



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

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 651 , s. 2024

September 18, 2024

**ADDENDUM TO DM NO 641 S. 2024 TITLED "PTA FORUM AND ELECTION OF THE  
FEDERATED PTA OFFICERS FOR SY 2024-2025"**

To: Public and Private School Heads  
SPTA Chairpersons from the Public and Private Schools  
Teacher SPTA Representatives  
School Governance and Operations Division PTA TWG  
Division Legal Officer Designate  
All Others Concerned

1. In relation to the PTA Forum and Election of Federated PTA Officers for SY 2024-2025, the following committees are hereby established to ensure the smooth facilitation of the event:

**1. Overall Organizing Committee.**

Chairperson: Maurine C. Castaño

Co-Chairperson: Dr. Liza E. Maquiling

Members: Dr. Ma. Antonette P. Dugang

Dr. Esther L. Cagas

Responsibilities: Oversee all preparations and activities. Coordinate with all committees. Ensure that timelines and schedules are followed.

**2. Program Committee**

Chairperson: Joermelyne Pasilbas

Members: Liza E. Maquiling

Responsibilities: Prepare the event program and sequence. Coordinate with speakers and guests. Ensure that all audiovisual materials are ready.

**3. Registration and Documentation Committee**

Chairperson: Jocelyn Pozon

Members: Arnelie Jean Matuod

Responsibilities: Manage participant registration and attendance.

Took pictures, compile and submit for final reports of the event.

**4. Election Committee**

Chairperson: Dr. Ma. Antonette P. Dugang

Members: Dr. Liza Maquiling

Outgoing 26 FPTA Officers

Responsibilities: Facilitate the election process in compliance with guidelines.

Give the guidelines and Prepare election materials (e.g., ballots, voting guidelines). Count and verify votes; Announce Results.

### **5. Physical Arrangement and Logistics Committee**

Chairperson: Janet Patiño

Members: Rodrigo Amancio

Responsibilities: Arrange venue setup (e.g., seating, stage, sound system).

Ensure the availability of materials and equipment. Handle logistics for food and transportation and after care.

### **6. Communications and Invitations Committee**

Chairperson: Dr. Liza E. Maquiling

Members: Joermelyne Pasilbas

Responsibilities: Draft and send out invitations. Manage follow-up communications with invitees. Ensure timely dissemination of relevant information to all stakeholders.

### **8. Security and Safety Committee**

Chairperson: Erwin L. Galan

Members: FPTA Outgoing Officers

Responsibilities: Ensure the safety and security of all participants. Coordinate with local authorities if necessary. Monitor and respond to any safety issues during the event.

These committees are tasked with specific responsibilities to ensure the efficient and successful conduct of the PTA Forum and Election of the Federated PTA Officers. All committee members are expected to collaborate and fulfill their duties in preparation for the event.

2. There will be no registration fees for the event, and afternoon snacks will be provided. Expenses related to the conduct of the PTA Forum and the election of the Federated Parent-Teacher Association will be charged to the Program Support Fund for Partnership Building and Linkages, subject to the usual accounting and auditing rules and regulations.

3. For immediate dissemination and compliance of all concerned.

For the SDS:

WILFREDA D. BONGALOS PhD CESO V  
Schools Division Superintendent



**JOHN ARIEL A. LAGURA PhD**

Assistant Schools Division Superintendent  
Officer In-Charge 