



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

Office of the Schools Division Superintendent

August 20, 2024

DIVISION MEMORANDUM

No. 434, s. 2024

IMPLEMENTATION OF SCHOOL LEVEL PARENT-TEACHER ASSOCIATION (SPTA) ACTIVITIES FOR SY 2024-2025

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors (SGOD & CID)
 All Public Elementary and Secondary School Heads
 All School Parent-Teacher Associations (SPTAs)
 This Division

1. Anent DepEd Order No. 013, s. 2022, titled Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations (PTAs), this division hereby directs all schools on the implementation of School Level Parent-Teacher Association activities for School Year 2024-2025.
2. Specifically, schools are enjoined to implement the following activities and provisions as stipulated in the said DepEd Order:

A. Activities

Activity	Timeline	Responsible Person	Reference
A. Election Procedures			
1) Creation of ELECOM • Orientation on the election procedures	On the first day of classes	• School Head • Former ELECOM members	Section 10.3.1
2) Preparation and dissemination of Notices of Meeting for the 1 st General Assembly (GA) and election	Within 10 c.d. before the 1 st GA and/or the election day	ELECOM	Section 10.3.4
3) Conduct of 1 st GA of the SY • Presentation of physical, financial and other accomplishment reports • Orientation of PTA members on election procedures	Not later than 30 c.d. from the date of school opening	• Incumbent SPTA-BOD • ELECOM	• Sections 10.3.5 and 12.1 • Sections 10.3.5 and 12.1.2

Department of Education
 Division Office - Dapitan City
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Activity	Timeline	Responsible Person	Reference
4) Election of School PTA (HPTA, GrPTA, Teacher-Representatives, SPTA-BOD)	After the 1 st GA and within 30 c.d. from the first day of classes	ELECOM Presiding officer (HPTA and GrPTA)	Section 10.4
• Proclamation of the winners	Election day	ELECOM Presiding officer (HPTA and GrPTA)	Section 10.5.10
• Submission of election documents	Within 48 hours from date of election	Presiding officer	Section 10.5.12
• Certification of the election results	Within 1 week from the date of submission of election-related documents	School head	Section 10.5.14
• Presentation/ inauguration of newly elected set of officers, taking of oath of office, and turnover of records	Within 15 c.d. from the day of the election	School head	Section 10.5.16
5) Election Protest	Within 60 minutes from the proclamation of winners	Protestant (Losing candidate)	Section 10.7
• Intent to file election protest and taking of oath before the ELECOM	Within 24 hours after taking an oath of intention to file election protest		
• Submission of the written election protest to the ELECOM	Within 48 hours from receipt of written election protest		
• Investigation and resolution of the election protest		ELECOM	
6) Election of Federated PTA (FPTA-BOD)			
• Municipal or City	Within 60 c.d. from the first day of classes	• Public Schools District Supervisor (PSDS)	Section 17.1
• Component City		• Schools Division Superintendent (SDS)	
• Provincial	Within 75 c.d. from the first day of classes	SDS	

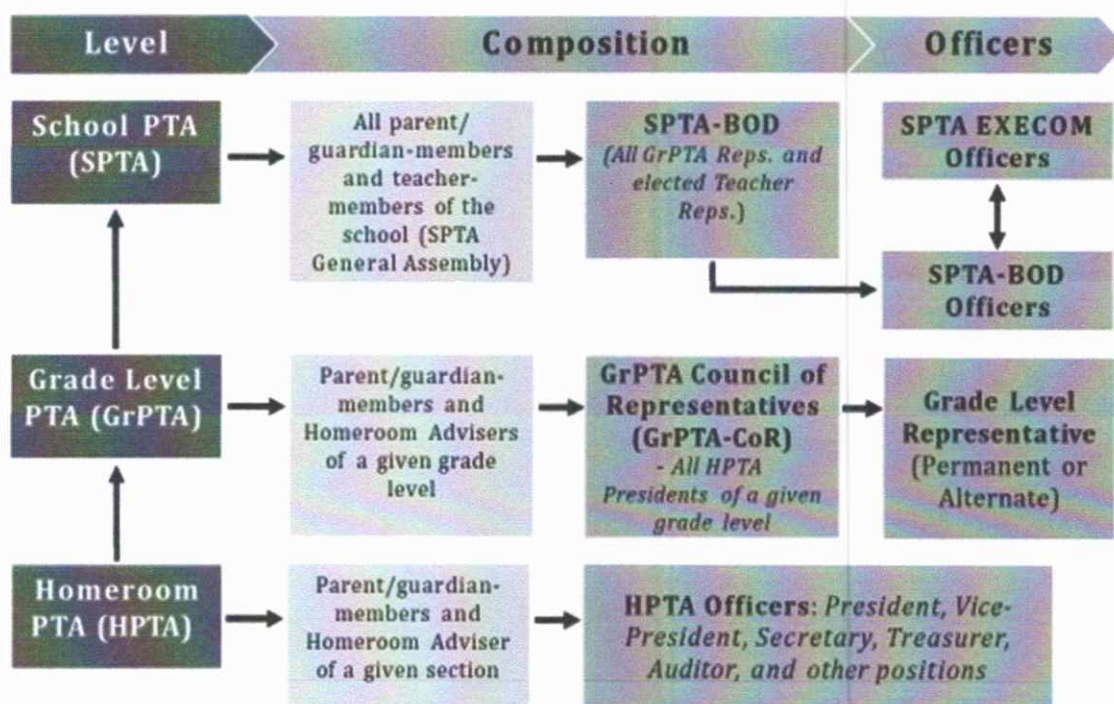




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Activity	Timeline	Responsible Person	Reference
B. Reporting and Documentary Requirements			
1) Submission of minutes of the meeting	Within 7 c.d. after the meeting	PTA Secretary	Section 13.1.5.4
2) Submission of Accomplishment Report and Financial Operations Report	Within 30 c.d. after the end of the SY	Concerned PTA Officers	Section 20.2.10
3) Issuance of Certificate of Recognition to <ul style="list-style-type: none"> • SPTA that satisfied the requirements • Automatically Recognized SPTA 	Within 30 c.d. from the beginning of SY immediately following the SY when the said requirements were complied Within 30 c.d. from effectivity of these guidelines	School head	Section 19.1 Section 21

