



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

October 18, 2023

**DIVISION MEMORANDUM**

No. 517, s. 2023

**LOCAL STAKEHOLDERS CONVERGENCE (LSC) FOR PARENTS-TEACHERS ASSOCIATION (PTA) ENGAGEMENT AND ORGANIZATION OF THE NEW SET OF PROVINCIAL FPTA OFFICERS FOR SY 2023 – 2024**

To: OIC, Office of the Assistant Schools Division Superintendent  
 Chief Education Supervisors  
     Curriculum Implementation Division  
     School Governance and Operations Division  
 Public Schools District Supervisors  
 Heads of Public Elementary, Secondary and Integrated Schools  
 Elementary, Secondary and Integrated School PTA Focal Persons  
 Municipal Federated PTA Presidents SY 2023 - 2024  
 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 Unit 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 2023 - 2024 on **November 3, 2023 (Friday)**. The venue will be announced through a division memorandum.
2. The activity aims to:
  - a. discuss the Omnibus PTA Guidelines and the important roles of parents and teachers;
  - b. present the allowed and prohibited activities of PTAs;
  - c. discuss the election procedures;
  - d. present the accomplishments of PFTA Officers for SY 2023 - 2024; and
  - e. conduct the election of the new set of Provincial FPTA officers for SY 2023 - 2024.
3. In the conduct of said election for 2023 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
ASDS	1
CID & SGOD, CES	2



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PSDS	10
Municipal Federated PTA Presidents including Capiz NHS (2023-2024)	17
District PTA Focal Persons including Capiz NHS	19
Legal Officer	1
M & E Personnel	1
Secretariat	1
Guests	6
SocMob	1
<b>TOTAL</b>	<b>60</b>

- 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].
- DepEd Order No. 013, s. 2022 maybe downloaded as reference thru <https://bit.ly/DepEdOrder013s2022> PTA Omnibus Guidelines.
- Attached is the activity matrix and template for action planning.
- Expenses relative to the conduct of this activity is chargeable against the downloaded fund for Local Stakeholders Convergence (LSC) and other funds/sources. All are subject to the usual accounting and auditing rules and regulations
- For more information about this activity, kindly contact **Mr. Romar S. Jaravelo**, EPS II, Social Mobilization and Networking Section of School Governance and Operations Division (SGOD), Mobile No. 09128108586.
- Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC B. APOSIN EdD, CESO V**  
Schools Division Superintendent



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**November 3, 2023**  
**ACTIVITY MATRIX**

**OBJECTIVES**

The training-workshop aims to:

- a. discuss the Omnibus PTA Guidelines and the important roles of parents and teachers;
- b. present the allowed and prohibited activities of PTAs;
- c. discuss the election procedures;
- d. present the accomplishments of PFTA Officers for SY 2022 - 2023; and
- e. conduct the election of the new set Provincial FPTA officers for SY 2023 -2024.

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"> <li>• National Anthem               <ul style="list-style-type: none"> <li>• Prayer</li> </ul> </li> <li>• Capiz Hymn</li> <li>• Welcome Remarks</li> <li>• Roll Call of Participants               <ul style="list-style-type: none"> <li>• Orientation</li> </ul> </li> </ul>	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	SDO Legal Officer	



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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	SDO Legal Officer	
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	The Article I – XI will be explained  Proposed PTA activities and best practices will be presented  Provide workshop instruction	AVP, PPT & Other Technical Requirements	SDO Legal Officer  SocMob  PSDS	



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			and guidelines on PTA for clarity and consistency  Organization of the New Set of Provincial FPTA Officers SY 2023 – 2024  Create Plan of Action				
4:00 – 4:15	15 minutes	<b>OPEN FORUM</b>					
4:15 – 4:30	15 minutes	<b>Awarding and Closing Ceremonies</b>					
4:30 – 5:00	30 minutes	<b>Filing – Up &amp; Submission of Evaluation Tool</b>					





Attachment to Division Memorandum No.

517, s. 2023



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School:   
District:   
Municipality:   
Provincial:

**ACTION PLAN SY. 2023-2024**

Programs/Projects/Activities (PPAs)	Objective/s	Timeline	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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