



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**DIVISION MEMORANDUM**

No. 377, s. 2023

OCT 05 2023

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

To: Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School Information Coordinators (SICs)  
All Others Concerned

1. Relative to Division Memorandum No. 351, s. 2023 dated September 13, 2023 titled **Conduct of PTA General Assembly and Election of Homeroom PTA, School Federated PTA, and City Federated PTA for SY 2023-2024**, this Office, through the School Governance and Operations Division - Social Mobilization and Networking Unit, disseminates to the field the changes, to wit:

a. Change of schedule of the Division PTA General Assembly and Election of City Federated PTA (FPTA) on October 11, 2023 to **October 16, 2023**. The venue will be at the Old Division Conference Hall, Gabaldon Building.

2. Other provisions of Division Memorandum No. 351, s. 2023 remain in effect.

3. For further details and concerns, contact Sheina S. Saquian, SEPS – Social Mobilization and Networking (SMN) Unit, or Jewelyn Q. Cadigal, EPS II – SMN/ Designated Division Information Officer at 09162664460 or thru Messenger.

4. Wide and 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



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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. Barañao – 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

