



Republic of the Philippines  
 Department of Education  
 REGION VI- Western Visayas  
 SCHOOLS DIVISION OF SAGAY CITY

SEP 25 2024

DIVISION MEMORANDUM

No. 411, s. 2024

PARENT-TEACHERS ASSOCIATION FORUM 2024

To: Assistant Schools Division Superintendent.  
 Chief Education Program Supervisor - CID & SGOD  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In compliance with Deped Order 13, s. 2022, Omnibus Guideline on the Regulations of Parents-Teachers Association (PTAs) at the school level, this office announces to the field the **School Parent-Teachers Association Forum 2024** on October 1, 2024, at Balay Kauswagan, Sagay City, from 8:00 a.m.- 5:00 pm.
2. Attendees at this engagement are all SPTA Presidents elected for this School Year. In this connection, schools are hereby instructed to submit printed copies of the list of officers and the certificate of recognition of SPTA officers as reflected also in the annex for the school year 2024-2025 not later than September 30, 2024, at the Records Office, DepEd Office.
3. This document shall be put in a legal-size bond paper containing the names of officers from the President to the Board of Directors with personal details such as contact number.
4. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
5. Immediate and wide dissemination of this memorandum is desired

MARSETTE D. SABBALUCA, CESO VI  
 Schools Division Superintendent



Enclosure : Certificate of Recognition for SPTA  
 Reference : DepEd Order Nos. 54, s 2009/ Deped Order 13, s. 2022  
 Allotment: N/A  
 No. of Pages :

To be indicate in the **Perpetual Index** under the following subjects:  
**Partnerships School Parent-Teacher Association**

FN: Jerson Donasco/Junmarl Alconga/SGOD





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(Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, s. 2024)

**Certificate of Recognition**

By virtue of the authority vested in me as school head, for and In behalf of \_\_\_\_\_ School, upon submission of the requirements of the DepEd Order Nos. 54, s 2009, hereby recognize the Parent Teacher Association of \_\_\_\_\_ and its elected Board of Directors and Officers as duly constituted organization for Parents and Teachers for School Year \_\_\_\_\_.

This recognition carries all the rights and privileges of a duly recognized Parent Teacher Association as provided under DepEd Order Nos. 54, s 2009 and other issuances.

Given this \_\_\_\_\_ in the year \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Name of School Head