



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

31 August 2023

DIVISION MEMORANDUM
No. 49 s.2023

REITERATION OF THE OMNIBUS PTA GUIDELINES AND MILESTONES IN
THE CONDUCT OF SCHOOL PTA ELECTION OF OFFICERS

To: Chief Supervisors
CID and SGOD Personnel
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order 013 s. 2022 titled "**Omnibus Guidelines on The Regulation of Operations of Parent-Teacher Associations**," the field is hereby enjoined to strictly follow the guidelines in the conduct of school PTA election of officers as provided in the aforesaid issuance.
2. See attached simplified *milestones of PTA activities*, which outlines the election procedures, timelines, responsible person, reference, reporting mechanism and documentary requirements, which shall serve as guide in the conduct of school PTA election.
3. This Office also reiterates to adhere the following important Omnibus PTA provisions:
 - a. Only the **biological parent** and or the individuals who are **legally appointed as guardian by a competent court** may run as a PTA officer (Section 5.1.4). Hence, school heads are *required to attach the court order of guardianship* if in case certain guardian is elected as PTA officers.
 - b. The **guardian**, who is authorized in writing by the biological parent or hold a certification from the barangay stating that the individual has physical care and custody of the learner, may vote, and exercise all the rights of PTA members, **except to be elected and appointed as PTA officers or as members of the ELECOM** (Section 5.1.4).
 - c. The SPTA-BOD, its Officers, and the EXECOM Officers shall **not serve for more than two (2) consecutive terms** (Section 11.5.2).



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- d. A quorum for SPTA-GA, HPTA, and GrPTA meetings shall consist of forty percent (40%) of its total membership. For GrPTA-CoR and SPTA-BOD and EXECOM meetings, a quorum shall consist of a majority (50%+ 1) of its total membership (Section 14).
4. Further, all school heads shall take responsibility on whatever concerns and questions that may arise pertaining to the legality of guardianship of the elected PTA officers and the election process.
5. This Office directs the immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: as stated

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

PTA Activities

JTL / DM – Reiteration of the Omnibus PTA Guidelines and Milestones in the conduct of PTA election
of Officers

August 31, 2023



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Enclosure 1- Milestones of PTA Activities (Section 10)

Activity		Timeline	Responsible Person	Reference
A. Election Procedures				
1)	Creation of ELECOM • Orientation on the election procedures	On the first day of classes	• School Head • Former ELECOM members	Section 10.3.1
2)	Preparation and dissemination of Notices of Meeting for the 1 st General Assembly (GA) and election	Within 10 c.d. before the 1 st GA and/or the election day	ELECOM	Section 10.3.4
3)	Conduct of 1 st GA of the SY • Presentation of physical, financial and other accomplishment reports • Orientation of PTA members on election procedures	Not later than 30 c.d. from the date of school opening	• Incumbent SPTA-BOD • ELECOM	• Sections 10.3.5 and 12.1 • Sections 10.3.5 and 12.1.2
4)	Election of School PTA (HPTA, GrPTA, Teacher-Representatives, SPTA-BOD)	After the 1 st GA and within 30 c.d. from the first day of classes	ELECOM Presiding officer (HPTA and GrPTA)	Section 10.4
	• Proclamation of the winners	Election day	ELECOM Presiding officer (HPTA and GrPTA)	Section 10.5.10
	• Submission of election documents	Within 48 hours from date of election	Presiding officer	Section 10.5.12
	• Certification of the election results	Within 1 week from the date of submission of election-related documents	School head	Section 10.5.14
	• Presentation/ inauguration of newly elected set of officers, taking of oath of office, and turnover of records	Within 15 c.d. from the day of the election	School head	Section 10.5.16

Enclosure 1- Milestones of PTA Activities (Section 10)

Activity		Timeline	Responsible Person	Reference
5) Election Protest	• Intent to file election protest and taking of oath before the ELECOM	Within 60 minutes from the proclamation of winners	Protestant (Losing candidate)	Section 10.7
	• Submission of the written election protest to the ELECOM	Within 24 hours after taking an oath of intention to file election protest		
	• Investigation and resolution of the election protest	Within 48 hours from receipt of written election protest	ELECOM	
	6) Election of Federated PTA (FPTA-BOD)			Section 17.1
	• Municipal or City	Within 60 c.d. from the first day of classes	• Public Schools District Supervisor (PSDS)	
	• Component City		• Schools Division Superintendent (SDS)	
	• Provincial	Within 75 c.d. from the first day of classes	SDS	

Activity		Timeline	Responsible Person	Reference
B. Reporting and Documentary Requirements				
1) Submission of minutes of the meeting		Within 7 c.d. after the meeting	PTA Secretary	Section 13.1.5.4
	2) Submission of Accomplishment Report and Financial Operations Report	Within 30 c.d. after the end of the SY	Concerned PTA Officers	Section 20.2.10
	3) Issuance of Certificate of Recognition to			
	• SPTA that satisfied the requirements	Within 30 c.d. from the beginning of SY immediately following the SY when the said requirements were complied	School head	Section 19.1
	• Automatically Recognized SPTA	Within 30 c.d. from effectivity of these guidelines		Section 21