



Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

28 September 2022

DIVISION MEMORANDUM

No. 385 s.2022

ATTENDANCE TO THE ELECTION OF THE DIVISION FEDERATED  
PTA BOARD 2022

TO: Rosalio R. Vitorillo, SGOD Chief Supervisor  
Public Schools District Supervisors  
Romeo Aclo, EPS  
Jean T. Loquillano, SEPS  
Atty. Laurence del Puerto, Legal Officer  
Select SGOD Personnel  
Public and Elementary School Heads  
This Division


1. Pursuant to DepED Order No. 013 s. 2022, titled **Omnibus Guidelines on the Regulation and Operations of Parent-Teacher Associations**, the field is hereby informed of the 2022 Election of the Division Federated PTA Board on October 10 from 8:00 a.m to 2:00 p.m. The venue will be announced in a separate issuance.
2. The participants of this activity include the 2022 elected elementary and secondary school PTA presidents, SGOD Chief Supervisor, Public Schools District Supervisors, Division PTA Coordinator, Legal officer, select CID/SGOD personnel.
3. All school heads are directed to inform their **elected school PTA presidents** to attend the activity and ensure their participation. Thus, you are further required to deliver the attached letter of invitation to the school PTA presidents and secure received copy.
4. Registration shall start at 8:00 am. Program proper will start at 9:00 a.m. Furthermore, snacks and lunch will be provided to all the participants.
5. All expenses incurred in the activity will be charged to the Division Building Partnerships and Linkages Program Fund downloaded from DepED Central Office.
6. This Office directs the immediate and wide dissemination of this Memorandum

**CHERRY MAE L. LIMBACO - REYES**  
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (08822)-8550048  
Email: cagayandeoro.city@deped.gov.ph

For the Schools Division Superintendent:

  
**LOREBINA C. CARRASCO**  
OIC-Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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

PTA      ACTIVITIES

JL/DM- Attendance to the 2022 Election of Division Federated PTA  
Sep-tember 28, 2022



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28 September 2022

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Dear **Mr/Ms.** \_\_\_\_\_ :

Greetings of Peace and Solidarity!

The Department of Education (DepEd) Division of Cagayan de Oro City Region X, through the School Governance and Operation Division (SGOD)- Social Mobilization Unit, will organize the composition of 2022 Division Federated Parent Teachers Association (PTA) Board of Directors and its Officers on October 10 from 8:00 am to 2:00 pm, at a venue to be disseminated in a separate communication.

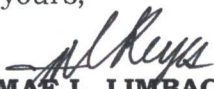
The activity aims to provide an opportunity for the elected school PTA officers to organize the composition of the Division Federated PTA officers and Board of directors who shall perform the following duties pursuant to DepED Order 013 S. 2022:

1. To manage the Division Federated PTA affairs and perform duties and responsibilities as provided in the guidelines;
2. To keep the parent/ guardian-member of changes and developments in the school system and report plans and completed activities; and
3. Maintain good governance practices, including enforcing the school's policies on health and safety, security, transparency, and accountability.

As our valued parent- partner and as elected school PTA president, the Office would like to invite your presence on the aforesaid event.

Thank you very much.

Very truly yours,

  
**CHERRY MAE L. LIMBACO - REYES**  
Schools Division Superintendent

JL-SGOD



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