



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

DEPARTMENT OF EDUCATION
DIVISION OF SARANGANI
RELEASED
RECORDS UNIT

30 Jun 2025

DIVISION MEMORANDUM

No. **097** , s. 2025

CONDUCT OF SCHOOL PARENTS-TEACHERS ASSOCIATION GENERAL
ASSEMBLY MEETING AND ELECTION OF NEW SET OF PTA OFFICERS FOR
SCHOOL YEAR (SY) 2025-2026

To: Assistant Schools Division Superintendent
Chief of the School Governance and Operation Division
Chief of the Curriculum and Instructions Division
All District Heads
All School Heads
All other personnel concerned
This Division

Pursuant to the provisions of DepEd Order No. 013, s. 2022, otherwise known as the Omnibus Guidelines on the Operations of Parents-Teachers Association (PTA), SDO-Sarangani through the School Governance and Operations Division (SGOD) – the Social Mobilization and Networking (SMN) Unit, orders the conduct of the PTA General Assembly and PTA elections for SY 2025-2026 following these guidelines.

1. Timetable of General Assembly Meetings and Elections.

Period	Activities
No later than July 15, 2025	Homeroom and School-based Federated PTA Elections
No later than July 30, 2025	Municipal and Division Federated PTA Elections

2. Classroom Advisers and School Heads shall discuss the salient provisions of the DepEd Order No. 013, s. 2022 before conducting the election activities.
3. The schools district heads shall facilitate the election of the Municipal Federated PTA officers in collaboration with the Social Mobilization and Networking Unit.
4. The Social Mobilization and Networking Unit shall facilitate the election of the Division Federated PTA.
5. Following Article IV of DO 13, s. 2022, which allows the Schools Division Superintendent to prescribe the number of Board of Directors of the Federated PTA, the school PTA presidents shall elect among themselves seven members to the Municipal Federated PTA Board of Directors.



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6. The members of the Municipal Federated PTA Board of Directors shall elect among themselves a set of officers composed of the Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Chairperson, Vice-Chairperson, and Secretary shall serve as the concurrent President, Vice-President, and Secretary of the Municipal Federated PTA Executive Committee (ExeCom).
7. Automatically, the seven Municipal Federated PTA chairpersons shall compose the Division Federated PTA Board.
8. The Division Federated PTA Board of Directors shall elect a set of officers composed of the Chairperson, Vice-Chairperson, Secretary, and Treasurer among themselves. The Chairperson, Vice-Chairperson, and Secretary shall serve as the concurrent President, Vice-President, and Secretary of the Division Federated PTA Executive Committee (ExeCom).
9. The Social Mobilization and Networking Unit is authorized to monitor and coordinate the conduct of the elections and formulate and implement programs, projects, and activities to strengthen the PTAs at all levels.
10. All concerned must submit the results of the elections via the Roster of PTA Officers for SY 2025-2026 via <https://t.ly/8Y2Id> not later than July 15, 2025, for School PTA, and July 25, 2025, for Municipal Federated PTA.

For clarification, please contact the Division PTA Focal Person, Mr. Romeo L. Martin, on mobile number 09983302519.

Wider dissemination of this memorandum is required.

For the information, guidance, and compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

ELECTIONS
MEETINGS
SOCIETY OR ASSOCIATIONS

AAD/SGOD/DM – conduct of school parents-teachers association general assembly meeting

and election of new set of pta officers for school year (sy) 2025-2026

0556/June 30, 2025



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