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

19 Oct 2026

DIVISION MEMORANDUM
SGOD-2026-296

CONDUCT OF ORIENTATION FOR SCHOOL PARENT-TEACHER ASSOCIATIONS ON THEIR ROLES AND RESPONSIBILITIES AS STAKEHOLDERS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads Concerned
All Others Concerned

1. Pursuant to DepEd Order No. 13, s. 2022, titled Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations, and DepEd Order No. 40, s. 2012, titled DepEd Child Protection Policy, and in support of strengthening school-family-community partnerships for the holistic development of learners, the Municipality of Kiamba, in coordination with the Schools Division Office of Sarangani, shall conduct the Orientation for School Parent-Teacher Associations (SPTAs) on Their Roles and Responsibilities as Stakeholders on 21 October 2026 at Carmela Bistro Café, National Highway, Kiamba, Sarangani Province.

2. The activity aims to strengthen collaboration between schools and families by empowering parents and SPTA officers with the knowledge, skills, and practical strategies necessary to effectively support school programs and learners' development. Specifically, it seeks to:

a. recognize and articulate the vital role of parents as their children's primary educators and partners in learning;
b. define and understand the duties and responsibilities of the five (5) major SPTA officers, namely: the President, Vice President, Secretary, Treasurer, and Auditor;
c. align SPTA plans and initiatives with school priorities and strengthen collaboration among parents, teachers, and school leaders;
d. establish clear guidelines on financial management, record-keeping, transparency, accountability, and ethical leadership in the implementation of SPTA programs and projects; and
e. identify priority programs and projects for the school year through strategic planning that supports learner welfare and educational outcomes.

3. The details of the activity, including the schedule, participants, venue, resource persons, and members of the Technical Working Group, are contained in the enclosure to this Memorandum.

4. Meals and snacks for the activity shall be charged against the Local Council for the Protection of Children (LCPC) Fund of the Local Government Unit of Kiamba and the Special Education Fund (SEF) of the Local School Board of Kiamba, subject

to the usual accounting and auditing rules and regulations. Travel expenses of participants and facilitators may be charged against local funds and/or School Maintenance and Other Operating Expenses (MOOE), subject to the availability of funds and existing government accounting and auditing rules and regulations.

5. For inquiries and clarifications, please contact Ms. Pacita A. Ramos through email address pacita.ramos@deped.gov.ph.

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

Digitally signed by
Frinal Nelyn Botes
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ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS
PARENTS

PAR/CID-DIS/DM – conduct of orientation for school parent-teacher associations on their roles and responsibilities as stakeholders
0830/October 19, 2026

Enclosure to Division Memorandum SGOD 2026-296

Participants: 5 Major SPTA Officers of each school
Date: October 21, 2026 (Wednesday)
Venue: Carmela Bistro Café, National Highway, Kiamba

MATRIX OF ACTIVITIES

Time	Activities	Persons-in-charged
7:00- 7:3:00 am	Arrival & Registration	Secretariat
7:30-8:00 am	Opening Amenities National Anthem Prayer Hymns Statement of Purpose Welcome Remarks	 Pacita A. Ramos Teresita C. Macabacyao
8:00 – 10:00 am	Session 1: Foundational Governance & Legal Basis	ROMY MARTIN
10:00-10:20	Break	
10:20-12:00	Session 2: Stakeholder Engagement & School Improvement	JEROME REYNES, P1
12:00-1:00 pm	Lunch Break	
1:00-3:00 pm	Session 3: Financial Transparency & Resource Mobilization	REA E. BERGADO
3:00-3:20 pm	Break	
3:20- 4:30 pm	Session 4: Strategic Planning	Eva E. Villamor