



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

May 19, 2023

DIVISION MEMORANDUM


No. 241, s. 2023

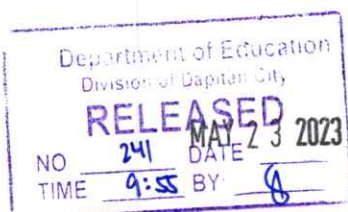
**SUBMISSION OF SCHOOL PTA PHYSICAL AND
FINANCIAL OPERATION REPORTS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD)
All Elementary and Secondary School Heads
All School Parent-Teacher Associations
This Division

1. Pursuant to DepEd Order No. 013, s. 2022 or the **“Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations,”** all schools are directed to monitor the compliance of their respective School Parent-Teacher Associations on the submission of Physical and Financial Status of the PTA Operations for the First Semester (August 2022-January 31, 2023) of School Year 2022-2023.
2. As stipulated in the DO, all school PTAs shall submit their Physical and Financial Status of the PTA Operations twice every school year, at the end of each semester, to the school head, copy furnished the Schools Division of Dapitan City, through School Governance and Operations Division - Social Mobilization and Networking Section (SGOD-SMN). The deadline for the submission of these reports to the SDO is on May 31, 2023.
3. School heads are enjoined to provide technical assistance to their respective SPTAs regarding this matter, for this is one of the requirements for the granting of SPTA Official Recognition in September 2023. Attached herewith is the School PTA Official Recognition Evaluation Tool as your advanced reference.
4. For more information, clarifications, and technical assistance, please contact the SGOD-SMN EPS-II, Johann Andrei A. Ladera, at 01975103942 or email at johann.ladera@deped.gov.ph.
5. For information and compliance.

For the Schools Division Superintendent:


ROSALIO B. CONTURNO, JR. Ph.D.
OIC-Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

**SCHOOL PTA OFFICIAL RECOGNITION
 EVALUATION TOOL**

| | |
|---------------------|--|
| SPTA Official Name: | |
| School: | |

| REQUIREMENTS | STATUS | REMARKS |
|---|--|---------|
| 1. Election of all officers of HPTAs, GrPTAs, and SPTA as provided in Sections 7 and 10 of DepEd Order No. 013, s. 2022 | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant | |
| 2. Submission of the list of all duly elected officers of the HPTAs, GrPTAs, SPTA, and members of the BOD together with their Oaths of Office | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant | |
| 3. Adoption of an official name of the SPTA bearing the name of the school | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant | |
| 4. Opening of a bank account and conducting its financial businesses in accordance with Article VII of DepEd Order No. 013, s. 2022 | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant | |
| 5. Submission of SPTA calendar of activities | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant | |
| 6. Conduct of at least two (2) General Assemblies a year | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant | |
| 7. Active participation in the school improvement planning, Brigada Eskwela, Brigada Pagbasa, Graduation or Recognition/ Moving-Up exercises, and other school activities | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant | |
| 8. Holding of at least two (2) school-wide PTA activities | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant | |
| 9. Implementation of one (1) priority project in the SIP | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant | |
| 10. Submission of Accomplishment Report and Report of Financial Operation within 30 days after end of the School Year | <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant | |

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|----------------------------------|-------|
| Name and Signature of Evaluator: | Date: |
| | |

SGOD-SMN-PTA-02, Rev. 00, Eff. 11/14/2022



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