

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

Office of the Schools Division Superintendent

September 05, 2023

DIVISION MEMORANDUM

No. 457, s. 2023

CONDUCT OF ELECTION OF SCHOOL-LEVEL PARENT-TEACHER ASSOCIATIONS FOR SY 2023-2024

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
This Division

1. The Schools Division of Dapitan City is reminding all schools of the School Parent-Teacher activities for School Year 2023-2024 pursuant to DepEd Order No. 013, s. 2022 re: **Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations**, also known as the **“Omnibus PTA Guidelines of 2022.”**
2. All public, private, and non-DepEd managed basic education schools shall organize school-level Parent-Teachers Associations (PTAs) within thirty (30) calendar days from the opening of classes to provide a forum for the discussion of issues and their solutions to the total school program and to ensure the full cooperation of parents/guardians in the efficient implementation of programs. **A General Assembly (GA) shall be convened by the school head and the incumbent (outgoing) Board of Directors (BOD) prior to the election.**
3. Following DepEd Order No. 013, s. 2022, schools shall organize three school-level Parent-Teachers Associations, to wit: (1) Homeroom PTA (HPTA), (2) Grade Level PTA (GrPTA), and (3) School PTA (SPTA, formerly known as General PTA) from **August 29 to September 29, 2023**. The list of SPTA (BOD/EXECOM) officers shall be submitted to the School Governance and Operations Division – Social Mobilization and Networking Section on or before October 02, 2023.
4. Attached is the composition of the list of SPTA BOD/EXECOM Officers for reference. For more information, please contact Johann Andrei A. Ladera, Education Program Specialist-II (SGOD-SMN) at 09175103941 or email at johann.ladera@deped.gov.ph.
5. For appropriate action.

DANNY B. CORDOVA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge ✓
Office of the Schools Division Superintendent



