



Republic of the Philippines  
**Department of Education**  
 SCHOOLS DIVISION OF MARINDUQUE

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2026-119

TO: Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Heads of all Elementary, Secondary and Integrated Schools  
 All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**  
 OIC, Schools Division Superintendent

SUBJECT: **PARENT-TEACHER ASSOCIATION (PTA) ELECTION OF OFFICERS FOR SY 2026-2027**

DATE: June 24, 2026

1. Pursuant to DepEd Order 13, s. 2022 otherwise known as Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations, this Office reminds the schools of the conduct of Parent-Teacher Elections at various levels following the prescribed timeline to wit:

Level	Indicative Timeline	Expected Date the elections must have been conducted
Homeroom PTA (HPTA), Grade Level PTA (GrPTA)	Thirty (30) calendar days from the first day of classes	On or before July 8, 2026
School PTA BOD (SPTA BOD)	Finalized within thirty (30) days from the opening of classes	July 8, 2026
Municipal Level Federated PTA	Sixty (60) calendar days from the opening of classes	August 8, 2026
Provincial Level Federated PTA	Seventy-five calendar days from the opening of classes	August 21, 2026 (as 75 <sup>th</sup> day falls on a Sunday)

2. In compliance with the guidelines of the three-term school calendar, where the election indicative timelines fall on the Instructional Block, schools that have not yet conducted their school-level elections are reminded that the conduct of its related activities shall be done **after class hours**.

3. For uniform and orderly conduct of elections and ensure integrity of the results, the conduct of school level and federation elections shall be respectively guided generally by Articles II and IV of the Order herein specified.

/SGOD-SM&N-MMM



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4. After each level election, schools are strictly reminded of the following:
  - a. Execute a Resolution to for the appointment of Collection and Disbursing Officer;
  - b. Oath their respective Officers to office; and
  - c. Issue a Certificate to recognize the newly formed PTA and newly elected officers.
5. The following sample templates are attached as are the Enclosures:
  - a. Enclosure 1 Resolusyon;
  - b. Enclosure 2 Certificate of Recognition of the newly formed school and Municipal Federated PTAs; and
  - c. Enclosure 3 Certificate of Recognition of the newly elected PTA Officers
6. Editable copies of the templates are found in the link: <https://tinyurl.com/2026SPTAMdq>. Likewise, results of both the school-level and federation elections shall be submitted to this Office through the same link.
7. Wide and immediate dissemination of the contents of this Memorandum is enjoined.

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Enclosure 1

PAMPAARALANG SAMAHAN NG MGA MAGULANG AT GURO  
ABC ELEMENTARY/NATIONAL HIGH SCHOOL

**RESOLUSYON**

Halaw sa Katitikan ng Pagpupulong ng Lupon ng mga Direktor ng Pampaaralang Samahan ng mga Magulang at Guro na tatawaging **Samahan** sa dokumentong ito, na ginanap ngayong ika \_\_\_\_ ng \_\_\_\_, 2026 sa araw ng Halalan ng Pamunuan ng Samahan ng mga Magulang at Guro para sa Mababang/Mataas na Paaralan ng ABC.

Mga Dumalo:

(Isulat ang mga bagong halal na opisyal ng Samahan at ang kanilang mga posisyon sa ilalaim ng kanilang pangalan)	

RESOLUSYON BILANG \_\_s. 2026

Kapasyahan sa pagdadagdag ng posisyong *Collection and Disbursing Officer* at pagtatalaga ng opisyal na kakatawan sa nasabing posisyon para sa Samahan ng mga Magulang at Guro ng ng Mabababang/Mataas na Paaralan ng ABC.

**Sapagkat**, kinikilala ng Samahan ang posisyong siyang mangangasiwa sa paggasta para sa mga proyektong isasagawa para sa paaralan;

**Sapagkat**, alinsunod sa mga panuntonang nakapaloob sa DepEd Order 13, s. 2022 na may pamagat na *Omnibus Guideline on the Regulation of Operation of Parent-Teacher Organization*, ang **Samahan** ay may kapangyarihang magtalaga ng posisyong nabanggit sa pamamagitan ng pinagsama-samang desisyon ng lahat ng mga kasapi ng Lupon ng mga Direktor nito na pagtitibayin sa pamamagitan ng isang Resolusyon;

**Kung kaya't**, sa mungkahi ni  (posisyon) ,  (pangalan)  na pinangalawahan ni  (posisyon) ,  (pangalan)  at sinang-ayonan ng lahat ng mga kasapi ng Lupon ng ng mga Direktor ng **Samahan**:

Enclosure 2

\_\_\_\_\_ Parent-Teacher Association

**OATH OF OFFICE**

I,     (name of officer)     of Grade/Section/Level Homeroom Parents-Teachers Association of ABC Elementary/Integrated/National High School, having been elected as President/Vice President/Secretary/Treasurer/Auditor, do hereby solemnly swear that I will faithfully discharge, to the best of my ability, the duties of my present position; that I have read and clearly understood, and I will abide by the guidelines governing the Parents – Teachers Association and such issuances by the Department of Education, that I will obey all legal orders promulgated by duly constituted authorities, and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

So help my God.

\_\_\_\_\_  
**Name of Elected Officer**  
Position

**(Name of School Head)**

Position

School Logo Here

Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE  
SCHOOL NAME HERE

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**CERTIFICATE OF RECOGNITION**  
**ABC ELEMENTARY/NH SCHOOL PARENTS-**  
**TEACHERS ASSOCIATION**  
**SY 2026-2027**

By virtue of the authority vested in me as TIC/SH/Principal, ABC Elementary/NH School, Division of Marinduque, upon submission of the requirements stipulated in DepEd Order No. 13, s. 2022, I hereby recognize the School Parents – Teachers Association of ABC Elementary/NH School and its Board of Directors and elected Officers as the duly-constituted organization of parents and teachers for School Year 2026-2027.

This recognition carries with it all the rights and privileges of a duly-recognized School Parent – Teacher Association as provided for under DepEd Order 13, s. 2022 and in such other issuances.

Given this \_\_\_\_ day of \_\_\_\_\_ 2026 at ABC Elementary/NH School, Barangay, Municipality, Marinduque.

**(Name of School Head)**  
Position