



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

July 1, 2026

**DIVISION MEMORANDUM**

No. **225** s. 2026

**ELECTION OF HOMEROOM, GRADE LEVEL AND SPTA-BOD**

**TO:** Assistant Schools Division Superintendent  
CID & SGOD Chief Education Supervisors  
Education Program Supervisors/Division Coordinators  
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 PTA elections 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 through any of the following modalities: **by physical election** (face-to-face), **by remote communication** (online and offline) and **by hybrid communication** (combination of physical and remote communication modalities) as deemed practicable by the Election Committee (ELECOM) as provided under Section 10.3.3.5 of the Omnibus Guidelines.

2. The composition of School-Level PTAs are as follows:

**Homeroom PTA (HPTA)** – this is the PTA organized at the classroom level. The HPTA shall be composed of all parent/ guardian-members and homeroom advisers. The HPTA shall elect from among its parent/ guardian-members the following set of officers: President, Vice-President, Secretary, Treasurer, Auditor and Business Manager;

**Grade Level PTA (GrPTA)** – this is the PTA organized in each grade level which shall be composed of all parent/guardian-members and teacher-members of a particular grade level. There is hereby created a GrPTA Council of Representatives (GrPTA-CoR) in each grade level composed of all Presidents of the HPTA of such grade level. The GrPTA-CoR shall elect from its members a Grade Level Representative who shall represent their respective grade levels in School PTA activities. A permanent alternate shall also be elected per grade level to act as the representative in the absence of the GrPTA Representatives.



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**School PTA (SPTA)** – formerly known as the General PTA, this is the PTA organized at the school level composed of all parent/ guardian-members and teacher-members of a school.

**SPTA Board of Directors (BOD).** SPTA BOD shall be composed of all duly elected GrPTA representatives and teacher-representatives to the BOD. The SPTA-BOD shall elect from among themselves the following set of officers: Chairperson, Vice Chairperson, Secretary and Treasurer by a majority vote of those present during the election.

The Chairperson, Vice-Chairperson and Secretary shall also serve as the concurrent President, Vice-President and the Secretary of the SPTA Executive Committee (EXECOM), respectively. Furthermore, the BOD shall appoint a Collection and Disbursing Officer from among its members present during the election. 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.

A teacher-member elected as a member of the BOD shall not be elected as an officer, except as a Secretary of the SPTA. The School Head shall only serve as adviser to the SPTA.

A teacher-member with a child enrolled in the school where he/ she is assigned may only participate in HPTA, GrPTA and SPTA-BOD as a parent/ guardian-member and may not be elected as Officer except as Secretary of the HPTA. In case such teacher-member has a child in another school, he/ she may be elected to any position in the HPTA except President, Vice President or Treasurer.

A School Head may be elected as SPTA Officer of another school where his/ her child is enrolled, except for the positions of SPTA BOD Chairperson, Vice Chairperson or Treasurer.

3. Membership in the SPTA shall not be restricted by the non-payment of the PTA membership dues, which shall be purely on a voluntary basis.

4. All School Heads are directed to include in the calendar of school activities for School Year 2026-2027 on the conduct of the said elections. **Submission of the LIST OF NEW SET OF SPTA OFFICERS/BOD on hard copy, by District is due on July 30, 2026 at School Governance and Operations Division (SGOD), c/o Roger G. Hallig, Jr., Division SBM Coordinator.**





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5. The Omnibus Guidelines on the Regulations of Operations of School Parent-Teacher Associations can be downloaded at <https://www.deped.gov.ph>. and [depedsorsogon.com.ph](http://depedsorsogon.com.ph) for reference purposes. The contents of which must be clearly discussed to the SPTA during meeting/s.
6. Expenses incurred in the conduct of SPTA elections shall be charged to SPTA fund/ local school funds/MOOE subject to the existing accounting and auditing rules and regulations.
7. For information, guidance and compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 



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