



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 351, s. 2023

SEP 13 2023

**CONDUCT OF PTA GENERAL ASSEMBLY AND ELECTION OF
HOMEROOM PTA, SCHOOL FEDERATED PTA, AND
CITY FEDERATED PTA FOR SY 2023 - 2024**

To: OIC – Assist. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 13, s. 2022 dated March 18, 2022 titled **“Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations,”** this Office announces the conduct of the **Parent-Teacher Association (PTA) Election** in the Homeroom, Grade, and School level for School Year (SY) 2023-2024.
2. The schools shall observe the following timeline and activities:

Date/s and Time	Level	Venue	Person/s Involved
September 13-29, 2023	Homeroom Parent-Teacher Association (HPTA)	Homeroom	All homeroom parents, guardians-members, and homeroom advisers
	Grade Level PTA (GrPTA)	Grade level	All parents, guardians-members, and teachers-members of a particular grade level
	School PTA (SPTA)	School	All parents, guardian-members and teacher-members of the school
	School PTA General Assembly	School	All parents, guardian-members and teacher-members of the school
October 11, 2023 (8:00 AM to 5:00 PM)	Division PTA General Assembly and Election of City Federated PTA (FPTA)	Old Division Conference Hall	Presidents of SPTA; Outgoing Division Federated Officers



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3. The following outgoing Division Federated PTA Officers are invited to attend and help facilitate the election of the City Federated PTA Officers for SY 2023-2024:

Chairperson:	Alfredo T. Mangao
Vice Chairperson:	Mello P. Teovisio
Secretary:	Karen Joy R. Sedayon
Treasurer:	Wendy M. Vidal
Disbursing/Collecting Officer:	Kenneth A. Frias
Business Manager:	Dexter G. Decinal
Auditor:	Rene G. Arcaño
PIO - Kabankalan I:	Domingo C. Equila Jr.
PIO - Kabankalan II:	Cyrel A. Moleta
PIO - Kabankalan III:	Philip John C. Tabanda
PIO - Kabankalan IV:	Mardedion A. Calambro
PIO - Kabankalan V:	Angelito M. Coronado
Consultants:	Rene O. Tadao
	Doren May D. Guanzon
	Cherry R. Noblezada

4. Personnel from the School Health and Nutrition Unit is requested to assist during the activity:

- Tristan P. Lucerna – HNU, Nurse II
- Noemi M. Baraño – HNU, Nurse II

5. Meals and snacks of the participants are chargeable against the Adopt-A-School Program (ASP) Support Fund subject to the usual accounting and auditing procedures.

6. For further details and concerns, contact Sheina S. Saquian, SEPS – Social Mobilization and Networking (SMN) Unit, and Jewelyn Q. Cadigal, EPS II – SMN thru Messenger.

7. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

