



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

August 26, 2022

DIVISION MEMORANDUM

No. 153, s. 2022

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.



Balogo Sports Complex, Brgy. Balogo, East District
 Sorsogon City, 4700
 (056) 421-5421
sorsogon@deped.gov.ph
depedsorsogon.com.ph



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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.

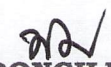
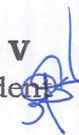
The Chairperson, Vice-Chairperson and Secretary shall also serve as the concurrent President, Vice-President and the Secretary of the SPTA Executive Committee (EXECOM), respectively. Furthermore, the BOD shall appoint a Collection and Disbursing Officer from among its members present during the election. 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 a PTA 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 PTA 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 2022-2023 the conduct of the said elections.
5. The Omnibus Guidelines on the Regulations of Operations of Parent-Teacher Associations can be downloaded at <https://www.deped.gov.ph> and depedsorsogon.com.ph for reference purposes. The contents of which must be clearly discussed to the PTA during meeting/s.
6. Expenses to be incurred in the conduct of PTA elections shall be charged to PTA 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 



Balogo Sports Complex, Brgy. Balogo, East District
Sorsogon City, 4700
(056) 421-5421
sorsogon@deped.gov.ph
depedsorsogon.com.ph



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