



Republic of the Philippines
Department of Education
Region V– Bicol



SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

80426389

August 3, 2026

DIVISION MEMORANDUM

No. **0381** s. 2026

**DIVISION FEDERATED PARENT-TEACHERS ASSOCIATION (DPTA)
ELECTIONS FOR SY 2026-2027**

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School PTA Coordinators
All Others Concerned

1. Pursuant to **DepEd Order No. 13, s. 2022**, titled "**Omnibus Guidelines on the Regulation of Operations of Parents-Teachers Associations**", this Office hereby issues the following guidelines for the conduct of the School, District, and Division Federated Parent-Teacher Association Elections for School Year 2026-2027. **The Division Federated PTA Election shall be held on August 27, 2026, 1:00 PM at the SDO Ligao City Conference Hall.**

2. **The Positions to be Filled**

- President
- Vice-President
- Secretary
- Treasurer
- Members of the Board of Directors (BODs)

3. **Sequence of Elections**

To ensure compliance with DepEd Order No. 13, s. 2022, PTA elections shall be conducted sequentially as follows:

LEVEL	ELIGIBLE PARTICIPANTS
Home Room Parent-Teacher Association	Classroom President
School Parent-Teacher Association	Grade Level President
District Parent-Teacher Association	School PTA President
Division Federated Parent-Teacher Association	District Federated PTA President

Only the duly elected officers from the immediately preceding level shall be eligible to participate in the election of the next level.



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4. Election Calendar

To ensure the timely organization of the Division Federated PTA, the following schedule shall be observed:

ACTIVITY	RESPONSIBLE OFFICE	SCHEDULE
Conduct of School PTA Election	School	On or before August 15, 2026
Conduct of District PTA Election	District	On or before August 22, 2026
Submission of District PTA Officers	District	Not later than August 24, 2026
Division Federated PTA Election	Schools Division Office, SMN Unit	August 27, 2026, 1:00 P.M.

5. Conduct of School and District Elections

School Heads shall facilitate the conduct of the School PTA Election in accordance with DepEd Order No. 13, s. 2022. The duly elected School PTA President shall represent the school during the District PTA Election.

Public Schools District Supervisors shall facilitate the conduct of the District PTA Election upon completion of the School PTA Elections. The duly elected District PTA President shall represent the district during the Division Federated PTA Election.

6. Qualified Voters

Only the duly elected District PTA President shall be qualified to vote and to be nominated for any elective position during the Division Federated PTA Election.

7. Submission of District PTA Officers

The Public District Supervisors shall submit the duly accomplished list of elected District PTA Officers to the School Mobilization and Networking Unit using Annex A not later than August 24, 2026.

8. Election Procedures

Voting shall be through secret balloting under the supervision of the Election Board of Canvassers (EBC). The Election Board of Canvassers (EBC) shall:

- Validate the list of qualified voters;*
- Receive nominations for all elective positions;*
- Prepare and distribute official ballots;*
- Administer the conduct of voting;*
- Count and canvass the votes;*
- Resolve procedural concerns arising during the election;*
- Proclaim the duly elected officers; and*
- Prepare and submit the Election Returns, Certificate of Canvass, and Election Report to the Schools Division Superintendent.*

9. Constitution of the Election Board of Canvassers and Division Secretariat

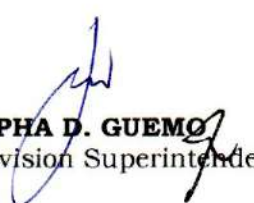
To ensure the orderly, transparent, and impartial conduct of the PTA Elections at all levels, the following Election Boards of Canvassers (EBC) are hereby constituted together with the Division Secretariat, attached under **Annex B**.



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10. Attached as **Annex C** is the Official Oath of the Office and under **Annex D** the Official Certificate of Proclamation of the Newly Elected Officers of the School PTA, District PTA, and Division Federated PTA.
11. All expenses in the conduct of the Division Federated PTA Election shall be charged against the Partnership Support Funds- Building Partnerships and Linkages Program (PSF-BPLP), subject to the usual accounting, budgeting, and auditing rules and regulations.
12. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


NYMPHA D. GUOMO
Schools Division Superintendent

Encl: as stated
Reference: DepEd Order No. 13 s. 2022
To be indicated in the Perpetual index
Under the following subjects

PTA Election

Parents

School Heads

Teachers



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ANNEX A

District Heads shall submit a shortlist of the district set of Officers after the election, using the template below:

DISTRICT: _____

DATE OF ELECTION: _____

POSITION	NAME	SCHOOL	CONTACT NUMBER
President			
Vice-President			
Secretary			
Treasurer			
Auditor			
Collecting Officer			
Disbursing Officer			
Business Manager			
BOD Members			
1.			
2.			
3.			
4.			
5.			
6.			
7.			

District Supervisor
(Signature over printed name)

Received by:

JHAEBIE N. OBLEADA
SEPS-SMN



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ANNEX B

**CONSTITUTION OF THE ELECTION BOARD OF CANVASSERS (EBC) AND
DIVISION SECRETARIAT**

To ensure the orderly, transparent, and impartial conduct of PTA elections, the following Election Boards of Canvassers shall be constituted.

