



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

September 6, 2023

DIVISION MEMORANDUM
 NO. 443, S. 2023

REMINDERS FOR THE CONDUCT OF 2023 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: 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 District
 Heads of Elementary, Secondary and Integrated Schools
 Elementary, Secondary and District PTA Focal Persons
 All Others Concerned

1. In compliance with **DepEd Order No. 13, s. 2022** titled “**Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations**”, this Office reminds all private and public schools to conduct the 2023 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. In the conduct of 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.
3. The following schedule shall be observed based on DepEd Order No. 13, s. 2022.

Timeline	Activity	Persons Involved	To be monitored by
The indicative dates of PTA elections shall be included in the annual calendar of school activities. The conduct of PTA elections of the new set of officers for HPTA, GrPTA and SPTA-BOD shall be held <u>within thirty (30) calendar days from the first day of classes. (Article I - Section 10. Election of Officers of School-Level</u>	Conduct of General Assembly and Elections of Homeroom PTA (HPTA), Grade Level PTA (GrPTA),	School Heads, Teacher Advisers, Teaching & Non-Teaching Personnel, Parents/Guardian	PSDS of their respective districts, SGOD (SocMob)



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<p>PTAs, 10.4.1 and 10.4.2 – Election Timelines) (DepEd Order No. 022, s. 2023 – Implementing Guidelines on the School Calendar and Activities for the Year 2023 – 2024)</p> <p>Note: <i>The school may opt to conduct the said activity for one day only</i></p>	<p>School PTA (SPTA)</p>		
<p>The timeline for the municipal or city FPTA election of BOD Members and its EXECOM Officers shall be within sixty (60) calendar days from the first day of classes, while the election for the provincial FPTA-BOD members and its EXECOM Officers shall be within seventy-five (75) calendar days from the first day of classes. (Article I - Section 17. Election and Terms of Office of Federated PTA Officers, 17.1 – Election Timeline)</p>	<p>Conduct of General Assembly and Election of District/ Municipal PTA</p>	<p>District PTA Focal Persons, School PTA Presidents of Elementary, Secondary and Integrated Schools of Public and Private Schools</p>	<p>PSDS, Adoptive EPS, SGOD (SocMob)</p>
<p style="text-align: center;">October 27, 2023</p>	<p>Submission of the List of Officers by District, Secondary and Integrated Schools</p>	<p>District PTA, Secondary and Integrated PTA Focal Persons</p>	<p>PSDS, SGOD (SocMob)</p>
<p>To be announced through an issuance of Division Memorandum</p>	<p>Conduct of General Assembly and Election of Division/ Provincial PTA</p>	<p>Division ELECOM</p>	<p>SDS, ASDS, Division PTA Focal Persons</p>

4. Public Schools District Supervisors with their Adoptive EPS shall monitor the conduct of General Assemblies and Elections in their respective districts.
5. The conduct of PTA elections 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)

Note: Please refer to DepEd Order No. 013, s. 2022, Article I - Section 10.6 – Modes of Elections.





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6. 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)**
7. 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.
8. Expenses relative to the conduct of SPTA and Municipal Federated PTA elections are chargeable against PTA funds while, 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
9. For more information about this activity, kindly contact **Mr. Romar S. Jaravelo**, EPS II, SocMob, Mobile No. 09128108586, Social Mobilization and Networking Unit of School Governance and Operations Division (SGOD).
10. Immediate dissemination of and compliance with this Memorandum are desired.


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

Encl.: As stated
Reference: DepEd Order No. 013, s. 2022
DepEd Order: Nos. 54, 77, and 117, s. 2019
DepEd Order No. 022, s. 2023

To be indicated in the Perpetual Index
Under the following subjects:

- FUNDS
- LEARNERS
- POLICY
- PROJECTS
- SCHOOL
- SOCIETY OR ASSOCIATION
- TEACHERS



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