



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

21 August 2024

DIVISION MEMORANDUM

No. **385** s. 2024

ORGANIZING THE PTA OFFICERS

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Senior / Education Program Specialists
Public Schools District Supervisors (PSDS) / Principals In-Charge of the District (PIDs) / Head Teacher In-Charge of the District (HTID)
School Heads (SHs) of Public and Private Elementary, Secondary and Integrated Schools
All Others Concerned

1. Pursuant to DepEd Order (DO) No. 13, s. 2022 titled **Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations (PTA)**, all schools are mandated to organize PTA Officers for the purpose of providing a forum for the discussion of issues and their solutions related to the school program and to ensure the full cooperation of parents in the efficient implementation of such program.
2. Please be advised that the guidelines governing PTA Organizations at the school, municipal and division levels shall be in accordance with **DO 13, s. 2022**. School heads are advised to revisit this DepEd Order for clarification on the frequently asked questions, terms of office, and proper conduct of the election.
3. The following timeline for elections shall be observed:
 - **15 days** after the start of the school year – Homeroom and Grade Level PTA
 - **30 days** after the start of the school year – School PTA (SPTA)



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- **60 days** after the start of the school year – Municipal Federated PTA (MFPTA)
 - **75 days** after the start of the school year – Division Federated PTA (DFPTA)
4. Guidelines governing Parent-Teacher Association shall be strictly followed including the term of office of the PTA Officers as stated in **Article II, Section 11.5** of **DO 13, s. 2022**:
- Section 11.5.1 – *“The terms of office of the SPTA-BOD, its Officers, and the EXECOM Officers shall be one (1) year from the date of election. They shall hold office until a new set of officers have been elected and qualified.”*
 - Section 11.5.2 – *“In no case shall an SPTA-BOD, its Officers, and the EXECOM Officers shall serve more than two (2) consecutive terms.”*
5. The Composition and Levels of PTAs are as follows:

LEVEL	TYPE OF SCHOOL	NUMBER OF SPTA-BOD MEMBERS	POSITIONS TO BE ELECTED
Homeroom PTA	not applicable (NA)	Four (4) Members: <ul style="list-style-type: none">• parent / guardian members• Homeroom Adviser of a given section as HPTA Adviser	<ul style="list-style-type: none">• President• Vice-President• Secretary• Treasurer
Grade Level PTA	(NA)		
School PTA	Primary School (Kindergarten to Grade 3)	Five (5) Members: <ul style="list-style-type: none">• four (4) parent / guardian members• one (1) teacher representative	<ul style="list-style-type: none">• President• Vice-President• Secretary• Treasurer• 1 Board of Director
	Elementary School	Nine (9) Members:	



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School PTA	(Kindergarten to Grade 6)	<ul style="list-style-type: none"> • seven (7) parent / guardian members • two (2) teacher representatives 	<ul style="list-style-type: none"> • President • Vice-President • Secretary • Treasurer • Auditor • 4 Board of Directors
	Integrated School (Kindergarten to Grade 10)	Fifteen (15) Members: <ul style="list-style-type: none"> • eleven (11) parent / guardian members • four (4) teacher representatives 	<ul style="list-style-type: none"> • President • Vice-President • Secretary • Treasurer • Auditor • Business Manager • 9 Board of Directors
	Integrated School (Kindergarten to Grade 12)	Seventeen (17) Members: <ul style="list-style-type: none"> • thirteen (13) parent / guardian members • four (4) teacher representatives 	<ul style="list-style-type: none"> • President • Vice-President • Secretary • Treasurer • Auditor • Business Manager • 11 Board of Directors
	Junior High School only (Grade 7 to 10)	Six (6) Members: <ul style="list-style-type: none"> • four (4) parent / guardian members • two (2) teacher representatives 	<ul style="list-style-type: none"> • President • Vice-President • Secretary • Treasurer • 2 Board of Directors
	Junior High School to Senior High	Nine (9) Members:	



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	School (Grade 7 to 12)	<ul style="list-style-type: none"> • seven (7) parent / guardian members • two (2) teacher representatives 	<ul style="list-style-type: none"> • President • Vice-President • Secretary • Treasurer • Auditor • 4 Board of Directors
Municipal Federated PTA	(NA)	Fifteen (15) parent / guardian members	<ul style="list-style-type: none"> • President • Vice-President • Secretary • Treasurer • Auditor • 10 Board of Directors
Division Federated PTA	(NA)	Fifteen (15) parent / guardian members	<ul style="list-style-type: none"> • President • Vice-President • Secretary • Treasurer • Auditor 10 Board of Directors

6. The PTA elections shall be conducted through physical (face-to-face), remote or hybrid communication.
7. All Public Elementary and Secondary School Heads **shall submit the list of SPTA Officers (duly attested true and correct by the School Head, hard copy document)** to their respective District Office to be consolidated by their District Partnership Focal Person. The consolidated SPTA Officers in the District shall be submitted to the SGOD – Social Mobilization and Networking Section (SMNS) on **September 6, 2024**.
8. Prior to the conduct of the Division Federated PTA Election, all elected SPTA Presidents of public elementary and secondary schools are directed to elect



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their **MFPTA Officers** to be facilitated by their respective PSDSs / PIDs or HTID as per DO 13, s. 2022. The **list of MFPTA Officers (duly attested true and correct by the PSDS / PID / HTID, hard copy)** shall be submitted to SGOD – SMNS on **October 18, 2024**.

9. All elected MFPTA Presidents are advised to attend the election of DFPTA Officers at the Conference Room, 2/F Division Office, Division of Aklan, Poblacion, Numancia, Aklan on **Friday, November 8, 2024, 9:00 AM**.
10. To reiterate, the terms "President" and "Chairperson" have specific roles and contexts:
 - ***President***: This term is used to refer to the head or leader of the ***Parents and Teachers Association (PTA)*** at any level—be it school, district, division, or national. The PTA President is responsible for overseeing the activities of the PTA, leading meetings, and representing the association in various capacities.
 - ***Chairperson***: This term is generally used to refer to the person who leads or presides over ***specific committees*** within the PTA or other similar bodies. The chairperson is responsible for overseeing the work of the committee, organizing meetings, and ensuring the committee's goals are met.
 - **Summary**: use ***President*** when referring to the leader of the entire PTA and ***Chairperson*** when referring to the leader of a specific committee or task force within the PTA. These titles reflect the scope of authority and responsibility within the PTA structure.
11. School heads who may experience or encounter issues and concerns on the conduct of the S/MFPTA Election shall submit an incident report to this Office.
12. All school heads or any ELECOM members are also directed to accomplish this link <https://tinyurl.com/AklanSPTA> until **September 6, 2024**.



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13. Immediate dissemination and compliance of this Memorandum is desired.


FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent

Enclosure: as stated

Reference: as stated

To indicate in the Perpetual Index under the following subjects:

**COMMITTEE
REPORTS
SCHOOLS**

**SOCIETY or ASSOCIATIONS
TEACHERS**

/mbggp



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