



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

18 JUN 2025

DIVISION MEMORANDUM
No. 267, s. 2025

**REMINDERS ON THE CONDUCT OF THE 2025 GENERAL ASSEMBLY AND
ELECTION OF OFFICERS OF HOMEROOM PTA (HPTA), GRADE LEVEL (GrPTA),
SCHOOL PTA (SPTA) AND FEDERATED PTAs AT THE MUNICIPAL AND
PROVINCIAL LEVELS**

To: OIC, Office of the Assistant Schools Division Superintendent
OIC, Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary and Integrated Schools
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**”, this Office reminds all public and private schools to conduct the 2025 General Assembly and Election of Officers of Homeroom PTA (HPTA), Grade Level PTA (GrPTA), School PTA (SPTA) and Federated PTAs at the Municipal and Provincial Levels.
2. In the conduct of said general assemblies and elections for Homeroom PTA (HPTA), Grade Level PTA (GrPTA), School PTA (SPTA) and Federated PTAs at the Municipal and Provincial Levels, please refer to DO 013, s. 2022, Article II – The School PTA, Article III – Convening the SPTA General Assembly (GA), PTA Meetings and Quorum, Article IV – Recognizing A School PTA and Its Privileges and Article VI – Allowed and Prohibited Activities of a PTA.
3. The following schedule shall be observed based on DepEd Order No. 013, s. 2022.

Timeline	Activity	Persons Involved	To be monitored by
The indicative dates of PTA elections shall be included in the annual calendar of school activities. The conduct of PTA elections of the new set of officers for HPTA, GrPTA and SPTA – BOD shall be held <u>within thirty (30) calendar days from the first day of classes.</u> (Article I – Section	Conduct of General Assembly and Elections of Homeroom PTA (HPTA), Grade Level PTA (GrPTA) and School PTA (SPTA)	School Heads, Teachers Advisers, Teaching and Non-Teaching Personnel, Parents/Guardians	PSDS of their respective districts, SGOD (SocMobNet)



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<p>10. Election of Officers of School Level PTAs, 10.4.1 and 10.4.2 – Election Timelines) (DepEd Order No. 009, s. 2024 - Implementing Guidelines on the School Calendar and Activities for the School Year 2024 – 2025</p> <p>Note: <i>The school may opt to conduct the said activity for one day only.</i></p>			
<p>The timeline for the municipal or city FPTA election of BOD Members and its EXECOM Officers shall be <u>within sixty (60) calendar days from the first day of classes</u>, while the election for the provincial FPTA – BOD members and EXECOM Officers shall be <u>within seventy-five (75) calendar days from the first day of classes</u>. (Article I – Section 17. Election and Terms of Office of Federated PTA Officers, 17.1 – Election Timeline)</p> <p>*Elections of the new set of officers for HPTA, GrPTA and SPTA – BOD – June 16 – July 15, 2025</p> <p>*Elections of the new set of officers for municipal or city FTA – on or before August 14, 2025</p> <p>*Elections of the new set of officers for the provincial FPTA – on or before August 29, 2025</p>	<p>Conduct of General Assembly and Election of District/Municipal/ Provincial FPTA</p>	<p>District PTA Focal Persons, School PTA Presidents of Elementary, Secondary and Integrated Schools of Public and Private Schools</p>	<p>PSDS, Adoptive EPS, SGOD (SocMobNet)</p>



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July 22, 2025	Submission of the List of Officers by District, Secondary and Integrated Schools (Thru a Google Drive)	District PTA, Secondary and Integrated PTA Focal Persons	PSDS, SGOD (SocMobNet)
August 22, 2025 (Subject to official announcement through an issuance of a Division Memorandum)	Conduct of General Assembly and Organization of the New Set of Division/Provincial FPTA Officers	Division ELECOM	SDS, ASDS, Division PTA Focal Persons

4. The conduct of PTA elections at all levels (HPTA, GrPTA, SPTA and FPTA) maybe undertaken through any of the following modalities:
- physical election (face-to-face)
 - remote communication (online and offline)
 - hybrid communication (combination of physical and remote communication modalities)

Note: Please refer to DepEd Order No. 013, s. 2022, Article I – Section 10.6 – Modes of Elections.

