



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

September 23, 2024

**DIVISION MEMORANDUM**

No. 226, s. 2024

**ELECTION OF MUNICIPAL & PROVINCIAL FEDERATED PTA OFFICERS**

**TO:** Assistant Schools Division Superintendent  
CID & SGOD Chief Education Supervisors  
Public Schools District Supervisors/ OIC-PSDSs  
Division PTA Affairs Committee  
Public Elementary, Secondary and Integrated School Heads  
Heads of Private and Non-DepEd Managed Basic Education Schools  
All Others Concerned

1. Pursuant to DepEd Order No. 13, s. 2022 dated March 18, 2022 entitled Omnibus Guidelines on the Regulations of Operations of Parent-Teacher Associations, the conduct of Municipal Federated PTA of the BOD Members and its EXECOM 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 (Section 17 of the Omnibus Guidelines).
2. Section 17.2 of the Omnibus Guidelines states that the *'Elections of Federated Parent-Teacher Association shall be facilitated by the Public Schools District Supervisor (PSDS) designated by the Schools Division Superintendent (SDS) in the case of municipalities and the SDS in the case of cities and provinces. They should provide the venue and logistical support, observe the election timeline and shall not interfere with the conduct of elections. The FPTA elections shall be conducted.*
3. Qualified to run for the Municipal PTA Federated election are the duly elected SPTA Board of Director who are serving concurrently as SPTA Execom President (Section 11.4).



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4. For municipalities that were already done with the elections, this Office is requesting from the PSDSs the complete names of duly elected officers to wit:

<b>MUN.</b>	<b>COMPLETE &amp; CORRECT NAMES</b> (Surname, First Name, MI)	<b>POSITION</b>	<b>SCHOOL WHERE THE PUPIL/STUDENT IS OFFICIALLY ENROLLED</b>	<b>CONTACT NOS.</b>
		<b>Chairperson</b>		
		<b>Vice Chairperson</b>		
		<b>Secretary</b>		
		<b>Treasurer</b>		
		<b>Collecting Officer</b> <i>(to be appointed by the BOD from among its members present during the election)</i>		
		<b>Disbursing Officer</b> <i>(to be appointed by the BOD from among its members present during the election)</i>		
		<b>Business Manager</b> <i>(may be appointed from among the FPTA-BOD members through a resolution executed by the FPTA-BOD)</i>		



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		Auditor <i>(may be appointed from among the FPTA-BOD members through a resolution executed by the FPTA-BOD)</i>		
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The list must be emailed to the SDO attention: School Governance and Operations Division (SGOD) SocMobNet Unit. Please email at: [bernardino.estrada@deped.gov.ph](mailto:bernardino.estrada@deped.gov.ph) .

Meanwhile, those Municipalities that are not yet done with the elections of the Municipal Federated PTA Officers may proceed until the end of September, 2024.

5. The Provincial PTA Federated Elections will be announced later in a separate issuance.
6. In case there are queries, questions and clarifications, please refer to DepEd Order No. 13, s. 2022, dated March 18, 2022 titled: Omnibus Guidelines on the Regulations of Operations of Parent-Teacher Associations that can be downloaded from the department's website.
7. Expenses to be incurred in the conduct of elections shall be charged to PTA fund/ local school funds/MOOE and ASP PSF for BPLP subject to the existing accounting and auditing rules and regulations.
8. For information, guidance and compliance.

**WILLIAM E. GANDO, CESO VI**  
 Schools Division Superintendent



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