



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

June 30, 2025

**DIVISION MEMORANDUM**

No. 33 s, 2025

**CONDUCT OF PARENT-TEACHER ASSOCIATION (PTA) ELECTIONS  
FOR THE SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent  
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 <i>July 25, 2025</i> (if the school opened its classes on June 16, 2025)
Elections for Municipal FPTAs	Within sixty (60) calendar days from the first day of classes --on or before <i>September 05, 2025</i> (if the school opened its classes on June 16, 2025)
Elections for Provincial FPTA and its EXECOM Officers	Within seventy-five (75) calendar days from the first day of classes --on or before <i>September 26, 2025</i> (if the school opened its classes on June 16, 2025)


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.



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- 2.1.1. School Head as Chairperson; and
- 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: *bryanamiel.dejesus@deped.gov.ph*
6. Immediate and wide dissemination of this Memorandum is desired.

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

SGOD/SMN/bafdj06302025