



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools Division Superintendent**

**August 31, 2023**

**DIVISION MEMORANDUM**

No. 365, s. 2023

**ELECTION OF SCHOOL PARENT-TEACHER-ASSOCIATION (SPTA)**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisor, SGOD**  
**Education Program Supervisor, SGOD**  
**Public Elementary and Secondary School Heads**  
**All School Parents-Teachers Association (SPTA) Presidents**  
**All Others Concerned**  
This Division

1. Pursuant to DepEd Order No. 13, s. 2022 titled *Omnibus Guidelines on the Regulation of Operation of Parents-Teachers Associations*, this Office, through the School Governance and Operations Division, directs the field to conduct School Parent-Teachers Association (SPTA) election of officers for SY 2023-2024.
2. The conduct of elections of the new set of officers for SPTA-BOD shall be held within thirty (30) days from the first day of classes consistent with Section 12.1 hereof.
3. A General Assembly shall be convened by the school head and incumbent (outgoing) BOD prior to the election. Such GA may be held on the same date or before the actual date of election.
4. Consistent with the last paragraph of Section 5.1 hereof, guardians of learners who are legally appointed as such by a competent court may hold a position in the Homeroom, Grade Level, School PTAs, and/or Federated PTAs.
5. The total number of SPTA-BOD members in every school is found in the attachment.
6. This office adheres to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.





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7. Immediate and wide dissemination of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA**

Schools Division Superintendent

*RC*

To be included in the Perpetual Index  
Under the following subject: SPTA  
SGOD/SocMob/agf





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**Enclosure No. 1**

**Composition of SPTA-BOD**

<b>Type of School</b>	<b>If Kindergarten Level is offered</b>	<b>If Kindergarten Level is NOT offered</b>
8. Primary School (Kindergarten to Grade 3 or Grade I to Grade 3 only)	<i>five (5) members:</i> -four (4) parent/guardian members -one (1) teacher representative	<i>four (4) members:</i> - three (3) parent/guardian members -one (1) teacher representative
9. Elementary School	<i>nine (9) members:</i> -seven (7) parent/guardian members -two (2) teacher representatives	<i>nine (9) members:</i> -six (6) parent/guardian members -three (3) teacher representatives
3. Integrated School (Elementary to Junior High School only)	<i>fifteen (15) members:</i> -eleven (11) parent/guardian members -four (4) teacher representatives	fifteen (15) members: -ten (10) parent/guardian members -five (5) teacher representatives
4. Integrated School (Elementary to Senior High School)	<i>seventeen (17) members:</i> -thirteen (13) parent/guardian members -four (4) teacher representatives	<i>seventeen (17) members:</i> -twelve (12) parent/guardian members -five (5) teacher representatives
5. Junior High School only	Not Applicable	<i>six (6) members:</i> - four (4) parent/guardian members -two (2) teacher representative
6. Junior High School to Senior High School	Not Applicable	<i>nine (9) members:</i> -six (6) parent/guardian members -three (3) teacher representatives
7. Stand-alone Senior High School	Not Applicable	<i>six (6) members:</i> -two (2) GrPTA representatives -two (2) alternate GrPTA representatives -two (2) teacher representative

*In case of schools not covered by the aforementioned enumeration of the number of SPTA-BOD members (e.g., multigrade schools or schools that offer an incomplete number of grade levels) -the requirement that all GrPTA representatives shall serve as members of the BOD (which should not be less than 2/3), including the appropriate number of teacher representatives (which should not be more than 1/3) as provided under the first paragraph of this Section shall apply to determine the composition of the SPIA-BOD.*

