



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

Office of the Schools Division Superintendent

**MEMORANDUM**

SGOD-2025-080

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

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

SUBJECT: **CONDUCT OF ELECTION OF OFFICERS OF THE PARENT-TEACHER ASSOCIATIONS IN DIFFERENT LEVELS**

DATE: July 2, 2025

1. In compliance with DepEd Order 13, s. 2022 titled Regulation and Operation of Parent-Teacher Associations, this Office commits to ensure that the provisions stated for the regulation and operation of the Parent-Teacher Associations in all levels are strictly observed in the best interest of the schools and their learners.
2. For reiteration of pertinent information on the guidelines in the conduct of election of officers of the Parent-Teacher Association, this Office through the School Governance and Operations Division, Social Mobilization and Networking Section releases a presentation containing relevant information which the field can use in their respective orientation initiatives.
3. Relative to the conduct of election of officers to the PTA in deferent levels. The following timeline shall be strictly followed:

Level	Timeline	Indicative dates
HRPTA, GrPTA, SPTA	Within 30 (thirty) days from the first day of classes	On or before July 16, 2025
Municipal Federated PTA	Within sixty (60) days from the first day of classes	On or before August 16, 2025
Provincial Federated PTA	Within seventy (75) days from the first day of classes	On or before September 1, 2025

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4. Consistent with the said timeline, this Office shall spearhead the conduct of Provincial Federated PTA Election on September 1, 2025, at nine o'clock in the morning at Mogpog Central School Social Hall, Gitnang Bayan, Mogpog, Marinduque. The host school is requested to prepare the venue by providing a sound system and microphones, and whiteboard and markers. To join as Teacher – Member of the ELECOM, Mrs. Dezza G. Perlas and Mr. Garry R. Monteagudo are requested to participate in the said activity.
5. To ensure that newly elected officers will be able to justifiably perform the tasks attached to their positions in the organized PTA in each level, School Heads shall oath the elected officers to office in the HRPTA, GrPTA and SPTA levels while the Public Schools District Supervisors on the other hand, shall do the same in the Municipal level should the Superintendent be unavailable. Moreover, the School Heads and the Public Schools District Supervisors are directed to issue a Certificate of Recognition to the newly reconstituted PTA and elected officers in all levels. Editable copies of the certificates are found in the link provide herein.
6. With the purpose of creating a database of this Division's Parent-Teacher Associations for SY 2025-2026, all public elementary and secondary schools are requested to provide the details of their respective elected SPTA Officers on or before August 30, 2025. The form is found inside each of the folders labeled after their District names.
7. The following links may be accessed relative to the requisites of this Memorandum:
  - a. Presentation and other Requisites - <https://tinyurl.com/PTArequisites>
  - b. Elected SPTA Officer 2025 - <https://tinyurl.com/MdqSPTAOfficers2025>
8. Wide and immediate dissemination of the contents of this Memorandum is desired.