR O. OCHAVO JR., EdD, CESO V**  
Schools Division Superintendent

APR 21 2022





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**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Attachment to Division Advisory  
 No. **110**, s. 2022

**TO BE FILLED UP BY THE  
 DISTRICT PTA FOCAL PERSON**

**PTA MONITORING FORM**

District: \_\_\_\_\_

School	Complete	Incomplete	Recognized SPTA		Reason/s for Non-Recognition of SPTAs (Please use additional sheets if necessary)	With By-laws		Pending Complaints/ Cases involving SPTAs	Pending Complaints/ Cases involving FPTAs
			Yes	No		Yes	No		
1.									
2.									
3.									
4.									
5.									
6.									



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SCHOOLS DIVISION OF CAPIZ

**TO BE FILLED UP BY THE  
PRIVATE SCHOOLS**

**PTA MONITORING FORM**

District: \_\_\_\_\_

School	Complete	Incomplete	Recognized SPTA		Reason/s for Non-Recognition of SPTAs (Please use additional sheets if necessary)	With By-laws		Pending Complaints/ Cases involving SPTAs	Pending Complaints/ Cases involving FPTAs
			Yes	No		Yes	No		

Prepared by: \_\_\_\_\_

School PTA Focal Person \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

School Head \_\_\_\_\_

Date: \_\_\_\_\_

**Legend:**  
K – Kindergarten IS – Integrated School  
ES – Elementary School SPTA – School PTA  
JHS – Junior High School FPTA – Federated PTA  
SHS – Senior High School

**Important Notes:**

- All SPTAs must submit the following documents to the Division:
  - List of SPTA-BOD officers and members for the current SY (together with their contact numbers and email addresses).
  - Copy of their latest by-laws certified by the SPTA/FPTA-BOD.
  - Copy of their Certificate of Recognition, if applicable.
- These documents shall be summarized/consolidated by the Division and a copy shall be sent to DepEd and RO6 Central Offices for records purposes.



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**TO BE FILLED UP BY SCHOOL PTA  
 FOCAL PERSON**

**PTA MONITORING FORM**

District: \_\_\_\_\_

School	Complete	Incomplete	Recognized SPTA		Reason/s for Non-Recognition of SPTAs (Please use additional sheets if necessary)	With By-laws		Pending Complaints/ Cases involving SPTAs	Pending Complaints/ Cases involving FPTAs
			Yes	No		Yes	No		

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

School PTA Focal Person \_\_\_\_\_  
 Date: \_\_\_\_\_

School Head \_\_\_\_\_  
 Date: \_\_\_\_\_

**Legend:**  
 K – Kindergarten  
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