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Annex A

COMPOSITION OF SPTA-BOD

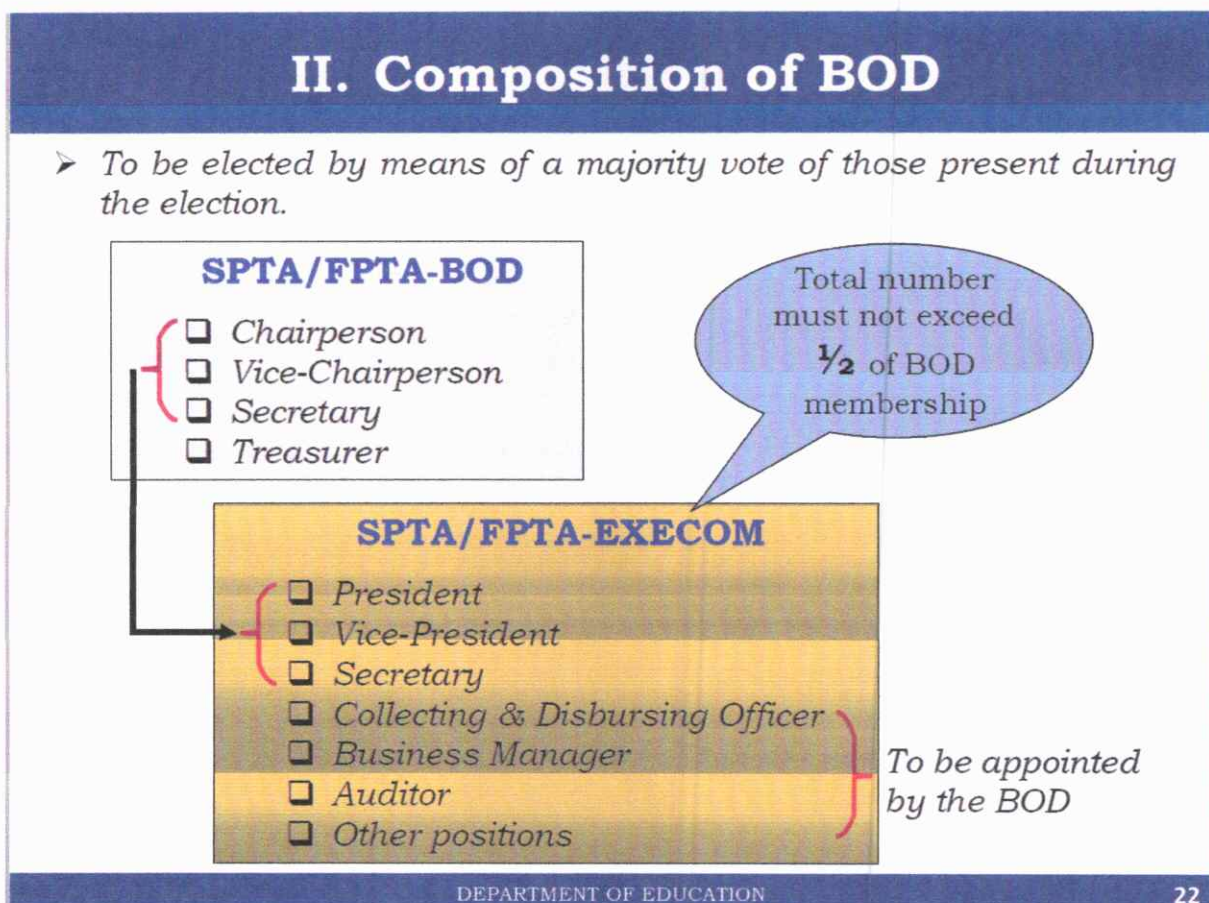
Type of School	Number of SPTA-BOD Members	
	If Kindergarten Level is offered	If Kindergarten Level is NOT offered
1. Primary School (Kindergarten to Grade 3 or Grade I to Grade 3 only)	Five (5) members: <ul style="list-style-type: none">• four (4) parent/guardian members (<i>1 per grade level</i>)• one (1) teacher representative	four (4) members: <ul style="list-style-type: none">• three (3) parent/guardian members (<i>1 per grade level</i>)• one (1) teacher representative
2. Elementary School	Nine (9) members <ul style="list-style-type: none">• seven (7) parent/guardian members (<i>1 per grade level</i>)• two (2) teacher representatives	Nine (9) members <ul style="list-style-type: none">• six (6) parent/guardian members (<i>1 per grade level</i>)• three (3) teacher representatives
3. Integrated School (Elementary to Junior High School only)	Fifteen 15 members <ul style="list-style-type: none">• eleven (11) parent/guardian members (<i>1 per grade level</i>)• four (4) teacher representatives	Fifteen (15) members <ul style="list-style-type: none">• ten (10) parent/guardian members (<i>1 per grade level</i>)• five (5) teacher representatives
4. Integrated School (Elementary to Senior High School)	seventeen (17) members: <ul style="list-style-type: none">• thirteen (13) parent/guardian members (<i>1 per grade level</i>)• four (4) teacher representatives	seventeen (17) members: <ul style="list-style-type: none">• twelve (12) parent/guardian members (<i>1 per grade level</i>)• five (5) teacher representatives
5. Junior High School only	Not Applicable	Six (6) members <ul style="list-style-type: none">• four (4) parent/guardian members (<i>1 per grade level</i>)• two (2) teacher representatives
6. Junior High School to Senior High School	Not Applicable	Nine (9) members <ul style="list-style-type: none">• six (6) parent/guardian members (<i>1 per grade level</i>)• three (3) teacher representatives





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Annex B



Note:

1. Organize Homeroom PTA (HPTA) from among the homeroom parent/guardian members and homeroom advisers.
2. After the election of HPTA officers, the duly elected HPTA Presidents of each grade level shall convene as the GrPTA Council of Representatives (GrPTA CoR). The GrPTA CoR shall elect a GrPTA representative and his/her permanent alternate to the SPTA BOD.
3. The SPTA-BOD shall be composed of all GrPTA Representatives, including teacher-representatives to be elected from among homeroom advisers. The Chairperson, Vice-Chairperson, and Secretary of the SPTA-BOD shall be the President, Vice-President and Secretary of the SPTA EXECOM.

Reference: DepEd Order No. 013, s. 2022 Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations

