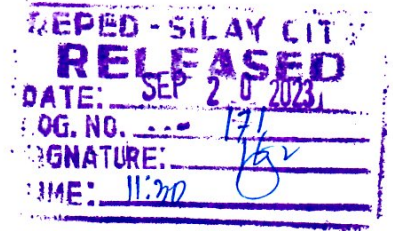




Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF SILAY CITY



September 20, 2023

DIVISION MEMORANDUM

No. 271, s. 2023

**DIVISION PTA AFFAIRS COMMITTEE: DEPED ORDER NO. 13, S. 2022 TITLED
"OMNIBUS GUIDELINES ON THE REGULATION OF OPERATIONS OF PARENT-
TEACHER ASSOCIATIONS"**

TO: OIC Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All others concerned

1. The Department of Education recognizes the importance of collaborative engagement among parents, teachers, the school and the community in ensuring the welfare of the learners. This collaboration leads to the implementation of efficient processes and innovative activities that help improve the academic achievement, social skills and emotional well-being of the learners.
2. The issuance of DepEd Order (DO) No. 13, s. 2022 titled "**Omnibus Guidelines on the Regulation of the Operations of Parent-Teacher Associations**" aims to establish the crucial roles of the PTA as a dynamic school-based association concerned with partnership and programs for the best interest of the learners (e.g. facilitating parent-teacher partnership, participating in discussions for learners' welfare, and engaging in developing and implementing school programs); and streamline the processes for managing the PTA affairs at the different levels. which include, among others: (a) election of PTA officers consisting of parent/ guardian and teacher-member; (b) requirements and privileges bestowed upon recognized PTAs, (c) conduct of General Assembly and other meetings; (d) undertaking of fundraising projects; and (e) financial management and transparency of PTA operations and the concomitant accountability of its officers; and e. update and harmonize DepEd policies and guidelines on the for clarity and consistency.
3. Considering the importance of this issuance in the engagement with the PTA, the Schools Division of Silay City, Social Mobilization & Networking Section is informing the field on the composition of the **Division PTA Affairs Committee** for progress monitoring of School and Federated PTA.



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4. The present **Division PTA Affairs Committee** shall continue to function as such in addition to whatever additional duties and responsibilities that may be provided under DO. #13 s. 2022 guidelines through the Division PTA Coordinator, shall strictly monitor the activities of the PTAs and their compliance with reports and other requirements and settle certain matters that may be submitted to it for resolution. The Committee shall also submit the validated and consolidated PTA Monitoring Report (Annex A) to the designated Regional PTA Coordinator.

Enclosure 1. Division PTA Affairs Committee

Enclosure 2. Annex A- PTA Monitoring Form

Enclosure 3. SPTA Monitoring Tool

5. Immediate dissemination of this Memorandum is desired.

SALVADOR O. OCHAVO JR. EdD, CESO V
Schools Division Superintendent 

Reference: DO #13, s. 2022

Allotment: 2-3-4-5-6

To be included in the Perpetual Index
under the following subjects

EDUCATION

PARENTS

PARTNERSHIP

SCHOOLS



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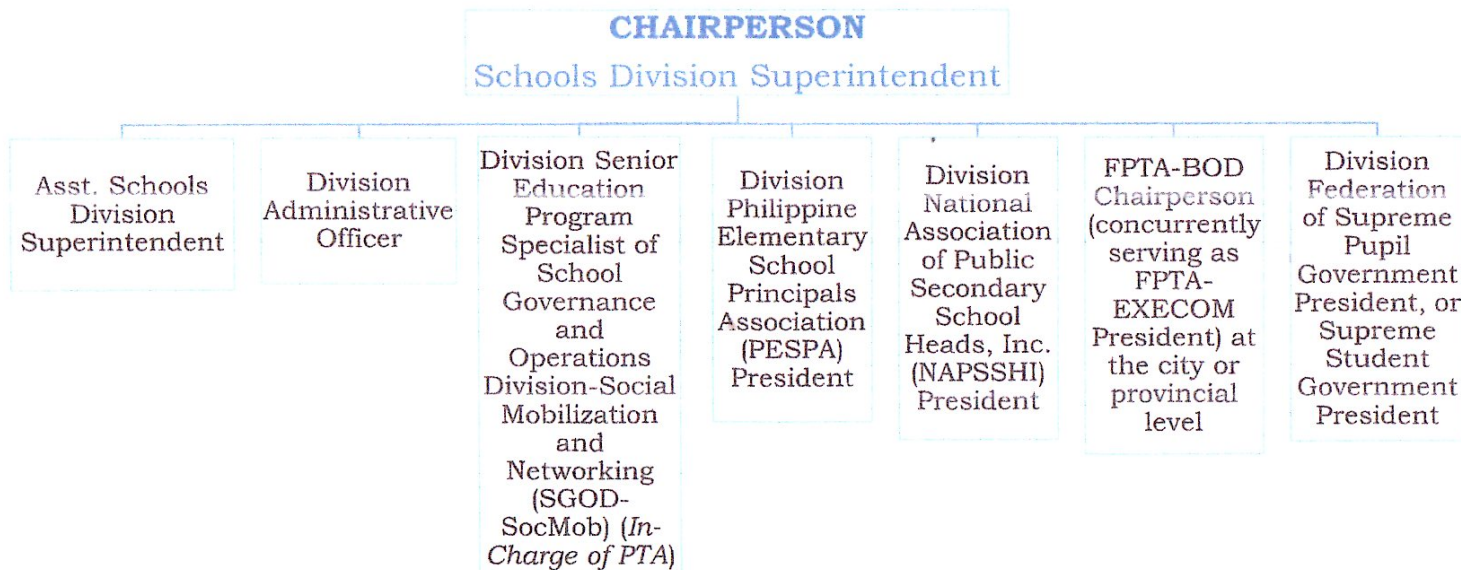
Progress Monitoring of a School (and Federated) PTA



DIVISION OFFICE



Division PTA Affairs Committee



DEPARTMENT OF EDUCATION

PTA MONITORING FORM

Region: _____

Division: _____

As of _____ Quarter, SY _____

Particulars	Number of Schools					
	K	ES	JHS	SHS	IS	Total
1. Type of Schools						
1.1 Public Schools						
1.1.1 Complete						
1.1.2 Incomplete						
1.2 Non-DepEd Managed Schools						
1.2.1 Private schools						
1.2.2 LGU-created schools						
1.2.3 Tech-Voc Institutes						
2. No. of Recognized SPTAs						
2.1 Public schools						
2.1.1 Complete						
2.1.2 Incomplete						
2.2 Non-DepEd Managed Schools						
2.2.1 Private schools						
2.2.2 LGU-created schools						
2.2.3 Tech-Voc Institutes						
2.3 Reason/s for Non-Recognition of SPTAs (Please use additional sheets if necessary.)						
3. No. of SPTAs with By-laws						
3.1 Public Schools						
3.1.1 Complete						
3.1.2 Incomplete						
3.2 Non-DepEd Managed Schools						
3.2.1 Private schools						
3.2.2 LGU-created schools						
3.2.3 Tech-Voc Institutes						
4. No. of Organized FPTAs						
4.1 Municipality						
4.2 City						
4.3 Province						
5. No. of Complaints/Cases Filed from the first day of classes						
5.1 No. of Pending Complaints/Cases						
5.1.1 Involving SPTAs						
5.1.2 Involving FPTAs						
5.1.3 Involving DepEd Personnel						

Prepared by: _____ Approved by: _____
(Division/Regional PTA Coordinator) Designation: (SDS/RD)

Date: _____ Date: _____

Legend: K Kindergarten IS Integrated School
ES Elementary School SPTA School PTA
JHS Junior High School FPTA Federated PTA
SHS Senior High School

Important Notes:

1. All SPTAs must submit the following documents to the Division/Regional PTA Coordinator:
 - 1.1 List of SPTA-BOD officers and members for the current SY (together with their contact numbers and email addresses).
 - 1.2 Copy of their latest by-laws certified by the SPTA/FPTA-BOD.
 - 1.3 Copy of their Certificate of Recognition, if applicable.
2. These documents shall be summarized/consolidated by the Division/Regional PTA Coordinator and a copy shall be sent to DepEd Central Office for records purposes.



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SPTA Monitoring Tool

Instruction: Please check the appropriate column for the compliance of the following indicators.

Indicators	Compliant	Non-Compliant	Remarks
1. List of duly Elected SPTA Officers			
2. SPTA Constitution & By Laws			
3. Adaption of Official Name of SPTA			
4. SPTA Calendar of Activities			
5. Conducted two Geneneral Assembly per year			
6. SPTA active participation to:			
• Brigada Eskwela			
• School Programs			
• School Improvement Planning			
• Graduation / Commencement or Recognition/ Moving -Up Ceremonies			
7. Conducted two School-wide SPTA Activities			
8. SPTA Implemented one Priority project based on SIP			
9. Submission of SPTA Accomplishment Report and Financial Operations Report			

Monitored By: _____ Date: _____

Conformed: _____ Date: _____

School Head/ Adviser

_____ Date: _____

SPTA – President



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