



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

April 25, 2022

DIVISION MEMORANDUM

NO. 114, S. 2022

**CAPABILITY BUILDING OF FEDERATED PARENT-TEACHER ASSOCIATION (FPTAs) OF
 THE MUNICIPALITY AND PROVINCIAL LEVELS ON ACTION PLANNING CUM
 ORGANIZATION OF THE NEW SETS OF OFFICERS FOR SY 2021 - 2022**

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
 Municipal Federated PTA Officers
 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**", the School Governance and Operations Division (SGOD) through the Social Mobilization and Networking Section conducts Capability Building of the Municipality and Provincial Levels on Action Planning Cum Organization of the New Sets of Officers for SY 2021-2022 on April 30, 2022 (Saturday) on face-to-face modality. The venue will be announced through a division memorandum.
2. The activity aims to:
 - a. prepare action plans in their respective municipalities and provincial levels;
 - b. present the allowed and prohibited activities of PTAs;
 - c. discuss the election procedures;
 - d. present the accomplishments of PFTA Officers for SY 2020-2021-2021-2022; and
 - e. conduct the election of the new sets of officers for SY 2021-2022.
3. In the conduct of the said general assembly and election for 2021 FPTA please refer to DO No. 013, s. 2022 (refer to paragraph # 7 of DM 2022 dated April 21, 2022).
4. The participants to this activity are the following:

Participants	No.
SDS	1
CID & SGOD, CES	2
ASDS	1
PSDS	10
Previous Officers (2020-2021)	17



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socmob



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Current Officers (2021-2022)	17
District PTA Focal Persons	18
Legal Officer	1
SocMob	2
TOTAL	69

5. The conduct of the Federated Parent-Teacher Association (FPTA) Provincial Level shall be facilitated by the Public Schools District Supervisors (PSDSs) which will serve as ELECOM. (Please refer to paragraph # 7 of DepEd Order No. 013, s. 2022)
6. The said activity and all related activities shall strictly follow the IATF protocols.
7. DepEd Order No. 013, s. 2022 thru https://bit.ly/DepEdOrder013s2022_PTAOmnibusGuidelines maybe downloaded as reference on its implementation.
8. Attached are the training matrix and template for action planning.
9. 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.
10. Expenses relative to the conduct of Provincial Federated PTA (PFPTA) is chargeable against HRTD funds. All are subject to the usual accounting and auditing rules and regulations
11. 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).
12. Immediate dissemination and strict compliance with this Memorandum is desired.


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

APR 25 2022 



Attachment to Division Memorandum No.

114, s. 2022



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School:
 District:
 Municipality:
 Provincial:

ACTION PLAN SY. 2021-2022

Programs/Projects Activities (PPAs)	Objective/s	Timeline April - July	Beneficiaries	Budget	Source of Fund			Success Indicators
					PTA	Others	Total	

For School

Prepared by: _____
 PTA President

Noted & Approved: _____
 School Head

For Municipality

Prepared by: _____
 FPTA President

Noted & Approved: _____
 PSDS

For Division/Provincial

Prepared by: _____
 PFPTA President

Noted & Approved: _____
 SDS



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CAPABILITY BUILDING OF FEDERATED PARENT-TEACHER ASSOCIATION (PTAs) OF THE MUNICIPALITY AND PROVINCIAL LEVELS ON ACTION PLANNING CUM ORGANIZATION OF THE NEW SETS OF OFFICERS FOR SY 2021 - 2022

April 30, 2022

TRAINING MATRIX

OBJECTIVE(S)

The activity aims to:

- prepare action plans in their respective municipalities and provincial levels;
- present the allowed and prohibited activities of PTAs;
- explain the election procedures;
- present the accomplishments of PFTA Officers for SY 2020-2021-2022; and
- conduct the election of the new sets of officers for SY 2021-2022.

TIME	DURATION	ACTIVITIES	OBJECTIVES	MECHANICS	MATERIALS NEEDED	PEOPLE RESPONSIBLE	EXPECTED OUTPUT
7:30AM – 8:30AM	1 hour	Registration					
8:30AM – 9:00AM	30 minutes	Opening Program • National Anthem • Prayer • Capiz Hymn • Welcome Remarks • Roll Call of Participants • Rationale Behind the Activity	Set the tone and provide overview of the event	The officials deliver messages to set the expectations for the event	AVP, PPT & Other Technical Requirements	Division Office	
9:00AM – 10:00AM	1 hour	Presentation of Provincial Federated PTA Accomplishment Report	Updates of PTA Accomplishments		AVP, PPT & Other Technical Requirements	Mr. Remuel Dela Pena	



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10:00AM – 10:30AM	30 minutes	Discussion of Election Procedure	Explain the election procedure	DO No. 13, s. 2022	AVP, PPT & Other Technical Requirements	Atty. Joseph Iturralde
10:30AM – 11:30AM	1 hour	Lecture: Action Planning	prepare action plans in their respective municipalities and provincial levels		AVP, PPT & Other Technical Requirements	Nannette G. Calixterio
11:30AM – 12:00NN	30 minutes					Open Forum
12:00NN – 1:00PM LUNCH BREAK						
1:00PM – 2:00PM	1 hour	Workshop on Action Planning	prepare action plans in their respective municipalities and provincial levels		AVP, PPT & Other Technical Requirements	Nannette G. Calixterio
2:00PM – 3:00PM	1 hour	Election of the new sets of officers for SY 2021-2022	Organization of New Sets of Officers			ELECOM
3:00PM – 4:00PM	1 hour					Open Forum
4:00PM – 5:00PM	1 hour					Closing Program