



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

**Office of the Schools Division Superintendent**

April 24, 2025

**DIVISION MEMORANDUM**

No. 239, s. 2025

**SUBMISSION OF SCHOOL PARENT-TEACHER ASSOCIATION (SPTA)  
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 supervise the compliance of their respective School Parent-Teacher Associations (SPTA) on the submission of School PTA Physical and Financial Operation Reports 30 days after end of the School Year to the school head.
2. Schools shall furnish the Schools Division Office of Dapitan City a copy of the reports through the School Governance and Operations Division - Social Mobilization and Networking Section (SGOD-SMN) on or before May 19, 2025.
3. For more information, clarifications, and technical assistance, please contact Johann Andrei A. Ladera, Education Program Specialist II (SGOD-SMN) 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:

**JEPHONE P. YORONG, EdD**  
Education Program Supervisor (MAPEH)  
Officer-in-Charge  
Office of the Schools Division Superintendent

4/24/25

