



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

Office of the Schools Division Superintendent

September 28, 2023

**DIVISION MEMORANDUM**

No. 479, s. 2023

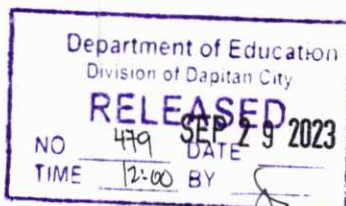
**SUBMISSION OF FINAL SCHOOL PTA PHYSICAL AND FINANCIAL OPERATION  
REPORTS AND SPTA OFFICIAL RECOGNITION**

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 supervise the compliance of their respective School Parent-Teacher Associations (SPTA) on the submission of required documents for the grant of Official Recognition using SPTA Recognition Evaluation Tool.
2. Then, schools shall furnish the Schools Division Office of Dapitan City, through School Governance and Operations Division - Social Mobilization and Networking Section (SGOD-SMN), copies of the accomplished SPTA Recognition Evaluation Tool, Certificate of Official Recognition, and final SPTA Physical and Financial report on or before October 6, 2023. However, schools shall retain and maintain all original documents and other requirements in their custody as SPTA records.
3. 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](mailto:johann.ladera@deped.gov.ph).
4. 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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**SCHOOL PTA OFFICIAL RECOGNITION  
 EVALUATION TOOL**

SPTA Official Name:	
School:	

REQUIREMENTS (Submitted to and kept in the Office of the School Head)	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 to School Head	<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 to School Head	<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 to the School Head	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	

Name and Signature of Evaluator:	_____	Date:
	School Head	





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## CERTIFICATE OF OFFICIAL RECOGNITION

By virtue of the authority vested upon me as School Head, I, (NAME OF SCHOOL HEAD), hereby grant this official recognition to (NAME of SPTA) with its duly elected Board of Directors (BOD) and Executive Committee (EXECOM) officers as duly constituted organization of parents and teachers of (NAME OF SCHOOL) in School Year 2023-2024, upon submission of the requirements pursuant to DepEd Order No. 013, s. 2022 or the “Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations.”

This recognition carries with it all rights and privileges of a duly-recognized School Parent-Teacher Association (SPTA) provided under DepEd Order No. 013, s. 2022 and other issuances.

Given this \_\_\_\_ day of September, 2023 at (SCHOOL, SCHOOL ADDRESS)  
Dapitan City, Philippines.

SIGNATURE OVER PRINTED NAME OF THE SCHOOL HEAD

Position

*(Sample only. Use your school letter head and footer.)*



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