



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

**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2022-195

To : CASIANA P. CABERTE, PhD, Assistant Schools Division Superintendent  
NEOLITA S. SARABIA EdD, EPSvr - LRMDS  
MARIA ANTONETTE P. DUGANG PhD, EPSvr - SGOD  
LIZA E. MAQUILING PhD, EPS II, Division PTA Focal Person  
ESTHER L. CAGAS PhD, SEPs – M & E  
ATTY. KATRINA B. ORA, Division Legal Officer -Designate  
JANET T. BUTALID, JD PhD, EPSvr – Values Education  
BRENDALOU D. ARANGCANA JD, Administrative Officer IV

From : JOSEPH IRWIN A. LAGURA, PHD  
Schools Division Superintendent

RE : Designation as the Division FPTA ELECOM

Date : October 20, 2022

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.

2. Relative to this, you are hereby designated as Division FPTA Election Committee (ELECOM). The following are:

Chairman : CASIANA P. CABERTE PhD, ASDS  
V-Chair : NEOLITA S. SARABIA EdD, EPSvr - LRMDS  
Members : MARIA ANTONETTE P. DUGANG PhD, EPSvr - SGOD  
LIZA E. MAQUILING PhD, EPS II, Division PTA Focal Person  
ESTHER L. CAGAS PhD, SEPs – M & E  
ATTY. KATRINA B. ORA, Division Legal Officer -Designate  
JANET T. BUTALID, JD PhD, EPSvr – Values Education  
BRENDALOU D. ARANGCANA JD, Administrative Officer IV

3. You are hereby tasked the following duties and functions:

1. Formulate election rules and guidelines of the Federated PTA Election SY 2022-2023;
2. Implement election rules and guidelines;
3. Recommend necessary amendments to the election rules and guidelines, in consultation with the ex-officio FPTA Board of Directors;



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4. Supervise the conduct, manner and procedure of election and other election related activities and act on the changes thereto;
  5. Canvass and certify the results of the election;
  6. Proclaim the winning candidates;
  7. Decide election and other related cases except those involving the Election Committee or its members, and
  8. Perform such other functions prescribed in the By-Laws or authorized by DO 13 series of 2022.
3. For your guidance and compliance.

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