



Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF ESCALANTE CITY



July 9, 2026

DIVISION MEMORANDUM

No. 275 s. 2026

PARENT -TEACHER ASSOCIATION (PTA) ELECTION FOR THE
SCHOOL YEAR 2026-2027

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 13, s. 2022, titled “Omnibus Guidelines of the Regulation of Operation of Parent-Teacher Associations (PTA)”, all public elementary and secondary schools to conduct the election of Homeroom Parent-Teacher Association (HPTA), School Parent-Teacher Association (SPTA) and Federated Parent-Teacher Association (FPTA) in accordance with the prescribed timelines.

Election for Homeroom Parent-Teacher Association (HPTA) School Parent-Teacher Association (SPTA)	Within thirty (30) calendar days from the first day of classes (on or before July 13, 2026
Election for Federated Parent-Teacher (FPTA)	Within sixty (60) calendar days from the first day of classes on or before August 8, 2026
Submission of the list of School PTA officers for SY 2026	July 21, 2026

2. The School Election committee shall be composed of seven (7) members
- a. School Heads as Chairperson
 - b. Two (2) teachers and (4) parents/guardian as members to be appointed by the incumbent SPTS-BOD or the outgoing SPTA-BOD. (See DepEd order No. 13, s 2022 for the criteria of selecting Elccom members, Page 10-74)
 - c. the ELECOM shall oversee the HPTA and SPTA elections with direct responsibility for the election of teacher representative to the BOD and SPTA-BOD officers. Their term of service extends until the end of the school year.
3. School Heads are enjoined to ensure transparency, fairness, inclusivity, and compliance with all provisions of DepEd Order No. 13, s. 2022 in the conduct PTA election.
4. Enclosed are the templates for the Certificate of Recognition and the list of newly elected School Parent-Teacher Association (SPTA) Officers. All schools are requested to accomplish and submit the required documents to the Office of the School Governance and Operations Division (SGOD) on July 16, 2026. Attention Alne Melinda S. Causapin, SEPS- Social Mobilization and Networking.
5. Immediate dissemination of and compliance with this Memorandum are desired.

PETER O. GALIMBA

OIC, Assistant Schools Division Superintendent

AMSC/SEPS/07/09/2026

Reference: DepEd Order 13, s. 2023

Allotment:

To be indicated in the Perpetual Index

Under the following subjects

PARTNERSHIP

SCHOOLS

PTA



Barangay Hacienda Fe, Escalante City, Negros Occidental
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DepEd Tayo Escalante City



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Enclosure Division Memorandum 295 s. 2026

CERTIFICATE OF RECOGNITION

By virtue of the authority vested in me as School Head, I, for and on behalf of _____ School, upon submission of the requirements of _____ DepED Order No. 13 s. 2022, hereby recognize the Parent-Teacher Association of _____ of School and its elected Board of Directors _____ and Officers are duly- constituted organization of parents and teachers for School Year _____.

This recognition carries with it all the right and privileges of a duly recognized Parent-Teacher Association as provided under DepEd Or. No.13, s. 2022 and in such another issuance.

Given this _____ day of _____, 2026 at _____, Philippines

School Head



Barangay Hacienda Fe, Escalante City, Negros Occidental
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SPTA ELECTION 2026 DATA

School ID: _____ School Name: _____

With Existing by-laws: ____ yes/____ no Recognized SPTA: ____ yes/____ no ☐

SCHOOL PARENT-TEACHER ASSOCIATION- EXECUTIVE COMMITTEE

Positions	Newly Elected Officers for SY 2026-2027 Appointed (Sec. 11.4, DO 13, s. 2022)	Name of the Learners	Grade Level & Section	Relationship
President				
Vice President				
Secretary				
Collecting and Disbursing Officer				
Auditor				
Business Manager				
Board of directors				
Position				
Chairman				
Vice- Chairman				
Secretary				
Treasurer				
Member (if available)				
Member (if available)				
Member (if available)				
Member (if available)				

Prepared by:

Name and Signature of ELECOM Chairperson

Approved by:

School Head