B. Levels and Compositions of School PTAs





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C. 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 1 to Grade 3 only)	five (5) members: <ul style="list-style-type: none"> four (4) parent/guardian-members one (1) teacher-representative 	four (4) members: <ul style="list-style-type: none"> three (3) parent/guardian-members one (1) teacher-representative
2. Elementary School	nine (9) members: <ul style="list-style-type: none"> seven (7) parent/guardian-members two (2) teacher-representatives 	nine (9) members: <ul style="list-style-type: none"> six (6) parent/guardian-members 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 four (4) teacher-representatives 	fifteen (15) members: <ul style="list-style-type: none"> ten (10) parent/guardian-members 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 four (4) teacher-representatives 	seventeen (17) members: <ul style="list-style-type: none"> twelve (12) parent/guardian-members five (5) teacher-representatives

Type of School	Number of SPTA-BOD Members	
	If Kindergarten Level is offered	If Kindergarten Level is NOT offered
5. Junior High School only	Not Applicable	six (6) members: <ul style="list-style-type: none"> four (4) parent/guardian-members 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 three (3) teacher-representatives
7. Stand-alone Senior High School	Not Applicable	six (6) members: <ul style="list-style-type: none"> two (2) GrPTA representatives two (2) alternate GrPTA representatives two (2) teacher-representatives

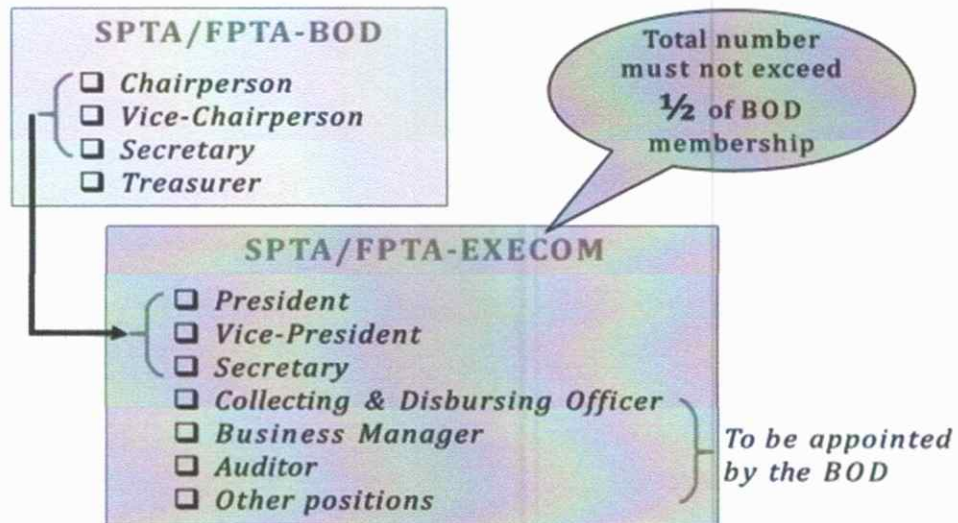




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D. Composition of SPTA BOD and EXECOM

- *To be elected by means of a majority vote of those present during the election.*



- Schools shall submit one copy of the List of School PTA BOD/EXECOM Officers, Accomplished SPTA Recognition Tool, and SPTA Certificate of Recognition, respectively, on or before September 06, 2024 to the Division Office, through SGOD-SMN Focal Person, Johann Andrei A. Ladera.
- Attached are sample formats of SPTA BOD/EXECOM List of Officers, SPTA Recognition Tool, and SPTA Certificate of Recognition. For more information, please download DepEd Order No. 013, s. 2022.
- For appropriate action.

DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent



Letterhead of the School

PARENT-TEACHERS ASSOCIATION OF SCHOOL

LIST OF OFFICERS

POSITION	NAME	Contact Number
SPTA BOD Chairperson and EXECOM President		
SPTA BOD Vice Chair and EXECOM Vice-President		
SPTA BOD and EXECOM Secretary		
SPTA BOD Treasurer and EXECOM Collecting & Disbursing Officer		
SPTA Board of Directors (BOD) Members		



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**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	

Name and Signature of Evaluator:		Date:

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



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Letterhead of the School

CERTIFICATE OF RECOGNITION

By virtue of the authority vested in me as School Head, I, for and on behalf of _____ School, upon submission of the requirements stipulated in **DepEd Order No. 013, s. 2022**, titled **Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations (PTAs)**, hereby recognize the Parent-Teacher Association of _____ School, with its elected Board of Directors (BOD) and Executive Committee (EXECOM) members and officers, as the duly-constituted organization of parents and teachers of _____ School for School Year 2024-2025.

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

Given this ___th day of _____ 2024 at _____,
Dapitan City, Philippines.

School Head