



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. 343 , s. 2025

June 6, 2025

**FPTA YEAR-END EVALUATION AND TRANSITION  
PLANNING SESSION**

To: Division PTA Focal Person  
All Public Elementary and Secondary School Heads  
Federated PTA Officers and School PTA Presidents  
All Others Concerned

1. In the interest of strengthening school-community partnerships and in preparation for the upcoming School Year 2025-2026, all Public Elementary and Secondary School PTA Presidents are enjoined to attend the Year-End Assessment and Planning Session on:

Date: **June 21, 2025 (Saturday)**  
Assembly Area & Time: **8:00 AM, DCPNHS JHS Campus**  
Venue: **Sta. Fe, Albur, Bohol**  
Note: **(BYOP) Bring Your Own Provision**

2. Agenda:

- a. Recognition of the Invaluable Service Rendered by Outgoing PTA Officers
- b. Accomplishment Reporting and Reflections of PTA Projects & Initiatives
- c. Preparations for Turnover and Election of New PTA Officers
- d. Support for the School-Level Electoral Committees (ELECOM)
- e. Open Forum and Recommendations

3. This activity serves as an avenue to assess the accomplishments and challenges faced by the current PTA leadership and to collaboratively discuss ways forward in ensuring a smooth and transparent transition of responsibilities to the incoming officers. It also aims to recognize the invaluable service, dedication, and contributions of the outgoing PTA officers in fostering strong school-community partnerships. Likewise, your active participation in supporting the upcoming PTA election process, particularly as members of the School Electoral Committee (ELECOM), is highly encouraged.

4. School Heads are encouraged to facilitate the attendance and active participation of their respective outgoing SPTA Officers in this year-end assessment and planning session.

5. For your guidance, compliance, and widest dissemination.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent