



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF CAPIZ

September 18, 2024

DIVISION MEMORANDUM
No. 559, s. 2023

**LOCAL STAKEHOLDERS CONVERGENCE (LSC) FOR PARENTS - TEACHERS ASSOCIATION
(PTA) ENGAGEMENT AND ORGANIZATION OF THE NEW SET OF PROVINCIAL FPTA OFFICERS
FOR SY 2024 - 2025**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary and Integrated Schools
Elementary, Secondary and Integrated School PTA Focal Persons
District PTA Focal Persons
Municipal Federated PTA Presidents SY 2024 - 2025
All Others Concerned

1. In compliance with DepEd Order No. 013, s. 2022 titled **Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations**, the School Governance and Operations Division (SGOD) through the Social Mobilization and Networking Unit, will conduct the Local Stakeholders Convergence (LSC) for Parents - Teachers Association (PTA) Engagement and Organization of the New Set of Provincial FPTA Officers for SY 2024 - 2025 on **October 11, 2024, Friday, 8:00 o'clock in the morning**. The venue will be announced through a division memorandum.
2. The activity aims to:
 - a. discuss the Omnibus PTA Guidelines and the important roles of parents and teachers;
 - b. present the allowed and prohibited activities of PTAs;
 - c. discuss the election procedures;
 - d. present the accomplishments of FPTA Officers for SY 2023 - 2024; and
 - e. conduct the election of the new set of Provincial FPTA Officers for SY 2024 - 2025.
3. In the conduct of said election for SY 2024-2025 FPTA, please refer to DepEd Order No. 013, s. 2022, Article IV - The Federated PTA (FPTA).
4. The participants to this activity are the following:

Participants	No.
SDS	1
ASDS	1
CID & SGOD, CES	2
PSDS	9
District PTA Focal Persons including CapiZ NHS	19
Municipal Federated PTA Presidents including CapiZ NHS (2024 - 2025)	17
Provincial Federated PTA President SY 2023 - 2024	1



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Legal Officer	1
M & E Personnel	1
Secretariat	2
SEPS, SocMob	1
Guests	5
TOTAL	60

5. The conduct of the Provincial Federated Parent-Teacher Association (FPTA) Level shall be facilitated by the Public Schools District Supervisors (PSDS) which will serve as ELECOM. (Please refer to DepEd Order No. 013, s. 2022, Article IV – The Federated PTA (FPTA), Section 17 – Election and Terms of Office of Federated PTA Officers).
6. DepEd Order No. 013, s. 2022 maybe download as reference thru https://bit.ly/DepEdOrder013s2022_PTAOmnibusGuidelines.
7. Attached are the activity matrix and template for action planning.
8. Expenses relative to the conduct of this activity is chargeable against the download fund for Local Stakeholders Convergence (LSC) and other funds/sources. All are subject to the usual accounting and auditing rules and regulations.
9. For more information, kindly contact **Mr. Romar S. Jaravelo**, Senior Education Program Specialist, Social Mobilization and Networking Unit of the School Governance and Operations Division (SGOD) at Mobile No. 09128108586.
10. Immediate dissemination of this Memorandum is desired.

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MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

References: DepEd Order No. 013, s. 2022
DepEd Order Nos. 54, 77, and 117, s. 2019
DepEd Order No. 009, s. 2024

Incl: As Stated
To be indicated in the Perpetual Index
under the following subjects:

FUNDS
LEARNERS
POLICY
PROJECTS
SCHOOL
SOCIETY OR ASSOCIATION
TEACHERS



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Attachment to Division Memorandum

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LOCAL STAKEHOLDERS CONVERGENCE (LSC) FOR PARENTS – TEACHERS ASSOCIATION (PTA) ENGAGEMENT AND ORGANIZATION OF THE NEW SET OF PROVINCIAL FPTA OFFICERS FOR SY 2024 – 2025

OCTOBER 11, 2024

ACTIVITY MATRIX

Objectives:

The activity aims to:

- a. discuss the Omnibus PTA Guidelines and the important roles of parents and teachers;
- b. present the allowed and prohibited activities of PTAs;
- c. discuss the election procedures;
- d. present the accomplishments of FPTA Officers for SY 2023 – 2024; and
- e. conduct the election of the new set of Provincial FPTA Officers for SY 2024 – 2025.

TIME	DURATION	ACTIVITIES	OBJECTIVES	MECHANICS	MATERIALS NEEDED	PERSON/S RESPONSIBLE	EXPECTED OUTPUT
8:00AM – 8:30AM	30 mins.	Registration				Secretariat	
8:30AM – 9:00AM	30 mins.	Opening Program ▪ National Anthem ▪ Prayer ▪ Capiz Hymn ▪ Bagong Pilipinas Hymn ▪ Welcome Remarks ▪ Roll Call of Participants ▪ Orientation	Set the tone and provide overview of the event	The officials deliver messages to set the expectations for the event	AVP, PPT & Other Technical Requirements	SDO Capiz Personnel	
9:00AM – 10:00AM	1 hr.	SESSION I Legal Bases for PTA Existence	Provide overview on the omnibus guidelines on the regulation of operations of PTAs	The legal bases & reason of existence of PTA will be presented	AVP, PPT & Other Technical Requirements	SDO Legal Officer	



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10:00AM – 12:00NN	2 hrs.	SESSION II Presentation of Articles I - XI	Present the Article I – XI of the Omnibus Guidelines on the Regulation of Operations of PTAs	The Article I – XI will be explained	AVP, PPT & Other Technical Requirements	SDO Legal Officer	
12:00NN – 1:00PM	1 hr.	Lunch Break					
1:00PM – 1:05PM	5 mins.	Ice Breaker					
1:05PM – 4:00PM	2 hrs. & 55 mins.	SESSION III Continuation of Articles I – XI Discussion and Workshop Best Practices of PTA in Support for Education Strategic Planning of PTAs	Present the Article I – XI of the Omnibus Guidelines on the Regulation of Operations of PTAs Prepare proposed PTA Activities that are fundamental/ essential Present innovate programs and success stories of PTAs	The Article I – XI will be explained Proposed PTA activities and best practices will be presented Provide workshop instruction	AVP, PPT & Other Technical Requirements	SDO Legal Officer SocMobNet PSDS	



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			Update and harmonize DepEd policies and guidelines on PTA for clarity and consistency Organization of the New Set of Provincial FPTA Officers SY 2024 – 2025 Create Plan of Action				
4:00PM – 4:15PM	15 mins.	Open Forum					
4:15PM – 4:45PM	30 mins.	Awarding and Closing Ceremonies					
4:45PM – 5:00PM	15 mins.	Filling – Up & Submission of Evaluation Tool					



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School:
District:
Municipality:
Provincial:

ACTION PLAN SY 2024 – 2025

Programs/ Projects/ Activities	Objective/s	Timeline	Beneficiaries	Budget	Source of Fund			Success Indicators
					PTA	Others	Total	

For School

Prepared by: _____
PTA President

Noted & Approved: _____
School Head

For Municipality

Prepared by: _____
MFPTA President

Noted & Approved: _____
PSDS

For Provincial

Prepared by: _____
PFPTA President

Noted & Approved: _____
SDS



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