



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **434** s. 2025

02 JUL 2025

**CONDUCT OF SCHOOL-BASED PARENTS' GENERAL ASSEMBLY AND
ELECTION OF OFFICERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 13, s. 2022, titled "Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Association (PTA)," Article II, Sections 11 and 6, outline the guidelines for conducting the school-based Parents' General Assembly and the election of PTA officers.
2. The activity aims to strengthen the partnership among parents, teachers, and school administrators, to foster student learning and development; and provide parents with clear understanding of the roles and responsibilities of PTA and the importance of their participation in school activities.
3. Relative to the conduct of the activities, school heads are advised to strictly adhere to the prescribed timeline as follows:

Date	Activity	Facilitator
July 1 - 16, 2025	PTA General Assembly	School Head
	Homeroom PTA Election	Homeroom Adviser
	Grade Level PTA	
	School PTA-Board of Director (SPTA-BOD)	School Head
August 8, 2025	Federated PTA Election	EPS II - SocMob

4. School heads are advised to submit list of newly elected SPTA-BOD for School Year 2025-2026 on or before July 18, 2025.
5. For immediate dissemination and guidance of all concerned.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated.
Reference: DepEd Order No. 13, s. 2022
To be included in the Perpetual Index
Under the following subject:

Officials Election

SGOD/gpi/SPTA GA Election
25030/July 1, 2025

By the Authority of the SDS:

ARNEL S. BANDIOLA
Assistant Schools Division Superintendent