



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

29 JUL 2025

DIVISION MEMORANDUM
No. 344, s. 2025

LOCAL STAKEHOLDERS CONVERGENCE (LSC) FOR PARENTS – TEACHERS ASSOCIATION (PTA) ENGAGEMENT CUM ORGANIZATION OF THE NEW SET OF PROVINCIAL FPTA OFFICERS FOR SY 2025 – 2026

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary and Integrated Schools
Municipal Federated PTA Presidents SY 2025 - 2026
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 Cum Organization of the New Set of Provincial FPTA Officers for SY 2025 – 2026 on **August 20, 2025, Wednesday, 8:00 o'clock in the morning at SDO Capiz Multi-Purpose Hall, Banica, Roxas City.**
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 FPTA Officers for SY 2024 – 2025; and
 - e. conduct the election of the new set of Provincial FPTA Officers for SY 2025 – 2026.
3. In the conduct of said election for 2025 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
PSDS	9



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

District PTA Focal Persons including Capiz NHS	19
Municipal Federated PTA Presidents including Capiz NHS (2025 – 2026)	17
Provincial Federated PTA President SY 2024 - 2025	1
SDO Legal Officer	1
M & E Personnel	1
SM & N	2
Secretariat and TWG	8
Total	60

5. The conduct of the Provincial Federated Parent-Teacher Association (FPTA) Level shall be facilitated by the Public Schools District Supervisors (PSDS) 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 download as reference thru https://bit.ly/DepEdOrder013s2022_PTAOmnibusGuidelines.
7. Attached are the activity matrix and template for action planning.
8. Expenses relative to the conduct of this activity is chargeable against the download fund for Local Stakeholders Convergence (LSC) and other funds/sources subject to the usual accounting and auditing rules and regulations.
9. For more information, kindly contact Mr. Romar S. Jaravelo, Senior Education Program Specialist at Mobile No. 09128108586 or Ms. Ann Marie D. Villamor, Education Program Specialist II at Mobile No. 09399368303, Social Mobilization and Networking Unit, School Governance and Operations Division (SGOD).
10. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO

Schools Division Superintendent

References: DepEd Order No. 013, s. 2022
DepEd Order Nos. 54, 77, and 117, s. 2019
DepEd Order No. 009, s. 2024

Incl: As Stated
To be indicated in the Perpetual Index
under the following subjects:

FUNDS LEARNERS POLICY



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Attachment to Division Memorandum

344

No. _____, s. 2025

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

LOCAL STAKEHOLDERS CONVERGENCE (LSC) FOR PARENTS – TEACHERS ASSOCIATION (PTA) ENGAGEMENT CUM ORGANIZATION OF THE NEW SET OF PROVINCIAL FPTA OFFICERS FOR SY 2025 – 2026
AUGUST 20, 2025
ACTIVITY MATRIX

Objectives:

The activity aims to:

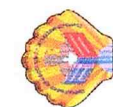
- discuss the Omnibus PTA Guidelines and the important roles of parents and teachers;
- present the allowed and prohibited activities of PTAs;
- discuss the election procedures;
- present the accomplishments of FPTA Officers for SY 2024 – 2025; and
- conduct the election of the new set of Provincial FPTA Officers for SY 2025 – 2026.

TIME	DURATION	ACTIVITIES	OBJECTIVES	MECHANICS	MATERIALS NEEDED	PERSON/S RESPONSIBLE	EXPECTED OUTPUT
8:00AM – 8:30AM	30 mins.	Registration				SocMobNet	
8:30AM – 9:00AM	30 mins.	Opening Program - 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	SDO Capiz Personnel	
9:00AM – 10:00AM	1 hr.	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	



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

10:00AM – 12:00NN	2 hrs.	SESSION II Presentation of Articles I - XI	Present the Article I – 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	
12:00NN – 1:00PM	1 hr.	Lunch Break					
1:00PM – 1:05PM	5 mins.	Ice Breaker					
1:05PM – 4:00PM	2 hrs. & 55 mins.	SESSION III Continuation of Articles I – XI Discussion and Workshop Best Practices of PTA in Support for Education Strategic Planning of PTAs	Present the Article I – XI of the Omnibus Guidelines on the Regulation of Operations of PTAs Prepare proposed PTA Activities that are fundamental/ essential Present innovate programs and success stories of PTAs	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 SocMobNet PSDS	



Address: Banica, Roxas City
 Contact Number: (036) 6518 456/0968-869-5867
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



Department of Education

REGION VI – WESTERN VISAYAS

SCHOOLS DIVISION OF CAPIZ

				Update and harmonize DepEd policies and guidelines on PTA for clarity and consistency				
				Organization of the New Set of Provincial FPTA Officers SY 2025 – 2026				
				Create Plan of Action				
4:00PM – 4:15PM	15 mins.	Open Forum						
4:15PM – 4:45PM	30 mins.	Oath Taking Ceremony, Awarding and Closing Ceremonies						
4:45PM – 5:00PM	15 mins.	Filling – Up & Submission of Evaluation Tool						



Address: Banica, Roxas City

Contact Number: (036) 6518 456/0968-869-5867

Email Address: capiz@deped.gov.ph

Website: <http://depedcapiz.ph>