



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

July 30, 2024

DIVISION MEMORANDUM

No. 320 s, 2024

**ELECTIONS FOR THE PARENT-TEACHER ASSOCIATION (PTA)
FOR THE SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendents
Division Chiefs
Division PTA Focal Person
Public Schools District Supervisors
Heads of Public and Private Elementary and Secondary Schools
All Others Concerned

1. In compliance with DepEd Order No. 13, s. 2022 entitled *Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations*, the following directives are mandated for adherence by all educational institutions, whether public, private, or non-DepEd managed, that provide the K to 12 Basic Education Program:

| | |
|--|---|
| Elections for HPTA, GrPTA, SPTA-BOD | Within thirty (30) calendar days from the first day of classes --on or before August 27, 2024 or until September 3, 2024 (<i>if the opening of classes is on August 5</i>) |
| Elections for Municipal FPTA | Within sixty (60) calendar days from the first day of classes --on or before September 26, 2024 or until October 3, 2024 (<i>if the opening of classes is on August 5</i>) |
| Election for Provincial FPTA and its EXECOM Officers | Within seventy-five (75) calendar days from the first day of classes --on or before October 11, 2024 |

2. At the beginning of the school year, the Election Committee (ELECOM) shall promptly establish and convene.
 - 2.1. The ELECOM is composed of seven (7) members.
 - 2.1.1. School Head as Chairperson; and



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

- 2.1.2. Two (2) teachers and four (4) parent/guardian members as members to be appointed by the incumbent SPTA-BOD or the outgoing SPTA-BOD. *(see DepEd Order No. 13, s. 2022 for the criteria of selecting ELECOM members, page 10 of 74).*
- 2.2. The ELECOM shall oversee the HPTA and GrPTA elections, with direct responsibility for the election of teacher representatives to the BOD and SPTA-BOD Officers. Their term of service extends until the end of the school year.
3. In municipalities, the Public Schools District Supervisor (PSDS) designated by the Schools Division Superintendent (SDS) shall facilitate the election of the Federated Parent-Teacher Association (FPTA). At the provincial level, the designated Division PTA Focal Person or any authorized person assigned by the SDS will oversee the process. They shall provide the venue and logistical support, observe the election timeline, and shall not interfere with the conduct of the elections.
4. The conduct of PTA election at all levels (*HPTA, GrPTA, SPTA, and FPTA*) may be undertaken through any of the following modalities: by physical election (*face-to-face*), by remote communication (*online and offline*), and by hybrid communication (*combination of physical and remote communication modalities*) as deemed practicable by the ELECOM as provided under Section 10.3.3.5 hereof.
5. For queries and clarifications, you may contact the Social Mobilization and Networking (SMN) section, School Governance and Operations Division (SGOD) via email address: *depedbulacansmn@gmail.com*
6. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

SGOD/SMN/bafdj07302024