



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

30 JUL 2026

DIVISION MEMORANDUM

No. 340, s. 2026

**LOCAL STAKEHOLDERS CONVERGENCE (LSC) FOR PARENTS-TEACHERS
ASSOCIATION (PTA) ENGAGEMENT AND ORGANIZATION OF THE NEW SET OF
CAPIZ PROVINCIAL FEDERATED OFFICERS FOR SY 2026 - 2027**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary and Integrated Schools
Public and Private Elementary, Secondary and Integrated Schools PTA
Focal Persons
All Others Concerned

1. In compliance with DepEd Order No. 013, s. 2026 titled Omnibus Guidelines on the Regulation of Operations on Parents – Teachers Association, 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 Capiz Provincial Federated Officers for SY 2026 – 2027 on August 20, 2026 (Thursday, 8:00 o'clock in the morning. 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 accomplishment of FPTA Officers for SY 2025-2026; and
 - e. conduct the election of the new set of Provincial FPTA Officers for SY 2026 – 2027.
3. In the conduct of said election for SY 2026-2027 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
District PTA Focal Persons including Capiz NHS	19
Municipal Federated PTA Presidents including Capiz NHS (2026-2027)	19



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President, Capiz Provincial Federated PTA SY 2025-2026	1
Legal Officer	1
SM & E Personnel	1
Secretariat, Committee on Before and After Care	4
SocMobNet	2
Guests	5
Total	65

5. The conduct of the Provincial Federated Parents-Teachers Association (PTA) Level shall be facilitated by 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 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 shall be charged against the downloaded funds for the LSC and other available 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

Reference: DepEd Order No. 013, s. 2022

Incl: As Stated

To be indicated in the Perpetual Index
under the following subjects

FUNDS	LEARNERS
POLICY	PROJECTS
SCHOOL	SOCIETY OR ORGANIZATION



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Website: <http://depedcapiz.ph>



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Attachment to Division Memorandum

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LOCAL STAKEHOLDERS CONVERGENCE (LSC) FOR PARENTS-TEACHERS ASSOCIATION (PTA) ENGAGEMENT AND ORGANIZATION OF THE NEW SET OF CAPIZ PROVINCIAL FEDERATED OFFICERS FOR SY 2026 - 2027

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 2025 - 2026
- Conduct the election of the new set of Provincial FPTA Officers for SY 2026 - 2027

Time	Duration	Activities	Objectives	Mechanics	Materials Needed	Persons Responsible	Expected Output
8:00 AM - 8:30 AM	30 mins	Registration				Secretariat	
8:30 AM - 9:00 AM	30 mins	- Opening Program - National Anthem - Prayer - Capiz Hymn - Bagong Pilipinas Hymn - Welcome Remarks - Roll Call of Participants - Orientation	Set the tone and provide overview of the event	Officials deliver messages to set expectations for the event	AVP, PPT & other technical needs	SDO Capiz Personnel	
9:00 AM - 10:00 AM	1 hr.	Session 1: Legal Bases for PTA Existence	Provide overview on omnibus guidelines regulating PTA operations	Legal bases and reasons for PTA existence will be presented	AVP, PPT & other technical needs	SDO Legal Officer	



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10:00 AM – 12:00 NN	2 hrs	Session II: Presentation of Articles I – XI	Present Articles I – XI of the Omnibus Guidelines on the Regulation of Operations of PTAs	Article I- XI will be explained	AVP, PPT & other technical needs	SDO Legal Officer	
12:00 NN – 1:00 PM	1 hr	Lunch Break					
1:00 PM – 1:05 PM	5 mins	Ice Breaker					
1:05 PM – 4:00 PM	2 hrs & 55 mins	Session III: Continuation of Articles I – XI Discussion & Workshop Best Practices of PTA in support for Education Strategic Planning of PTAs	Discussion of Articles I – XI, preparation of proposed PTA activities, best practices, and success stories Prepare proposed PTA activities and best practices will be presented Present innovative programs and success stories of PTAs Update and harmonize DepEd policies and guidelines on PTA for clarity and consistency	Articles explained, proposed activities and best practices presented, workshop conducted Proposed PTA activities and best practices will be presented Provide workshop instruction	AVP, PPT & other technical needs	SDO Legal Officer SocMobNet PSDS	



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			Organization of the New Set of Provincial FPTA Officers SY 2024- 2025				
		Create Plan of Action					
Open Forum							
4:00 PM – 4:15 PM	15 mins.						
Awarding and Closing Ceremonies							
4:15 PM – 4:45 PM	30 mins.						
Filling-up and submission of Evaluation Tool							
4:15 PM – 5:00 PM	15 mins.						

Reference: DepEd Order No. 013, s. 2022

Incl: As Stated

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TEACHERS



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School:

District:

Municipality:

Provincial:

ACTION PLAN SY 2026-2027

Programs/Projects/Activities	Objective/s	Timeline	Beneficiaries	Budget	Source of Fund			Success Indicators
					PTA	Others	Total	

For School

Prepared by: _____

PTA President

Noted and Approved: _____

School Head

For Municipal

Prepared by: _____

MFPTA President

Noted and Approved: _____

PSDS

For Municipal

Prepared by: _____

PFPTA President

Noted and Approved: _____

SDS



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