



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

October 7, 2022

**DIVISION MEMORANDUM**

No., 194, s. 2022

**PARENT-TEACHER ASSOCIATION (PTA) FORUM AND ELECTION OF MUNICIPAL FEDERATED OFFICERS**

To: Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 EPS-SGOD  
 Public Schools District Supervisors/ OIC-PSDSs  
 Senior Education Program Specialists  
 EPS II SocMobNet  
 Public Elementary, Secondary and Integrated School Heads  
 Members of the Division PTA Affairs Committee  
 Incumbent Division Federated PTA President  
 Division PESPA President  
 Division NAPSSHI President  
 Division Federation of SPG & SSG Presidents  
 School PTA Chairpersons (Elem., Sec. and Integrated Schools)  
 All Others Concerned

1. The Department of Education Schools Division Office of Sorsogon through the Schools Governance and Operations Division shall spearhead the conduct of the Municipal Parent-Teacher Association Fora and Election of Municipal Federated PTA Officers scheduled as follows:

Date	Municipality	Venue
October 25, 2022 AM (Tuesday)	Donsol	Donsol East CS
October 25, 2022 PM (Tuesday)	Pilar	Pilar II CS
October 27, 2022 AM (Thursday)	Matnog & Sta. Magdalena	Matnog CS



Balogo Sports Complex, Brgy. Balogo, East District, Sorsogon City, 4700  
 (056) 421-5421  
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CIP 5461/21/05/1163

October 27, 2022 PM (Thursday)	Bulan	Bulan South CS
November 3, 2022 AM (Thursday)	Bulusan	Bulusan CS
November 3, 2022 PM (Thursday)	Barcelona	Barcelona CS
November 8, 2022 AM (Tuesday)	Casiguran	Boton ES
November 8, 2022 PM (Tuesday)	Castilla	Cumadcad CS
November 10, 2022 AM (Thursday)	Irosin	Irosin CS
November 10, 2022 PM (Thursday)	Juban	Bacolod ES
November 15, 2022 AM (Tuesday)	Prieto Diaz	Prieto Diaz CS
November 15, 2022 PM (Tuesday)	Gubat	Gubat NHS
November 18, 2022 (Friday)	Magallanes	Magallanes National Vocational HS

The above schedule is subject to change to give way for SDO significant events/ activities.

2. The participants in the forum are the following:

- a) OSDS – SDS, ASDS, AO 5 Adm. Officer and Division Legal Officer
- b) SGOD – SGOD Chief, EPS, SEPS and EPS II SocMobNet, SEPS of SM & E and HRDS
- c) CID - CID Chief
- d) PSDS/ OIC-PSDSs
- e) Incumbent Provincial Federated PTA President
- f) Members of the Division PTA Affairs Committee
- g) Division PESPA President
- h) Division Division NAPSSHI President
- i) School PTA Chairperson of Elem., Sec. and Integrated Schools

3. All the PSDSs/ OIC-PSDS and School Heads of the identified venues are requested to prepare the venue and needed equipment such as sound system, projectors and others.



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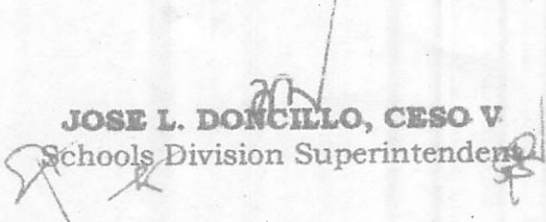
4. Referring to page No.39 of DepEd Order No. 13, s. 2022 entitled Omnibus Guidelines on the Regulation of Operations of PTAs, the PSDSs will be the one to facilitate the election of Municipal Federated PTA Officers.

5. All the School Heads are requested to provide the SDO with the profile of their School PTA Chairperson and list of SPTA BOD Officers through this goggle link which will also be provided to PSDS/ OIC-PSDSs messenger for sharing to schools:

[https://docs.google.com/forms/d/e/1FAIpQLSdB16b74KN1G9zC5feY1FnQ\\_72Ve0faaOOT7EtrfNM-ggWlg/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdB16b74KN1G9zC5feY1FnQ_72Ve0faaOOT7EtrfNM-ggWlg/viewform?usp=pp_url)

6. Expenses relative to the conduct of the activity shall be charged to Special Education Fund (SEF). Snacks/ meals, transportation and incidental expenses of the participants shall be charged to local fund/ MOOE/ ASP-PSF/ School PTA fund 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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