



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

September 07, 2022

DIVISION MEMORANDUM

No. 143, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 153, s. 2022
(ELECTION OF HOMEROOM, GRADE LEVEL AND SPTA-BOD)**

To: Public Schools District Supervisors
Elementary and Secondary School Heads
Teachers
All Others Concerned

1. This Office reiterates the date of election for **School Parent-Teacher Association-Board of Directors (SPTA-BODs) and Municipal Federated PTA-BODs as follows:**

CATEGORY	DATE OF ELECTION
School Parent-Teacher Association-BODs	October 3, 2022
Municipal Federated PTA-BODs	November 16, 2022

2. The composition of School PTA-BODs in all Public Basic Education Schools in the Province of Sorsogon is shown below:
- a. Chairperson (1)
 - b. Vice-Chairperson (1)



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- c. Secretary (1)
- d. Treasurer (1)
- e. Board of Directors (Depending on the type of school)

For Board of Directors, the total number of SPTA-BOD members in every school shall be presented in Table 1:

Table 1: Composition of SPTA-Board of Directors

Type of School	Number of SPTA-Board of Director Members
Elementary School	Nine (9) members: <ul style="list-style-type: none">• Seven (7) parent/guardian members• Two (2) teacher-representatives
Integrated School (Elementary to Junior HS only)	Fifteen (15) members: <ul style="list-style-type: none">• Seven (11) parent/guardian members• Two (4) teacher-representatives
Integrated School (Elementary to Senior HS)	Seventeen (17) members: <ul style="list-style-type: none">• Seven (13) parent/guardian members• Two (4) teacher-representatives
Junior High School to Senior High School	Nine (9) members: <ul style="list-style-type: none">• Seven (6) parent/guardian members• Two (3) teacher-representatives
For Private and Non-DepEd-Managed Basic Education Schools	(The SPTA-BOD shall be composed of not less than two-thirds (2/3) parent/guardian-members and not more than one-third (1/3) teacher-members of its total membership).

3. The election of the Municipal Federated PTA-BODs will be facilitated by the Public Schools District Supervisors/OIC-PSDSs and shall be composed of the following:



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- a. Chairperson (1)
 - b. Vice-Chairperson (1)
 - c. Secretary (1)
 - d. Treasurer (1)
 - e. Board of Directors (may elect between five (5) to fifteen (15) BOD members).
4. Enclosed to this Memorandum is the template to be accomplished and be submitted to the Division Office (SGOD) right after the conduct of election.
5. All School Heads are directed to include in the calendar of school activities the conduct of the said election.
6. Expenses relative to the conduct of this activity shall be charged to local funds/PTA funds/school MOOE subject to the usual accounting and auditing rules and regulations.
7. For guidance, information and compliance.

md
JOSE L. DONCILLO, CESO V
Schools Division Superintendent
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TEMPLATE FOR SCHOOL AND MUNICIPAL FEDERATED PARENT-TEACHER ASSOCIATION-BOARD OF DIRECTORS

CHAIRPERSON(Name): Address: Contact Number: School:
VICE-CHAIRPERSON(Name): Address: Contact Number: School:
SECRETARY(Name): Address: Contact Number: School:
TREASURER(Name): Address: Contact Number: School:
BOARD OF DIRECTOR MEMBER/S (Name): Address: Contact Number: School:

Submitted by: (Name and signature of SH/PSDS)
School/Municipality: _____



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