



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

August 01, 2024

DIVISION MEMORANDUM

No. 482 s. 2024

2024 SDO PAMPANGA PARENT-TEACHER ASSOCIATION (PTA) ELECTION

To: Assistant Schools Division Superintendents
Division Chiefs
All Public School District Supervisors
All Education Program Supervisors
All School Heads
District/Cluster/School ASP Coordinators
All Others Concerned

1. In reference to the Regional Memorandum No. 474, s. 2024 titled Schedule of Parent-Teacher Association (PTA) Election and pursuant to DepEd Order No. 13 s. 2022 titled "Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations", the following shall be observed by all public, private and non-DepEd managed schools offering the K to 12 Basic Education Program.

1.1 The conduct of PTA election of the new set of officers for HPTA, GrPTA, and SPTA-BOD shall be held within thirty (30) calendar days from the first day of classes.

1.2 The municipal or city FPTA election of the 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.

2. At the start of the School Year, the Election Committee (ELECOM) shall hereby create and convene immediately.

2.1 The ELECOM is composed of seven (7) members.

2.1.1 School Head as Chairperson; and

2.1.2 Two (2) teachers and four (4) parent/guardian members as members to be appointed by the incumbent SPTA-BOD (or the outgoing SPTA-BOD. (see DepEd Order No. 13 s. 2022 for the criteria of selecting ELECOM members, page 10 of 74).

2.2 The ELECOM shall have overall supervision over the conduct of the HPTA and GrPTA elections and direct supervision over the conduct of election of the teacher representatives to the BOD and SPTA-BOD Officers and shall serve until the end of SY.



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3. In Municipalities, the elections of the FPTA shall be facilitated by the Public Schools District Supervisors (PSDS) designated by the Schools Division Superintendent (SDS) while in cities and provinces shall be facilitated by the Schools Division Superintendent.

3.1 The SDS shall decide the composition and the manner of selection of the ELECOM members. The SDS may pattern after section 10.3 and other relevant sections of DepEd Order No. 13 s, 2022 the guidelines the duties and responsibilities to govern the ELECOM and the conduct of FPTA election.

3.2 Shall provide the venue and logistical support for the provincial election, observe the election timeline, and shall not interfere with the conduct of the elections.

4. Further, the Regional Federated Parent-Teacher Association (PTA) Election will be on **November 7, 2024**. The venue shall be communicated in a separate Memorandum.

5. All Schools through the School PTA Coordinators are requested to submit the following on or before October 29, 2024:

5.1 List of SPTA-BOD officers and members for the current SY (together with their contact members and email addresses) through this link: <https://rb.gy/krmavx>;

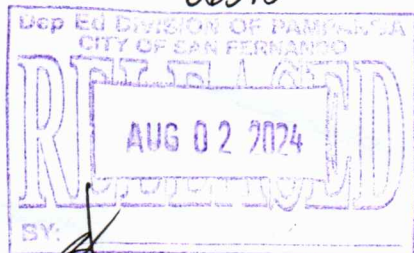
5.2 Copy of their latest by-laws certified by the SPTA/FPTA-BOD thru this link: <https://rb.gy/17hkoz>; and

5.3 Consolidated PTA Monitoring Form, attached as annex A of DepEd Order No. 13 s, 2022.

6. Using the PTA Monitoring Form herein attached, the District/Cluster PTA Coordinators shall submit the consolidated reports by district/cluster to SDO Pampanga attention to: Roderico B. Cayanan, SEPS, Social Mobilization and Networking Section.

7. Widest dissemination of and compliance with this Memorandum is desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



Encl.: As stated
SGOD/SMN-DDS

PTA MONITORING FORM

Region: III
As of: _____

District/Cluster: _____
Date: _____

Particulars	Number of Schools						
	K	ES	JHS	JHS with SHS	IS	SHS STAND ALONE	TOTAL
1. Type of Schools							
1.1 Public Schools							
1.1.1 Complete							
1.1.2 Incomplete							
1.2 Non-DepEd Managed Schools							
1.2.1 Private Schools							
1.2.2 LGU – created schools							
1.2.3 Tech-Voc Institutes							
2. No. of Recognized SPTAs							
2.1 Public Schools							
2.1.1 Complete							
2.1.2 Incomplete							
2.2 Non-DepEd Managed Schools							
2.2.1 Private Schools							
2.2.2 LGU – created schools							
2.2.3 Tech-Voc Institutes							
2.3 Reason/s for Non-Recognition of SPTAs (Please use additional sheets if necessary)							
3. No. of SPTAs with By-Laws							
3.1 Public Schools							
3.1.1 Complete							
3.1.2 Incomplete							
3.2 Non-DepEd Managed Schools							
3.1.3 Private Schools							
3.1.4 LGU – created schools							
3.1.5 Tech-Voc Institutes							
4. No. of Organized FPTAs							
4.1 Municipality (33 Districts and 7 Clusters)							
4.2 City							
4.3 Province							
5. No. of Complaints/Cases Filed from the date of classes							
5.1 No. of Pending Complaints/Cases							
5.1.1 Involving SPTAs							
5.1.2 Involving FPTAs							
5.1.3 Involving DepEd Personnels							

Prepared by: _____

Approved: _____

Schools Division Superintendent

Date: _____

Date: _____