



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



Office of the Schools Division Superintendent

September 5, 2022

DIVISION MEMORANDUM
No. 353, s. 2022

**REITERATION OF THE GUIDELINES IN THE CONDUCT OF SCHOOL
PTA ELECTION OF OFFICERS**

To: Chief Supervisors
CID and SGOD Personnel
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order 013 s. 2022 titled “**Omnibus Guidelines on The Regulation of Operations of Parent-Teacher Associations**,” the field is hereby instructed to strictly follow the guidelines in the conduct of school PTA election of officers as provided in the aforesaid issuance. Hence, all school heads shall consider the following:

- a. The **General Assembly (GA)** shall be convened by the school head and the incumbent (outgoing) BOD **prior to the election**, which may be held on the date or before the actual date of election. It shall be conducted **within thirty days (30) from the first day of classes** (Section 12.1);
- b. Membership in a PTA shall be limited to parents, or in their absence, the guardian of duly enrolled learners (Section 8);
- c. Only the **biological parent** and or the individuals who are **legally appointed as guardian by a competent court** may run or serve as a PTA officer (Section 5.1.4). Hence, school heads are **required to attach the court order of guardianship** if in case certain guardian is elected as PTA officers;
- d. The **guardian**, who is authorized in writing by the biological parent or hold a certification from the barangay stating that the individual has physical care and custody of the learner, may vote and exercise all the rights of PTA members, **except to be elected and appointed as PTA officers or as members of the ELECOM** ((Section 5.1.4). The said guardian must execute a notarized affidavit to be submitted to the homeroom adviser, copy furnished the school head;

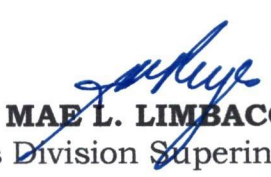




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- e. The SPTA-BOD, its Officers, and the EXECOM Officers shall **not serve for more than two (2) consecutive terms** (Section 11.5.2).
2. Further, all school heads shall take responsibility on whatever concerns and questions that may arise pertaining to the legality of guardianship of the elected PTA officers.
3. This Office directs the immediate and wide dissemination of this Memorandum.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

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

SGOD/Jean

