

Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

20 November, 2025

DIVISION MEMORANDUM

No. 1075 s.2025

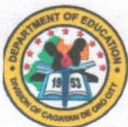
**CAPACITY BUILDING TRAINING FOR SCHOOL PARENT-TEACHER
ASSOCIATION (SPTA) OFFICERS**

TO: Assistant Schools Division Superintendent
All Public Schools District Supervisor
All Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. In line with the request of the Division Federated Parent-Teacher Association (DFPTA) officers to conduct a Capacity Building Training for School Parent-Teacher Association (SPTA) officers on **November 28, 2025 (Friday) from 8:00-5:00 PM** at **Barangay Lapasan Covered Court**, Lapasan, Cagayan de Oro City, you are hereby directed to inform your respective SPTA officers to attend the said activity.
2. This initiative aims to empower the participants with practical skills on the parliamentary procedures, preparation of minutes and financial reports, effective parenting, financial literacy, and livelihood program.
3. Expected participants are **SPTA President, Secretary and Treasurer** in each public elementary and secondary schools.
4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment is accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
5. Immediate dissemination and compliance to this Memorandum is enjoined.

ROY ANGELO E. GAZO
Schools Division Superintendent

Reference: None
To be indicated in the Perpetual Index
under the following subjects:
COMMUNICATION
DM-095-SGOD-SMN-RHL
November 20, 2025



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Effectivity	09.20.21	Page	2 of 2



November 19, 2025

DR. ROY ANGELO A. GAZO

Schools Division Superintendent
Department of Education – Cagayan de Oro City Division
Cagayan de Oro City

Dear Dr. Gazo,

Greetings!

The Division Federated Parents and Teachers Association (DFPTA) of Cagayan de Oro City humbly seeks your support for our **Capacity Building Activity** scheduled on **November 28, 2025 (Friday), from 8:00 AM to 5:00 PM**, to be held at the **Lapasan Covered Court**.

This activity aims to empower School PTA Officers by providing training and seminars on key topics such as **parliamentary procedure, preparation of minutes and financial reports, effective parenting, financial literacy, and livelihood programs and assistance available from various government agencies**. Through this initiative, we hope to further strengthen the knowledge, skills, and participation of our parent leaders in promoting meaningful school–community partnerships.

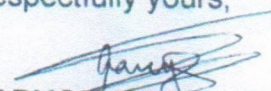
In line with this, we respectfully request your approval to **allow and encourage the School Parents and Teachers Association (SPTA) President, Secretary, and Treasurer from the 127 primary and secondary schools** in the Division to participate in the said training.

Their attendance will greatly contribute to fostering more effective and responsive PTA leadership across our schools, ultimately benefiting our learners and the entire school community.

We deeply appreciate your continued support to the initiatives of the DFPTA and your unwavering commitment to empowering parents as partners in education.

Thank you very much, and we look forward to your positive response.

Respectfully yours,


RADYOMAN ANNALIZA AMONTOS-REYES

President, CDO Division Federated Parents and Teachers Association
Contact No.: **0917-303-2309**