

**Division Memorandum**  
No. 103, s. 2019

**SCHEDULE ON THE CONDUCT OF  
2019 PARENTS-TEACHERS ASSOCIATION (PTA's) ELECTION**

To: **All Elementary & Secondary School Heads & Teacher In-Charge**  
This Division

1. Pursuant to DepEd Order No. 54, s. 2009 re: "Revised Guidelines Governing Parents-Teachers Associations (PTA's) at the School Level" and DepEd Order No. 77, s. 2009 re: "Guidelines for the conduct of elections of the Parents-Teachers Associations (PTA's) at the School Level and their Federations", the following schedule of activities shall be observed by the public elementary and secondary schools:

- a. The organization of Homeroom PTA's and election of their officers from among the parents/ guardians shall be held within fifteen (15) days from the start of the school year;
- b. The elected presidents of the Homeroom PTA's and the respective Homeroom Advisers shall elect the Board of Directors within thirty (30) days from the start of the school year. The Board of Directors shall immediately elect from among themselves the executive officers of the PTA on the same day of their election to the Board;
- c. The election of Officers of the Municipal and City Federations of PTA's from among the Presidents of the School PTA's of all public elementary and secondary schools shall be held within forty-five (45) days from the start of the school year;

2. Membership in a PTA is limited to parents, or in their absence the guardian, of duly enrolled students, and teachers in a given school.

For this purpose, a guardian is hereby defined as any of the following:  
a) an individual authorized by the biological parent/s to whom the care and custody of the student has been entrusted; b) a relative of the student within the fourth degree of consanguinity or affinity provided that said relative has the care and custody over the child; c) an individual appointed by a competent court as the legal guardian of the student; or d) in case of an orphan, the individual/ institution who has the care and custody of the student.

A teacher-member refers to homeroom advisers, subject teachers, and non-teaching personnel.



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
Anecito Siete St., Mantic, Tangub City



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3. At the start of every school year, the School Head shall immediately create and convene a six (6) member Election Committee (ELECOM) for the Homeroom and School PTA's by designating the following:

- a. Two (2) teachers one of whom shall be the Chairperson and the latter shall vote only in case of a tie; and
- b. Four (4) parent-members.

The ELECOM shall have the over-all supervision over the conduct of the elections of the Homeroom PTA's and direct supervision over the conduct of elections of the BOD of the School PTA and its Officers.

4. The official name of the PTA shall bear the name of the school (example: Parents-Teachers Association of Tangub City Central School or Tangub City Central School Parents-Teachers Association).

5. There shall be only one PTA that will operate in a school which shall be recognized by the School Head upon formal notification in writing by the elected Board of Directors. Together with the formal notification in writing, *the elected Board of Directors shall submit to the division office Oaths of Office of the Board of Directors and Officers (Enclosure No. 1 of D.O. 54, s. 2009) including a list of directors and officers thru: Mr. Arniel B. Mehoy, PDO-I, FPTA & SGC alternate In-Charge the day after the said activity.*

6. A PTA is authorized to collect voluntary contributions from parents/guardian-members once it has been duly recognized and given a *Certificate of Recognition by the School Heads (Enclosure No. 2 of D.O. 54, s. 2009), a copy of which will also be submitted to the division office thru: Mr. Arniel B. Mehoy, PDO-I, FPTA & SGC alternate In-Charge the day after the said activity.*

7. The Division PTA Affairs Committee shall monitor the activities of the PTA's and their compliance with reports and other requirements, arbitrate disputes and settle matters that may be submitted to it for resolution especially on PTA representation issue.

Division PTA Affairs Committee as per D.O. 54, s. 2009:

Chairperson	- Jean G. Veloso
Members	- Rosemarie T. Macesar Margissa T. Amen Lorna C. Peñonal Division PESPA President (Elementary) or Division NAPSSHI President (Secondary) President of the Division Federation of PTA President of the Division Federation of SSG



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8. Pursuant to Division Memorandum No. 35, s. 2018 ensuring compliance of DepEd Order No. 9, s. 2005 entitled “Instituting Measures to Increase Engaged Time-On-Task”, School Heads are reminded that the conduct of PTA meetings and other similar activities shall be done on a Saturday and not on a school day per DepEd Calendar of Activities.

9. Schedule of Activities for the Conduct of 2019 Parents-Teachers Association (PTA’s) Election for S.Y. 2019-2020

Activity	Date	Venue
Organization of Homeroom PTA and election of their officers	June 22, 2019	School
Election of the PTA BOD and their Executive Officers	July 13, 2019	School
Submission of BOD and Officers Oaths of Office and list of Directors and Officers	July 15, 2019	Division Office
Submission of PTA Certificate of Recognition	July 15, 2019	Division Office
Election of Municipal and City Federations of PTA’s	August 3, 2019	Division Office Conference Hall

10. Immediate dissemination of this Memorandum is highly enjoined.

**JEAN G. VELOSO**

Assistant Schools Division Superintendent  
Officer In-Charge, Office of the Schools Division Superintendent

JGV/ abm/ 6/11/19

**GENERAL PARENTS-TEACHERS ASSOCIATION  
OF \_\_\_\_\_ SCHOOL**

**OATH OF OFFICE**

I, \_\_\_\_\_, of  
\_\_\_\_\_, having been elected as  
member of the Board of Directors and/or to the position of  
\_\_\_\_\_, do hereby solemnly swear that I will faithfully  
discharge, to the best of my ability, the duties of my present  
position; that I have read and clearly understood, and I will abide  
by, the guidelines governing the Parents-Teachers Association  
and such issuances by the Department of Education; that I will  
obey all legal orders promulgated by duly constituted  
authorities; and that I impose this obligation upon my self  
voluntarily, without mental reservation or purpose of evasion.

So help me God.

\_\_\_\_\_  
Signature

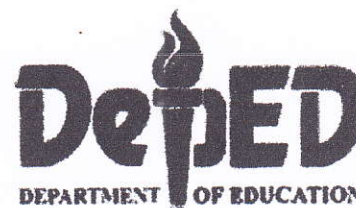
\_\_\_\_\_  
Administering Officer

Enclosure 2 to DepED Order No. 54, s. 2009



Republic of the Philippines  
DEPARTMENT OF EDUCATION

Region \_\_\_\_\_  
Division of \_\_\_\_\_  
\_\_\_\_\_ School



# Certificate of Recognition

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By virtue of the authority vested in me as School Head, I, for and in behalf of \_\_\_\_\_ School, upon submission of the requirements of DepED Order No. 54, s. 2009, hereby recognize the Parents-Teachers Association of \_\_\_\_\_ School and its elected Board of Directors and Officers as the duly-constituted organization of parents and teachers for School Year \_\_\_\_\_.

This recognition carries with it all the rights and privileges of a duly-recognized Parents-Teachers Association as provided under DepED Order No. 54, s. 2009 and in such other issuances.

Given this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_ at \_\_\_\_\_, Philippines.

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School Head