



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION VI – WESTERN VISAYAS



SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

Unnumbered Memorandum

To: Asst. Schools Division Superintendent
SGOD Chief and CID Chief
PSDS
School Heads and Principals
PTA Presidents

From:  MA. LORLEINI ORTILLO, CESO VI
Schools Division Superintendent

Date: October 8, 2018

SUBJECT: PTA - LEADERSHIP TRAINING AND WORKSHOP

1. The Schools Division of Kabankalan City empowers the members of the Parents Teachers Association as primary stakeholders of our schools in the implementation of programs and projects of the Department of Education.
2. The Seminar -Workshop of PTA aims to:
 - a. Update the members of the legal basis of PTA
 - b. Increase knowledge of the roles and responsibilities of every members
 - c. Give an overview on how to conduct meetings using Parliamentary procedures
 - d. Formulate one-year calendar of activities
 - e. Develop camaraderie and rapport using team building activities
3. The conduct of Seminar-Workshop is set on October 9, 2018 at the Division Conference Hall. Program will start at 9:00 AM.
4. Registration is Php 100.00 only which will cover food for lunch and other incidental expenses. Snacks will be provided.
5. Travel expenses and other related expense for the event is chargeable against PTA Fund subject to usual accounting and auditing rules and regulations .
6. For information and widest dissemination.