



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

February 2, 2023

**DIVISION MEMORANDUM**

No. 026, s. 2023

**ISSUANCE OF CERTIFICATE OF RECOGNITION TO SPTAs**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
PSDSs/ OIC-PSDSs  
Division Legal Officer  
Education Program Specialists  
Public & Private Elementary, Secondary and Integrated School Heads  
Members of the Division PTA Affairs Committee  
School, Municipal and Provincial PTA Officers and Members  
All Others Concerned

1. Pursuant to DepEd Order No. 013, s. 2022 entitled Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations Section 19, schools with a validly organized SPTA for the last two (2) SYs shall be deemed officially recognized SPTAs and be issued with a Certificate of Recognition by the School Head.
2. An **officially recognized SPTA** is one which is organized under the aforementioned guidelines and has satisfied the requirements under Sections 19.1 and 20. As such, it is allowed to collect Voluntary School Contributions (VSCs) and shall enjoy the privileges of an official recognized SPTA as provided under Section 23 of the guidelines.
3. All newly organized SPTAs and/ or schools without a validly organized SPTAs for the last two (2) SYs prior to the effectivity of the Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations shall be considered as **non-officially recognized PTAs** (Section 19.3).



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4. A **non-officially recognized SPTA** is one which is newly created or organized SPTA under the new guideline and has not yet satisfied Sections 19.1 and 20. Subject to the limitations enumerated under Sections 23.1.5.1, a **non-officially recognized SPTA** may still collect PTA membership dues at any time of the SY and may enjoy the privileges of an officially recognized SPTA, if allowed by the School Head, as provided under Section 23.2 of the guidelines.
5. For the **non-officially recognized SPTA** to be officially recognized, the requirements stipulated in Section 20.2 of the guidelines must be satisfied.
6. School Heads shall issue a Certificate of Recognition within thirty (30) days from the effectivity of the new guidelines to all SPTAs given automatic recognition under the said guidelines and/ or all SPTAs that satisfy the requirements provided under Section 19.1.
7. Enclosed in this memorandum is the official template of certificate of recognition for perusal of all School Heads.
8. For the guidance of all concerned, please refer to DepEd Order No. 013, s. 2022.
9. For information, guidance and compliance.

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



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\_\_\_\_\_ School

## Certificate of Recognition

By virtue of the authority vested in me as School Head, I, for and in behalf of \_\_\_\_\_ School, upon submission of the requirements of DepEd Order No. 13, s. 2022, hereby recognize the Parents-Teachers Association of \_\_\_\_\_ School and its elected Board of Directors and Officers as the duly-constituted organization of parents and teachers and teachers for School Year \_\_\_\_\_.

This recognition carries with it all the rights and privileges of a duly-recognized Parents-Teachers Association as provided under DepEd Order No. 013, s. 2022 and in such other issuances.

Given this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
School Head



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