



**MEMORANDUM**

TO : **Elementary and Secondary School Principals  
All Others Concerned**

FROM : **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SUBJECT : **CONDUCT OF GENERAL PARENTS-TEACHERS  
ASSOCIATION (GPTAs) AT THE SCHOOL LEVEL**

DATE : June 14, 2018

Pursuant to DepEd Order No. 54, s. 2009 RE: Revised Guidelines Governing Parents-Teachers Association (GPTAs) at the School Level, the following should be observed by the public elementary and secondary schools every school year:

- a. The organization of Homeroom PTAs and election of their officers from among parents/guardians shall be held within **fifteen (15) days** from the start of the school year;
- b. The election of the members of the Board of Directors (BOD) of the School PTA from among the elected Homeroom Presidents and Homeroom Advisers shall be held with **thirty (30) days** from the start of the school year; and
- c. The election of the officers of the school PTA among the BOD members shall be on the same day of their election to the BOD.

In view of the above, all schools are expected to have created and convened the six (6) members of the Election Committee (ELECOM) in accordance to **Item 2 of DepEd Order No.77, s. 2009**, and to ensure that the elections are held within the stated timeframe to make certain the smooth transition and operation of the PTAs during the school year.

The list of the GPTA Officers for School Year 2018-2019, together with their duly accomplished GPTA Oath of Offices and Certificate of Recognition, including **Certification of Compliance to DepEd Order NO. 83, s. 2010** signed by the school principal, shall be submitted to this Office immediately after the conduct of the election of School PTA, Attention: **MR. FREDERICK B. VALLINAS, Administrative Officer V, Administrative Services.**

For strict compliance.

UM - 266 s. 2018

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