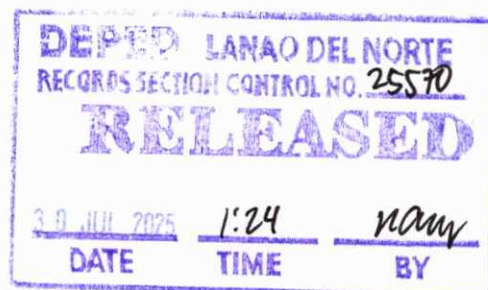




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
SCHOOLS DIVISION OF LANAOS DEL NORTE



25 July 2025

DIVISIONAL MEMORANDUM

No. 408 s. 2025

**SUBMISSION OF NEWLY ELECTED PARENT-TEACHERS ASSOCIATION
OFFICERS FOR THE CURRENT SCHOOL YEAR**

**To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, SGOD
Chief Education Program Supervisor, CID
Public Schools District Supervisors (PSDS)
All School Heads Elementary and Secondary
All Others Concerned
This Division**

1. With reference to DepEd Order No. 13, s. 2022 titled "Omnibus Guidelines on the Regulation of Operations of Parent-Teachers Associations," this Office enjoins all schools to please submit the newly elected PTA officers for the current school year at <https://bit.ly/PTAOfficerS2025>.

2. Submission is desired on or before **August 15, 2025** and be guided accordingly by the following election timelines:

School SPTA Election	not later than 30 calendar days from the opening of classes
Municipal FPTA Election of the BOD members	within 60 calendar days from the opening of classes
Provincial FPTA-BOD Election	within 75 calendar days from the opening of classes

4. For immediate dissemination and compliance.

EDWIN R. MARIBOJOC, EdD, CESO V
Schools Division Superintendent

Enclosures: as stated

To be indicated in the Perpetual Index under the following subjects:
PTA Officers Submission
DDL/SGOD-SocMob



Address: Gov. A. Quibranza Prov'l Gov't Compound
Pigcarangan, Tubod, Lanao del Norte
Telephone Nos.: (063) 227 - 6633/ (063) 341 - 5109
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Republic of the Philippines
Department of Education

18 MAR 2022

DepEd ORDER
No. **013**, s. 2022

**OMNIBUS GUIDELINES ON THE REGULATION OF OPERATIONS
OF PARENT-TEACHER ASSOCIATIONS**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations (PTAs)** to:

- a. promote harmonious, active, and collaborative engagement among teachers, parents, and the community in the implementation of school programs for learners' welfare;
- b. establish the crucial roles of the PTA as a dynamic school-based association concerned with partnership and programs for the best interest of the learners (e.g., facilitating parent-teacher partnership, participating in discussions for learners' welfare, and engaging in developing and implementing school programs);
- c. articulate the distinct roles and responsibilities of PTA officers and members;
- d. streamline the processes for managing PTA affairs at the different levels which include, among others: (a) election of PTA officers consisting of parent/guardian- and teacher-members under different modalities; (b) requirements and privileges bestowed upon recognized PTAs; (c) conduct of General Assembly and other meetings; (d) undertaking of fundraising projects; and (e) financial management and transparency of PTA operations and the concomitant accountability of its officers; and
- e. update and harmonize DepEd policies and guidelines on PTA for clarity and consistency.

2. All DepEd Orders, memoranda, rules, and regulations, which are inconsistent with this Order are repealed, rescinded, or modified accordingly.

3. For more information, please contact the
 - a. **Office of the Undersecretary for Field Operations, Palarong Pambansa Secretariat, and DEACO** through email at revsee.escobedo@deped.gov.ph; and/or
 - b. **Office of the Undersecretary for Legislative Affairs, External Partnerships and Project Management Service** through email at tonisito.umali@deped.gov.ph.
4. This Order takes effect immediately upon its approval. Its certified copies shall be filed with the University of the Philippines Law Center-Office of the Administrative Register (UP LC-ONAR), UP Diliman, Quezon City.
5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.: As stated

References:

DepEd Order: Nos. 54, 77, and 117, s. 2009



To be indicated in the Perpetual Index
under the following subjects:

FUNDS
LEARNERS
POLICY
PROJECTS
SCHOOLS
SOCIETY OR ASSOCIATIONS
TEACHERS

provided by its by-laws: *Provided that*, the number of the FPTA-EXECOM **shall not exceed** one-half (1/2) of the number of FPTA-BOD members.

16.5 The FPTA-EXECOM shall perform the same duties and responsibilities provided under Section 11.7 hereof.

16.6 The rules on meetings and quorum for SPTA-GA and SPTA-BOD/SPTA-EXECOM provided under Sections 13 and 14 hereof shall also govern FPTA and FPTA-BOD/FPTA-EXECOM meetings to the extent applicable.

Section 17. Election and Terms of Office of Federated PTA Officers

17.1 **Election Timeline.** The indicative dates of FPTA elections at the municipal, city, and province shall be included in the calendar of activities of the city and division offices concerned each year. The timeline for the municipal or city FPTA election of the BOD members and its EXECOM Officers shall be within sixty (60) calendar days from the first day of classes, while the election for the provincial FPTA-BOD members and its EXECOM Officers shall be within seventy-five (75) calendar days from the first day of classes.

17.2 **Election Procedures.** Elections of the FPTA shall be facilitated by the Public Schools District Supervisor (PSDS) designated by the Schools Division Superintendent (SDS) in the case of municipalities and the SDS in the case of cities and provinces. They shall provide the venue and logistical support, observe the election timeline, and shall not interfere with the conduct of the elections. The FPTA elections shall be conducted through physical (face-to-face), remote, or hybrid communication following these procedures:

17.2.1 Every start of the meeting for the election of FPTA-BOD, the PTA Chairpersons present shall first organize their ELECOM to oversee the conduct of elections. The elections shall be by secret ballot, and no proxy or absentee voting shall be allowed. The SDS shall decide the composition and the manner of selection of the ELECOM members. The SDS may pattern after Section 10.3 and other relevant sections of these guidelines the duties and responsibilities to govern the ELECOM and the conduct of FPTA election.

17.2.2 The SPTA Chairpersons in the municipality/city (in case of the Municipal/City FPTA) and the FPTA Chairpersons in the municipal/component city (in case of Provincial FPTA) shall elect from among themselves their BOD consistent with Section 16.2 hereof. Thereafter, the FPTA-BOD shall elect, from among themselves, its officers, consistent with Section 16.3 hereof.

17.2.3 The election of FPTA-BOD and its officers, regardless of levels, shall follow the modalities described in Section 10.6 (Modes of Elections) hereof.