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Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024- 450

To : Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

Subject : **CONDUCT OF PTA ACTIVITIES FOR SCHOOL YEAR 2024-2025**

Date : July 31, 2024

Pursuant to **DepEd Order No. 13, series of 2022, titled "Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations"**, the conduct of the following activities must be included in the School Calendar:

- 1. Conduct of PTA Meetings and General Assemblies**
  - a. Homeroom PTA Meeting
  - b. Grade Level PTA Meeting (for Medium to Mega sized schools)
  - c. School General Assembly
- 2. Election of Officers**
  - a. Homeroom PTA Officers
  - b. Grade Level PTA Officers (for Medium to Mega sized schools)
  - c. School General PTA Officers

Specific guidelines are found in Section 10 and Section 11 respectively of the conduct of general assemblies and elections at the school level.

**All PTA elections in the different levels of the school shall be conducted within 30 days after the start of the school year.**

The **Federated PTA election shall be conducted on September 6, 2024.** Venue will be announced later.

For your information and guidance.

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: AUG 01 2024 TIME: 1:00 PM  
Enclosed: As stated.  
SGOD/SBO/pjs

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
OIC - Schools Division Superintendent

*[Signature]*  
7/31/24



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