



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUNOZ

July 8, 2025

SCHOOLS DIVISION MEMORANDUM

No. 217, s. 2025

SCHEDULE OF PARENT-TEACHER ASSOCIATION ELECTION

To: Assistant School Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 13, s. 2022 titled *"Omnibus Guidelines on the Regulation of Operations of Parent-Teachers Associations,"* the following shall be observed by all public schools offering the K to 12 Basic Education Curriculum, to wit:
 - a. The conduct of PTA election of the new set of officers for Homeroom Parent-Teacher Association (HPTA), Grade Level Parent-Teacher Association (GrPTA), and School Parent - Teacher Association Board of Director (SPTA-BOD) shall be held within 30 calendar days from the first day of classes.
 - b. The Federated Parent-Teacher Association (FPTA) election of the Board of Director (BOD) members and its Executive Committee (EXECOM) Officers shall be within 60 calendar days from the first day of classes.
2. The Election Committee (ELECOM) shall be established at the beginning of the school year and shall meet at once with the following provisions.
 - a. The ELECOM is composed of seven (7) members.
 - i. Schoolhead as Chairperson, and
 - ii. Two teachers and four 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).
 - b. The Election Committee (ELECOM) shall have overall supervision over the conduct of the HPTA and GrPTA elections and direct supervision over the conduct of election of the teacher representatives to the BOD and SPTA BOD Officers and shall serve until the end of School Year.
 - c. The term of office of SPTA-BOD, its Officers and the EXECOM Officers shall be (1) year from the date of election. They shall hold office until the new set of Officers has been elected and qualified. ***In no case should a SPTA-BOD, its***



Republic of the Philippines

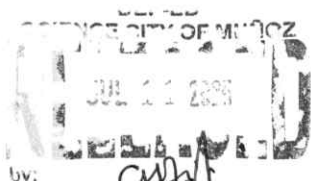
Department of Education

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SCHOOLS DIVISION OF SCIENCE CITY OF MUNOZ

Officers and the EXECOM Officers serve for more than (2) consecutive terms.

3. Attached herewith is the list of SPTA Presidents who served 2 consecutive terms.
4. Further, the Division Federated Parent-Teacher Association (FPTA) election will be on August 1, 2025, 9:00 A.M. at the SDO Teachers' Hall, Science City of Muñoz, Nueva Ecija.
5. All Schools through the School PTA Coordinators are requested to submit the List of SPTA-BOD Officers and members for the current School Year on or before July 28, 2025, through this link <https://tinyurl.com/SPTAOfficers2025-2026>.
6. For clarification, you may contact Mr. Joel G. Dizon, Education Program Specialist II at CP # 09060198891 or Mr. Lamberto P. Corpuz, Senior Education Program Specialist at CP # 09356310043.
7. Immediate and widest dissemination of this Memorandum is desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: DO No. 13, s. 2022 & RM No. 224 s. 2025

To be indicated in the Perpetua Index

Under the following subjects:

SCHEDULE OF PTA ELECTION

JGD/PTAElection

005/July 8, 2025



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LIST OF SPTA PRESIDENTS WHO SERVED FOR 2 YEARS

No.	SCHOOL	NAME
1	Bagong Sikat ES	JEMININE V. TORRES
2	Bantug ES	VERGEL ANTOLIN
3	Bical ES	EVA G. CABANES
4	Cabisuculan ES	HERSON C. SANTOS
5	Calabalabaaan ES	REZEN DE LEON
6	Curva ES	EDEL A. CARCAMO
7	Licaong ES	MELVIN B. SALAZAR
8	Mangandingay ES	DIOMEDES REYES
9	Maragol IS	ELMER FELICIANO
10	Muñoz CS	RICHARD DINIO
11	Muñoz North CS	DARWIN A. CASTANEDA
12	Palusapis IS	LEAH G. GREGORIO
13	Inday Melencio NHS	NAOMI QUEEN B. MANUEL
14	Rang-ayan ES	GILBERT A. JOVES
15	San Andres ES	LORETO T. CORTEZ
16	San Antonio IS	MARLON D. DATOR, SR.
17	Tekila Grace DV. Alvarez PS	MAY A. OCAMPO