



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023- 449

To : Chiefs, CID and SGOD
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads

Subject : ELECTION OF PARENTS TEACHERS ASSOCIATION FOR SCHOOL
 YEAR 2023-2024

Date : September 27, 2023

Pursuant to **DepEd Order 13, series of 2022**, the **School PTA Officers must be organized within 30 days from the first day of classes**. School Heads are hereby instructed to adhere to the guidelines set forth in the above-mentioned issuance in the constitution of the Election Committee (Elecom), the eligibility of parents as members of the PTA, and the conduct of the actual elections.

Attention should also be given in the **grant of Certificate of Recognition of the PTA organization for the current school year** to grant them privileges to conduct activities. Likewise, school heads should perform their duties as adviser to the PTA organization and guide them in **accomplishing an action plan for the school year**.

The PTA action plan must include activities that promote literacy and numeracy, with specific actions to help in addressing reading and learning gaps.

All schools must have an organized PTA not later than October 13, 2023. The school PTA action plan must be submitted to the Schools Division Office by October 20, 2023 for review of the Division PTA Coordinators-SGOD-SMN.

For information and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Enclosed: As stated.
 SGOD/SBO/pjs

DepEd Schools Division of Digos City

RECORDS SECTION

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 27-109203

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