



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

September 13, 2022

DIVISION MEMORANDUMNO. **342**, S. 2022

**LOCAL STAKEHOLDERS CONVERGENCE (LSC) FOR PARENTS-TEACHERS
 ASSOCIATION (PTA) ENGAGEMENT AND ORGANIZATION OF THE NEW SET OF
 PROVINCIAL FPTA OFFICERS FOR SY 2022 – 2023**

To: OIC, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors
 Curriculum Implementation Division
 School Governance and Operations Division
 Public Schools District Supervisors/OIC of the Districts
 Heads of Public Elementary, Secondary and Integrated Schools
 District, Secondary and Integrated School PTA Focal Persons
 Municipal Federated PTA Presidents SY 2022 - 2023
 All Others Concerned

1. In compliance with **DepEd Order No. 013, s. 2022** titled “**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 will conduct the Local Stakeholders Convergence (LSC) for Parents-Teachers Association (PTA) Engagement and Organization of the New Set of Provincial FPTA Officers for SY 2022 - 2023 on **October 21, 2022 (Friday)** on face-to-face modality. The venue will be announced through a division memorandum.
2. The activity aims to:
 - a. discuss the Omnibus PTA Guidelines;
 - b. discuss the important roles of parents and teachers;
 - c. present the allowed and prohibited activities of PTAs;
 - d. discuss the election procedures;
 - e. present the accomplishments of FPTA Officers for SY 2022 - 2023; and
 - f. conduct the election of the new set of Provincial FPTA officers for SY 2022 - 2023.
3. In the conduct of the said general assembly and election for 2022 FPTA please refer to DepEd Order No. 013, s. 2022, Article IV – The Federated PTA (FPTA).
4. The participants to this activity are the following:

Participants	No.
SDS	1
CID & SGOD, CES	2
ASDS	1
PSDS	10



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Municipal Federated PTA Presidents including Capiz NHS (2022-2023)	17
District PTA Focal Persons	18
Legal Officer	1
M & E Personnel	1
Secretariat	2
Guests	5
SocMob	2
TOTAL	60

5. The conduct of the Provincial Federated Parent-Teacher Association (FPTA) Level shall be facilitated by the Public Schools District Supervisors (PSDSs) which will serve as ELECOM. [Please refer to DepEd Order No. 013, s. 2022, Article IV – The Federated PTA (FPTA), Section 17 – Election and Terms of Office of Federated PTA Officers]
6. DepEd Order No. 013, s. 2022 maybe downloaded as reference thru https://bit.ly/DepEdOrder013s2022_PTAOmnibusGuidelines.
7. Attached are the activity matrix and template for action planning.
8. It is expected that in the conduct of these activities, all involved must adhere to minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
9. This Office adheres to the principle of equal opportunity in the conduct of said activities. 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 the Provincial Federated PTA (PFPTA) is chargeable against Local Stakeholders Convergence (LSC) for PTA Engagement and other funds/sources. 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 or **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 of and strict compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
 Schools Division Superintendent



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LOCAL STAKEHOLDERS CONVERGENCE (LSC) FOR PARENTS-TEACHERS ASSOCIATION (PTA) ENGAGEMENT AND ORGANIZATION OF THE NEW SETS OF PROVINCIAL FPTA OFFICERS FOR SY 2022 – 2023

October 21, 2022
ACTIVITY MATRIX

OBJECTIVES

The training-workshop aims to:

- a. discuss the Omnibus PTA Guidelines;
- b. discuss the important roles of parents and teachers;
- c. present the allowed and prohibited activities of PTAs;
- d. discuss the election procedures;
- e. present the accomplishments of PFTA Officers for SY 2022 - 2023; and
- f. conduct the election of the new sets Provincial FPTA officers for SY 2022 -2023.

TIME	DURATION	ACTIVITIES	OBJECTIVES	MECHANICS	MATERIALS NEEDED	PEOPLE RESPONSIBLE	EXPECTED OUTPUT
7:30 – 8:30	1 hour	Registration					
8:30 – 9:00	30 minutes	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Capiz Hymn • Welcome Remarks • Roll Call of Participants • Orientation 	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	
9:00 – 10:00	1 hour	SESSION I Legal Bases for PTA Existence	Provide overview on the omnibus guidelines on the regulation of operations of PTAs	The legal bases & reason of existence of PTA will be presented	AVP, PPT & Other Technical Requirements	Nannette G. Calixterio SEPS, SM & N	



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10:00 – 12:00	2 hours	SESSION II Presentation of Articles I - XI	Present the Article 1 - XI of the Omnibus Guidelines on the Regulation of Operations of PTAs	The Article I - XI will be explained	AVP, PPT & Other Technical Requirements	Nannette G. Calixterio SEPS, SM & N Romar S. Jaravelo EPS II, SM & N	
12:00 – 1:00	1 hour	Lunch Break					
1:00 – 1:05	5 minutes	Ice Breaker					
1:05 – 4:00	3 hours	SESSION III Continuation of Article I - XI Discussion and Workshop Best Practices of PTA in Support for Education Strategic Planning of PTAs	Present the Article 1 - XI of the Omnibus Guidelines on the Regulation of Operations of PTAs Prepare proposed PTA activities that are fundamental/ essential Present innovative programs and success stories of PTAs Update and harmonize DepEd policies and guidelines on PTA for clarity and consistency	The Article I - XI will be explained Proposed PTA activities and best practices will be presented Provide workshop instruction	AVP, PPT & Other Technical Requirements	Nannette G. Calixterio SEPS, SM & N Romar S. Jaravelo EPS II, SM & N	



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			Organization of the New Sets of Provincial FPTA Officers SY 2022 - 2023 Create Plan of Action				
4:00 – 4:15	15 minutes	OPEN FORUM					
4:15 – 4:30	15 minutes	Awarding and Closing Ceremonies					
4:30 – 5:00	30 minutes	Filling – Up & Submission of Evaluation Tool					