



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025- 041

To : Chiefs, CID & SGOD  
Public Schools District Supervisors  
Division PTA Coordinator  
Public Elementary and Secondary School Heads  
School PTA Officers

Subject : **CONDUCT OF PARENT-TEACHER ASSOCIATION (PTA) DISTRICT SUMMITS**

Date : January 24, 2025

Attached is a letter from the School Year 2024-2025 PTA Federation President Ms. Lynn L. Madrigal, regarding request to **conduct a series of PTA Summits in the schools' districts under the Schools Division of Digos City. The summit shall be a half-day activity only.**

The purpose of the PTA Summit is to discuss the salient points of **DepEd Order No. 13, series of 2022, otherwise known as "Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations"**, ensure the **role of the PTA in the fiscal transparency of schools**, and **enhance the PTA as a mechanism of support to schools.**

Participants to the district summit include the **School Heads, School PTA Execom members, and the Public Schools District Supervisors.** The following are the schedules per district of the PTA summit:

District	Date	Venue
1. Digos Oriental	March 4, 2025	Ramon Magsaysay CES
2. Digos Occidental	March 5, 2025	Digos City Central CES
3. South District	March 19, 2025	Rizal CES
4. Mt. Apo District	March 25, 2025	R. Saplala ES
5. Secondary Schools	March 26, 2025	Digos City NHS

Further, the following personnel shall participate in the district summits as resource speakers:

1. Peter-Jason C. Senarillos, SEPS-SMN, Division PTA Coordinator
2. Ma. Florinel G. Gallardo, CPA – Accountant III
3. Bonafe Cathrine B. Rabaya, Administrative Officer II



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The host school PTA shall take charge of the following administrative preparations relative to the summit:


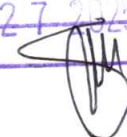
1. Program
2. Chairs
3. Sound System
4. Certificates

Travel expenses and snacks shall be charged to PTA or local funds, subject to the usual accounting and auditing rules and regulations.

For information, guidance, and compliance.

  
**MELANIE F. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent 

Schools Division of Digos City  
RECORDS SECTION

  
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DATE: JAN 27 2025 TIME: 2:40 PM  
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Enclosed: As stated.  
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