



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

AUG 14 2024

DIVISION MEMORANDUM

No. 323, s. 2024

**CONDUCT OF ELECTIONS OF THE SCHOOL, MUNICIPAL AND PROVINCIAL
FEDERATED PARENT-TEACHER ASSOCIATIONS FOR SY 2024-2025**

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*", and **Regional Memorandum No. 534, s. 2024** titled "*Schedule of Parent-Teacher Association (PTA) Election*", 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 5, 2024 – September 5, 2024 <i>(as per Article II Section 10.4 (Election Timeline))</i>	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 5, 2024– September 5, 2024 <i>(as per Article II Section 10.4 (Election Timeline))</i>	GrPTA Council of Representatives All presidents of the HPTA of such grade level
School PTA (SPTA)	Within 30 calendar days from the first day of classes ➤ Within August 5, 2024 – September 5, 2024 <i>(as per Article II Section 10.4 (Election Timeline))</i>	SPTA – BOD Officers 1. Chairperson 2. Vice-Chairperson 3. Secretary 4. Treasurer SPTA-Executive Committee (EXECOM) Officers



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		<ol style="list-style-type: none"> 1. The Chairperson, Vice-Chairperson, and Secretary shall also serve as the concurrent President, Vice President, and Secretary of the SPTA-EXECOM 2. The BOD shall appoint a Collection and Disbursing Officer from among its members present during the Election 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.
Federated PTA (FPTA) in Municipal Level	<p>Within 60 calendar days from the first day of classes</p> <ul style="list-style-type: none"> ➤ Within August 5, 2024 – October 7, 2024 <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 elected School PTA BOD Chairpersons of all public elementary and secondary schools within the municipality shall compose the Municipal FPTA</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"> 1. Chairperson 2. Vice Chairperson 3. Secretary 4. Treasurer
Federated PTA (FPTA) in Provincial Level	<p>Within 75 calendar days from the first day of classes</p> <ul style="list-style-type: none"> ➤ Within August 5, 2024 – October 20, 2024 <p><i>(as per Article IV Section 16 and 17)</i></p>	<p>All duly elected Municipal PTA Chairpersons 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"> 1. Chairperson 2. Vice Chairperson 3. Secretary 4. Treasurer



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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 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-representative 	Nine (9) members: <ul style="list-style-type: none"> ➤ Six (6) parent/guardian members ➤ Three (3) teacher-representative
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
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 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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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 2024-2025 and report on the conduct of the Homeroom PTA and School PTA-BOD election **on or before September 6, 2024**, through 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 2024 - 2025 **on or before October 8, 2024**, through this link: <https://tinyurl.com/2024MunicipalFPTA>.
8. Immediate dissemination of this memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 13, s. 2022

Regional Memorandum No. 534, s. 2024

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

Associations

Election

Parents

Teachers

S06/S09



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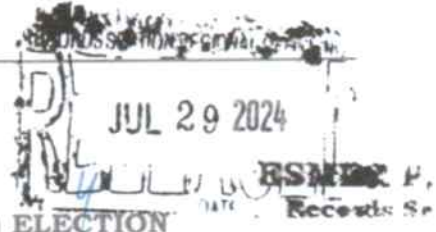




Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM

No. 534, s. 2024



SCHEDULE OF PARENT-TEACHER ASSOCIATION (PTA) ELECTION

To : Schools Division Superintendents
Chief, School Governance and Operations Division (SGOD)
Division PTA Coordinators
Public and Private 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 following shall be observed by all public, private and non-DepEd managed schools offering the K to 12 Basic Education Program.

1.1 The conduct of PTA election of the new set of officers for HPTA, GrPTA, and SPTA-BOD shall be held within thirty (30) calendar days from the first day of classes.

1.2 The municipal or city FPTA election of the BOD members and its EXECOM Officers shall be within sixty (60) calendar days from the first day of classes, while the election for the provincial FPTA-BOD members and its EXECOM Officers shall be within seventy-five (75) calendar days from the first day of classes.

2. At the start of the School Year, the Election Committee (ELECOM) shall hereby create and convene immediately.

2.1 The ELECOM is composed of seven (7) members.

2.1.1 School head as Chairperson; and

2.1.2 Two (2) teachers and four (4) parent/guardian members as members to be appointed by the incumbent SPTA-BOD (or the outgoing SPTA-BOD. (see DepEd Order No. 13 s. 2022 for the criteria of selecting ELECOM members, page 10 of 74).

2.2 The ELECOM shall have overall supervision over the conduct of the HPTA and GrPTA elections and direct supervision over the conduct of election of the teacher representatives to the BOD and SPTA-BOD Officers and shall serve until the end of SY.

3. In Municipalities, the elections of the FPTA shall be facilitated by the Public Schools District Supervisor (PSDS) designated by the Schools Division



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph/>



Certificate No. TAF 001
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Superintendent (SDS) while in cities and provinces shall be facilitated by the Schools Division Superintendent (SDS).

3.1 The SDS shall decide the composition and the manner of selection of the ELECOM members. The SDS may pattern after section 10.3 and other relevant sections of DepEd Order No. 13 s, 2022 the guidelines the duties and responsibilities to govern the ELECOM and the conduct of FPTA election.

3.2 Shall provide the venue and logistical support, observe the election timeline, and shall not interfere with the conduct of the elections.

4. Further, the Regional Federated Parent-Teacher Association (PTA) Election will be on November 7, 2024. The venue shall be communicated in a separate Memorandum.

5. All Schools Division Offices (SDOs) through the Division PTA Coordinators are requested to submit the following on or before November 05, 2024 through this link: <https://tinyurl.com/PTA-Forms-SY24-25>.

5.1 List of SPTA-BOD & FPTA-BOD officers and members for the current SY (together with their contact numbers and email addresses);

5.2 Copy of their latest by-laws certified by the SPTA/FPTA-BOD; and

5.3 Consolidated PTA Monitoring Form, attached as annex A of DepEd Order No. 13 s, 2022.

6. Travel and other expenses relative to the conduct of this activity shall be charged against the downloaded program support funds for partnership building and linkages subject to usual government accounting and auditing rules and regulations.

7. For inquiries and clarifications, you may directly communicate to Dr. Ginno Jhep A. Pacquing, Project Development Officer IV at ginnojhep.pacquing@deped.gov.ph.

8. For widest dissemination of this Memorandum is desired.

Encl.: As stated
References: Indicated in the guidelines
To be indicated in the Perpetual Index
under the following subjects:

PTA ELECTION
ESSD1/spp1
July 29, 2024


JESSIE L. AMIN, EdD, CESO V
Assistant Regional Director

To send feedback
regarding any of
our services,
kindly scan the
QR Code.



Address: Matalino St. D.M. Government Center, Maimpis,
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Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
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