



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

July 17, 2025

DIVISION MEMORANDUM

No. 238, s. 2025

**CONDUCT OF THE DIVISION FEDERATED PARENT-TEACHER-
ASSOCIATION (PTA) ELECTION OF OFFICERS FOR THE SY 2025-2026
cum REORIENTATION ON DEPED ORDER NO. 13, s. 2022**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisor, SGOD
Public Elementary and Secondary School Heads
All School Parents-Teachers Association (SPTA) Presidents
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 13, s. 2022 titled *Omnibus Guidelines on the Regulation of Operation of Parents-Teachers Associations*, this Office, through the School Governance and Operations Division, will be conducting the Division Federated Parent-Teacher Association Election of Officers for SY 2025-2026 cum Reorientation on DepEd Order No. 13, s. 2022 on July 24-25, 2025.
2. The participants and schedule of activities are as follows:

Date	Time	Venue	Activity	Participants
July 24 (Thursday)	1:00 p.m.- 4:30 p.m.	Division Office, Conference Room	Election of Federated PTA Officers	SPTA Presidents
July 25 (Friday)	8:00 a.m. - 12:00 p.m.	Cogon NHS	Orientation Proper	SPTA Presidents and School Heads
	1:00 pm - 5:00 p.m.	Cogon NHS		School Heads

3. The activity aims to:

a. organize and elect a set of officers to help their respective schools





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formulate and implement programs and projects intended to address the welfare and learning needs of the learners;

b. promote harmonious, active, and collaborative engagement among teachers, parents, and the community in the implementation of school programs for learners' welfare;

c. establish the crucial roles of the PTA as a dynamic school-based association concerned with partnership and programs for the best interest of the learners;

d. articulate the distinct roles and responsibilities of PTA officers and members; and

e. update and harmonize DepEd policies and guidelines on PTA for clarity and consistency.

4. Further, this Memorandum also serves as the **Official Authority to Travel** of the identified participants.

5. This office adheres to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

6. Immediate and wide dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be included in the Perpetual Index
Under the following subject: SPTA
SGOD/agf

