



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
No. 338, s. 2023

SEP 12 2023

**CONDUCT OF ELECTIONS OF THE SCHOOL, MUNICIPAL AND PROVINCIAL  
FEDERATED PARENT-TEACHER ASSOCIATIONS FOR SY 2023-2024**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to **DepEd Order No. 13, s. 2022** titled "*Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations*", the schedule of Parent-Teacher Associations elections are as follows:

Level	Election Timeline	Set of Officers
Homeroom PTA (HPTA)	Within 30 calendar days from the first day of classes  ➤ Within August 29, 2023 – September 28, 2023  (as per Article II Section 10.4 (Election Timeline))	1. President 2. Vice President 3. Secretary 4. Treasurer 5. Auditor 6. Other positions it may deem necessary by a majority vote of those present during the election
Grade Level PTA (GrPTA)	Within 30 calendar days from the first day of classes  ➤ Within August 29, 2023 – September 28, 2023  (as per Article II Section 10.4 (Election Timeline))	<b>GrPTA Council of Representatives</b>  All presidents of the HPTA of such grade level
School PTA (SPTA)	Within 30 calendar days from the first day of classes  ➤ Within August 29, 2023 – September 28, 2023  (as per Article II Section 10.4 (Election Timeline))	<b>SPTA – BOD Officers</b> 1. Chairperson 2. Vice-Chairperson 3. Secretary 4. Treasurer  <b>SPTA-Executive Committee (EXECOM) Officers</b> 1. The Chairperson, Vice-Chairperson, and Secretary shall also serve as the



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		<p>concurrent President, Vice President, and Secretary of the SPTA-EXECOM</p> <p>2. The BOD shall appoint a Collection and Disbursing Officer from among its members present during the Election</p> <p>3. In the case of integrated schools, additional officers (e.g. Business Manager, and Auditor may be appointed from among the SPTA members through a Board Resolution, as it may deem necessary or as may be provided by its by-laws.</p>
Federated PTA (FPTA) in Municipal Level	<p>Within 60 calendar days from the first day of classes</p> <p>➤ Within August 29, 2023 – October 28, 2023</p> <p><i>(as per Article IV Section 16 and 17)</i></p> <p><i>* Public Schools District Supervisors highly encourage to conduct the Municipal/District Election at an earlier date.</i></p>	<p>All duly <b>elected School PTA BOD Chairpersons</b> of all public elementary and secondary schools <b>within the municipality</b> shall compose the <b>Municipal FPTA</b></p> <p>5-15 Board of Directors shall be elected, depending on the number of SPTA BOD Chairpersons in the municipality.</p> <p>The Municipal FPTA-BOD shall elect a set of officers which shall comprise of the following:</p> <ol style="list-style-type: none"> <li>1. Chairperson</li> <li>2. Vice Chairperson</li> <li>3. Secretary</li> <li>4. Treasurer</li> </ol>
Federated PTA (FPTA) in Provincial Level	<p>Within 75 calendar days from the first day of classes</p> <p>➤ Within August 29, 2023 – November 14, 2023</p> <p><i>(as per Article IV Section 16 and 17)</i></p>	<p>All <b>duly elected Municipal PTA Chairpersons</b> within the province shall compose the Provincial FPTA.</p> <p>5-15 Board of Directors shall be elected, depending on the number of SPTA BOD Chairpersons in the province.</p> <p>The Provincial FPTA-BOD shall elect a set of officers which shall comprise of the following:</p> <ol style="list-style-type: none"> <li>1. Chairperson</li> <li>2. Vice Chairperson</li> <li>3. Secretary</li> <li>4. Treasurer</li> </ol>





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2. Based on **Article II Section 11.2 of DO No. 13, s. 2022**, the composition of SPTA-BODs in the **Public Basic Education Schools** shall be as follows:

Type of School	Number of SPTA-BOD Members	
	If Kindergarten Level is Offered	If Kindergarten Level is <b>Not</b> Offered
1. Primary School (Kindergarten to Grade 3 or Grade 1 to Grade 3 only)	Five (5) members: ➤ Four (4) parent/guardian members ➤ One (1) teacher-representative	Four (4) members: ➤ Three (3) parent/guardian members ➤ One (1) teacher-representative
2. Elementary School	Nine (9) members: ➤ Seven (7) parent/guardian members ➤ Two (2) teacher-representative	Nine (9) members: ➤ Six (6) parent/guardian members ➤ Three (3) teacher-representative
3. Integrated School (Elementary to Junior High School only)	Fifteen (15) members: ➤ Eleven (11) parent/guardian members ➤ Four (4) teacher-representatives	Fifteen (15) members: ➤ Ten (10) parent/guardian members ➤ Five (5) teacher-representatives
4. Integrated School (Elementary to Senior High School)	Seventeen (17) members: ➤ Thirteen (13) parent/guardian members ➤ Four (4) teacher-representatives	Seventeen (17) members: ➤ Twelve (12) parent/guardian members ➤ Five (5) teacher-representatives
5. Junior High School only	Not applicable	Six (6) members ➤ Four (4) parent/guardian members ➤ Two (2) teacher-representatives
6. Junior to Senior High School	Not applicable	Nine (9) members: ➤ Six (6) parent/guardian members ➤ Three (3) teacher-representatives
7. Stand-Alone Senior High School	Not applicable	Six (6) members: ➤ Two (2) GrPTA representatives ➤ Two (2) alternate GrPTA representatives ➤ Two (2) teacher-representatives

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3. Schools and Districts are advised to hold PTA elections through physical election (face-to-face), remote communication (online and offline), and hybrid communication (combination of physical and remote communication modalities) following the election procedures as provided in Article 4 Section 17.2 of DepEd Order No. 13, s. 2022.
4. Elementary and Secondary School Heads shall submit the List of School Parent-Teacher Association-BOD (SPTA BOD) and SPTA-EXECOM for School Year 2023-2024 and report on the conduct of the Homeroom PTA and School PTA-BOD election **on or before September 29, 2023**, through [socmob.bataan@deped.gov.ph](mailto:socmob.bataan@deped.gov.ph).
5. School Heads are advised to revisit DepEd Order no. 13, s. 2022.
6. The Public Schools District Supervisors shall facilitate the Municipal Federated PTA. They shall provide the venue and logistic support, observe the election timeline, and shall not interfere with the conduct of the elections. **No District PTA Federation President** shall be elected for municipalities with more than 2 schools district offices.
7. The SDO – Annexes shall submit the list of Municipal Federated PTA-BOD Officers for School Year 2023 – 2024 **on or before October 29, 2023**, through this link: <https://tinyurl.com/2023MunicipalFPTA>.
8. Immediate dissemination of this memorandum is desired.

**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

Reference: DepEd Order No. 13, s. 2022

To be indicated in the Perpetual Index under the following categories:

Associations

Election

Parents

Teachers

SO6/SD9

September 7, 2023



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CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 200108



PHILIPPINE QUALITY STANDARD  
COMMITMENT TO QUALITY MANAGEMENT LEVEL 6  
2022