A. School Level

The School Head shall constitute a School Election Board of Canvassers (SEBC) composed of at least (3) impartial school personnel who are not candidates or qualified voters in the election and shall designate a Secretariat to administer and document the election proceedings.

B. District Level

The Public Schools District Supervisor shall constitute a District Election Board of Canvassers (DEBC) composed of at least three (3) impartial district or school personnel who are not candidates or qualified voters in the election and shall designate a Secretariat to administer and document the election proceedings.

C. Division Level

The following officials and personnel are hereby designated as members of the Division Election Board of Canvassers (Division EBC):

POSITION	DESIGNATION
Chairperson	ERNIE M. BARANQUEL SGOD- CHIEF EDUCATION SUPERVISOR
Vice Chairperson	JOSE PEDRO DAYANDANTE SGOD- EDUCATION PROGRAM SUPERVISOR
Member	ATTY. PAULINE MIJARES DE LOS REYES SDO LIGAO CITY- LEGAL OFFICER
Member	ALEX ALANO PRESIDENT, PSDS Association

D. Division Secretariat

The following personnel from the Social Mobilization and Networking Unit are hereby designated as the Division Secretariat:

POSITION	DESIGNATION
Head Secretariat	JHAEBIE N. OBLEADA Senior Education Program Specialist
Assistant Secretariat	MARY ANN B. REGISTRADO Education Program Specialist II
Secretariat Member	MARY JANE O. MATZA Project Development Officer 1- YFD
Secretariat Member	JULIUS B. GONZALES PDO II/DRRM Focal/Coordinator
Secretariat Member (ICT Support)	JAYPEE C. DIVINAFLO Information Technology Officer



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The secretariat shall provide administrative, technical, and logistical support to the Election Board of Canvassers. Specifically, it shall:

- a. Prepare election materials, ballots, and election forms;*
- b. Manage participant registration and attendance;*
- c. Prepare and maintain election records and documentation*
- d. Assist in the distribution and retrieval of ballots;*
- e. Prepare the Election Returns, Certificate of Canvass, Certificate of Proclamation, and other election documents.*
- f. Consolidate and submit the final election report to the Schools Division Superintendent.*

ANNEX C

Official Oath of Office

To be administered immediately after the proclamation of the duly elected officers.

OATH OF OFFICE

I, _____, having been duly elected as _____ of the **School Parent-Teacher Association/ District Parent-Teacher Association/ Division Federated Parent-Teacher Association** of the Schools Division of Schools Division Office of Ligao City, do hereby solemnly swear (or affirm) that I will faithfully discharge my duties and responsibilities to the best of my ability; uphold the Constitution and By-Laws of the Parent-Teacher Association; comply with the provisions of DepEd Order No. 13, s. 2022, and all other applicable laws, rules, and regulations of the Department of Education; promote transparency, accountability, and integrity in the management of the affairs of the Association; foster collaboration among parents, teachers, the school, and the community; and dedicate myself to advancing the welfare and best interests of learners.

So, help me God.



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ANNEX D

CERTIFICATE OF PROCLAMATION
School Year 2026-2027

Pursuant to the provisions of DepEd Order No. 13, s. 2022, otherwise known as the *Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations (PTAs)*, and after the conduct of a free, orderly, transparent, and credible election through secret balloting held on _____, at _____, the Election Board of Canvassers (EBC) hereby certifies that the following candidates have obtained the highest number of valid votes and are therefore duly proclaimed as the elected officers of the:

- ☐ School Parent Teacher Association (SPTA)
- ☐ District Parent-Teacher Association (District PTA)
- ☐ Division Federated Parent-Teacher Association (DFPTA)

For School Year 2026-2027.

DULY ELECTED OFFICERS

POSITION	NAME OF ELECTED OFFICER	NUMBER OF VOTES GARNERED
President		
Vice-President		
Secretary		
Treasurer		
Auditor		
Collecting Officer		
Disbursing Officer		
Business manager		
BOD Members		
1		
2		
3		
4		
5		
6		
7		



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The above named officers are hereby proclaimed as the duly elected officers of the _____ for the School Year 2026-2027 and shall assume office upon taking the prescribed Oath of Office and shall faithfully perform the duties and responsibilities prescribed under DepEd Order No. 13, s. 2022, the Constitution and By-Laws of the Parent- Teacher Association, and other applicable rules and regulations of the Department of Education.

Issued this _____ day of the _____ 2026 at _____, Philippines.

CERTIFIED CORRECT:

ELECTION BOARD OF CANVASSERS

President

Vice-President

Member

Member

ATTESTED BY:

DIVISION / DISTRICT / SCHOOL SECRETARIAT

Head Secretariat

Assistant Secretariat

Secretariat

Secretariat

Secretariat Member (ICT Support)

NOTED:

(Use only the appropriate approving authority)

School Head

(For School PTA Election)

Public Schools District Supervisor

(For District PTA Election)

Schools Division Superintendent

Schools Division Office of Ligao City

(For Division Federated PTA Election)