5. Public Schools District Supervisors with their Adoptive EPS shall monitor the conduct of General Assemblies and Elections in their respective districts.
6. The conduct of the Federated Parent-Teachers Association (FPTA) shall be facilitated by the Public Schools District Supervisor (PSDS) designated by the Schools Division Superintendent (SDS) in the case of municipalities, and by the SDS in the case of the province. **(Article IV – Section 17.2 of DO 013, S. 2022)**
7. Attached is the 2025 Monitoring Checklist for School Parent-Teacher Associations (SPTAs), which must be accomplished by all elementary, secondary, and integrated schools. The completed checklist, along with the required Means of Verification (MOVs), should be saved in PDF format using the file name format:

2025_PTA_SCHOOL_SCHOOLID_DISTRICT
(e.g., 2025_PTA_AgcabugaoES_115409_Cuartero)

The file must be uploaded to Google Drive on or before July 22, 2025. The Google Drive link will be posted in the SDO Capiz Parent-Teacher Associations GC.

8. This Office adheres to the principle of equal opportunity in the conduct of said activities. There shall be no discrimination on account of age, civil status, religion or belief, ethnicity, political affiliation, employment status, disability,



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sexual orientation, gender identity or expression and other personal circumstances.

9. Expenses relative to the conduct of SPTA and Municipal Federated PTA elections are chargeable against PTA funds while the conduct of the Provincial Federated PTA (PFPTA) is chargeable to Division MOOE Fund, Program Support Fund (SPF) and other sources subject to the usual accounting and auditing rules and regulations.
10. For more information about this activity, kindly contact Mr. Romar S. Jaravelo, Senior Education Program Specialist at Mobile No. 09128108586 or Ms. Ann Marie D. Villamor, Education Program Specialist II at Mobile No. 09399368303, Social Mobilization and Networking Unit, School Governance and Operations Division (SGOD).
11. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
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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**2025 Monitoring Checklist on
 School Parent-Teacher Associations (PTAs)**

School: _____ Level: _____ District: _____
 School Head: _____ Contact #: _____

TYPE OF SCHOOL	
Public School	Private School
<input type="checkbox"/> Primary School	<input type="checkbox"/> Primary School
<input type="checkbox"/> Purely Elementary (K-6 only)	<input type="checkbox"/> Purely Elementary (K-6 only)
<input type="checkbox"/> Purely JHS (7-10 only)	<input type="checkbox"/> Purely JHS (7-10 only)
<input type="checkbox"/> Purely SHS (11-12 only)	<input type="checkbox"/> Purely SHS (11-12 only)
<input type="checkbox"/> Secondary (7-12 only)	<input type="checkbox"/> Secondary (7-12 only)
<input type="checkbox"/> Integrated (K-10)	<input type="checkbox"/> Integrated (K-10)
<input type="checkbox"/> Integrated (K-12)	<input type="checkbox"/> Integrated (K-12)

Non-DepEd Managed School	Status of SPTA
<input type="checkbox"/> Private School	<input type="checkbox"/> Recognized
<input type="checkbox"/> LGU – Created School	<input type="checkbox"/> Not Recognized
<input type="checkbox"/> Tech-Voc Institute	If not recognized, please state the reason/s for non-recognition. _____ _____ _____ _____

Instruction: Put a check on the appropriate box corresponding each item.
(Evident, Not Evident and Other Findings)

INDICATORS	Findings			Recommendations
	Evident	Not Evident	Other Findings	
1. Prepared notice of meeting to parents with agenda.				
2. Ensured that the venue is clean and conducive.				
3. Discussed the DepEd Order No. 013, s. 2022 titled "Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations" to teachers and parents.				
4. Conducted PTA elections of the new set of officers within thirty (30) calendar days from the first day of classes:				
a. Homeroom PTA (HPTA);				
b. Grade Level PTA (GrPTA); and				
c. School PTA (SPTA)				



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5. Prepared copy of latest by-laws certified by the SPTA/FPTA-BOD				
6. Prepared list of SPTA-BOD officers and members for the current SY (together with their contact no. and email address)				
7. Prepared minutes detailing meeting and election procedures				
8. Compiled list of PTA projects				
9. Compiled PTA Financial Report				
10. Prepared copy of Certificates of Recognition, if applicable.				



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