



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - CITY OF TAGBILARAN

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 392, s. 2022

October 21, 2022

**JOINT PUBLIC AND PRIVATE SCHOOLS PTA OFFICERS ORIENTATION ON
THE OMNIBUS PTA GUIDELINES OF 2022**

To: All Public & Private School Principals
Elected PTA School BOD Officers of SY 2022-2023 of the Public and Private
Schools in Tagbilaran City
Division PTA Technical Working Group
Outgoing FPTA President, Pastor Efren Ortiz (Cogon Elementary School)
Accounting Staff (PTA School Fund Monitors) and Division Medical Team
All others concerned

1. In reference to DepEd Order No. 13 series of 2022 titled: **Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Association**, every public, private, and non-DepEd-managed basic education school shall organize a PTA to provide a forum for the discussion of issues and their solutions relative to the total school program and to ensure the full cooperation of parents/guardians in the efficient implementation of such programs.

As an organization operating in the school, the PTA shall adhere to all existing policies and implementing guidelines issued or hereinafter may be issued by the Department of Education. Every PTA shall adhere to the guidelines on the conduct of elections of PTAs as well as the duties and responsibilities as prescribed under these Omnibus PTA Guidelines of 2022.

2. In line with this, a one-day orientation and election of the Division Parents-Teachers Association (PTA) Federation will be conducted to all newly elected PTA Board of Directors of the public and private schools in Tagbilaran City. This will be on **November 16, 2022, at the HNU Barder Gymn**, Tagbilaran City.

3. Participants of the said joint Public and Private Schools PTA Officers are the following:



Address: Rajah Sikatuna Street, Dampas District, Tagbilaran City, Bohol 6300

Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147

Email Address: tagbilarancity.division@deped.gov.ph


No. of Participants	Description
48	School PTA Affairs Focal Person (Public & Private)/ School Principal
192	PTA BOD Officers (Public & Private): 4 per school (PTA BOD Chairman Vice-Chairman Secretary Treasurer
9	Division PTA Technical Working Group, SDS, and ASDS
1	Outgoing FPTA President (Pastor Efren Ortiz of Cogon Elementary School)
7	5 Accounting Staff (Bookkeeper Monitors of the School PTA Fund) and 2 Nurses
257	TOTAL

4. Snacks in the morning will be serve to all 250 participants while Lunch and PM Snacks will be served to 60 participants namely: all public and private schools PTA BOD Chairman, the ELECOM and guests who will stay in the afternoon for the election of the Division PTA Federation. Please refer to the attached Program Matrix.

5. Expenses relative to and in the conduct of the Joint Public and Private Schools PTA Officers Orientation on the Omnibus PTA Guidelines of 2022 shall be charged to Division Program Support Funds for Partnership Building and Linkages - Local Stakeholders Convergence for PTA Engagement fund subject to existing accounting and auditing rules and regulations.

5. Compliance and wide dissemination of this Memorandum is desired.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent 

PROGRAM

8:00 AM – 8:30 AM	Registration	
9:00 AM – 9:30 AM	Opening Preliminaries Singing of the Hymns Prayer Recognition of Participants	Filomena C. Tanggaan, PhD OIC Chief, SGOD
	Welcome & Rationale	Pastor Efren S. Ortiz Outgoing President Federated PTA ,Tagbilaran City
	Messages	Joseph Irwin A. Lagura PhD Schools Division Superintendent
		Hon. Jane C. Yap City Mayor, Tagbilaran City
9:30 AM – 12:00 NN	Topic 1: Overview of the DepEd PTA Policy	Casiana P. Caberte PhD Asst. Schs. Division Superintendent
	Topic 2: Organizing a PTA Its Meetings and Quorum	Liza E. Maquiling, PhD Education Program Specialist II – M&E , Division PTA Focal Person
	Topic 3: Recognizing a PTA Allowed and Prohibited Activities and Sanctions	Janet T. Butalid, JD, PhD Education Program Supervisor – Values Ed
	Topic 4: Financial Matters	Brendalou D. Arancana JD Administrative Officer IV
	Topic 5: Conflicts and Dispute Resolution Management of PTA Affairs, Miscellaneous Provisions	Atty. Katrina B. Ora Division Legal Officer - Designate
12:00 NN- 1:00 PM	LUNCH BREAK	
1:00 PM – 4:00 pm	Instruction Casting of Votes Declaration of Winners	ELECOM Chairman

Esther L. Cagas PhD
Lady of Ceremony

