



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

February 12, 2024

DIVISION MEMORANDUM

No. 134, s. 2024

ELECTION AND INDUCTION OF OFFICERS OF THE DIVISION FEDERATED PARENTS TEACHERS' ASSOCIATION (DFPTA)

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Unit Heads
School Heads

1. Pursuant to DepEd Order no. 13, s. 2022 known as "**Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations (PTA)**", this office through the Social Mobilization and Networking Unit under the School Governance and Operations Division will be holding an Election of the Division Federated PTA Officers for SY 2024-2025 on November 8, 2024, 1:00PM right after the election is the conduct of Induction of the Newly Elected Division Federated Parents-Teachers Association at the Division Conference Hall.

2. The following positions shall be opened for the elections:
- Chairman
 - Vice-Chairman
 - Secretary
 - Treasurer
 - BOD's

3. The participants to the elections are as follows:

Level	Positions
School Level	Grade Level Presidents
District Level	School Chairperson
Division Level	Districts Chairperson

4. Voting shall be by secret balloting to be managed by Election Board of Canvassers.
5. School Heads are requested to conduct the election for School Parent-Teachers Association prior to the district level election.
6. Districts heads are enjoined to facilitate the conduct of election for District Parents-Teacher Association.



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7. District Heads shall submit a shortlist of the district set of Officers before November 8, 2024, using the template below:

DISTRICT: _____

Position	Name	Position	Contact Number	Email
Chairperson				
Vice-Chairperson				
Secretary				
Treasurer				

District Supervisor
(Signature over printed name)

8. Below is the list of participants, and under Annex 1 is the Matrix of the activity.

District Federated Parents-Teachers Association (DFPTA) Officers and Board of Directors	12
Division Personnel and TWG	10
TOTAL	22

9. All expenses incurred in the conduct of the division election activity shall be charged against the Partnership Support Funds - Building Partnerships and Linkages Program (PSF-BPLP) subject to the usual accounting and auditing rules and regulations.

10. This Memorandum serves as the **Travel Authority** of the participants.

11. For the information and guidance of all concerned.



MARGARITO A. CADAYONA JR. PhD, CESO VI
SIC-Schools Division Superintendent



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