Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division Superintendent

MAR 24 2022

MEMORANDUM
No. 063, s. 2022

OMNIBUS GUIDELINES ON THE REGULATION OF OPERATIONS OF PARENT-TEACHER ASSOCIATIONS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is DepEd Order No. 013, s.2022, dated March 18, 2022, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.

2. Particular attention is invited to the first and second items of the aforementioned Memorandum, relative to the implementation of the said order.

3. Immediate and wide dissemination of this Memorandum is desired.

DOMINICO C. IDANAN CESO V
Schools Division Superintendent

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Enclosure: As stated
References: None
To be indicated in the Perpetual Index
under the following subjects:

PARENT-TEACHER ASSOCIATION

SARY / **OMNIBUS GUIDELINES ON THE REGULATION OF OPERATIONS OF PARENT-TEACHER ASSOCIATIONS**
063 / MARCH 23, 2022

Republic of the Philippines
Department of Education

SDO-CITY OF MUNTINLUPA
Received 18 MAR 2022
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DepEd ORDER
No. 013, s. 2022

OMNIBUS GUIDELINES ON THE REGULATION OF OPERATIONS OF PARENT-TEACHER ASSOCIATIONS

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations (PTAs)** to:

a. promote harmonious, active, and collaborative engagement among teachers, parents, and the community in the implementation of school programs for learners' welfare;

b. establish the crucial roles of the PTA as a dynamic school-based association concerned with partnership and programs for the best interest of the learners (e.g., facilitating parent-teacher partnership, participating in discussions for learners' welfare, and engaging in developing and implementing school programs);

c. articulate the distinct roles and responsibilities of PTA officers and members;

d. streamline the processes for managing PTA affairs at the different levels which include, among others: (a) election of PTA officers consisting of parent/guardian- and teacher-members under different modalities; (b) requirements and privileges bestowed upon recognized PTAs; (c) conduct of General Assembly and other meetings; (d) undertaking of fundraising projects; and (e) financial management and transparency of PTA operations and the concomitant accountability of its officers; and

e. update and harmonize DepEd policies and guidelines on PTA for clarity and consistency.

2. All DepEd Orders, memoranda, rules, and regulations, which are inconsistent with this Order are repealed, rescinded, or modified accordingly.

032016

3. For more information, please contact the

   a. **Office of the Undersecretary for Field Operations, *Palarong Pambansa* Secretariat, and DEACO** through email at revsee.escobedo@deped.gov.ph; and/or

   b. **Office of the Undersecretary for Legislative Affairs, External Partnerships and Project Management Service** through email at tonisito.umali@deped.gov.ph.

4. This Order takes effect immediately upon its approval. Its certified copies shall be filed with the Universsity of the Philippines Law Center-Office of the Administrative Register (UP LC-ONAR), UP Diliman, Quezon City.

5. Immediate dissemination of and strict compliance with this Order is directed.

LEONOR MAGTOLIS BRIONES
Secretary

Encls.: As stated

References:
DepEd Order: Nos. 54, 77, and 117, s. 2009

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DEPED-OSEC- 456691

To be indicated in the Perpetual Index
under the following subjects:

FUNDS
LEARNERS
POLICY
PROJECTS
SCHOOLS
SOCIETY OR ASSOCIATIONS
TEACHERS

WNBO/APA/MPC, DO Omnibus Guidelines on the Regulation of Operations of PTAs
0070 – March 16, 2022

(Enclosure to DepEd Order No. 013 , s. 2022)

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OMNIBUS GUIDELINES ON THE REGULATION OF OPERATIONS OF PARENT-TEACHER ASSOCIATIONS (PTAs)

March 2022

ACRONYMS USED

BOD	Board of Directors
DBM	Department of Budget and Management
DC	Disciplinary Committee
DepEd	Department of Education
DILG	Department of the Interior and Local Government
DO	DepEd Order
ELECOM	Election Committee
ESSD	Education Support Services Division
EXECOM	Executive Committee
FPTA	Federated Parent-Teacher Association
GA	General Assembly
GC	Grievance Committee
GrPTA	Grade Level Parent-Teacher Association
GrPTA-CoR	GrPTA-Council of Representatives
HPTA	Homeroom Parent-Teacher Association
LGU	Local Government Unit
LSB	Local School Board
MMS	Multimedia Messaging Service
NAPSSHI	National Association of Public Secondary School Heads, Inc.
ONAR	Office of the National Administrative Register
PESPA	Philippine Elementary School Principals Association
PRC	Philippine Red Cross
PSDS	Public Schools District Supervisor
PTA	Parent-Teacher Association
PTCA	Parents, Teacher, and Community Association
RD	Regional Director
SBM	School-Based Management
SDS	Schools Division Superintendent
SEF	Special Education Fund
SGC	School Governance Council
SIP	School Improvement Plan
SMS	Short Message Service
SPTA	School Parent-Teacher Association
SY	School Year
VSCs	Voluntary School Contributions

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OMNIBUS GUIDELINES ON THE REGULATION OF OPERATIONS OF PARENT-TEACHER ASSOCIATIONS (PTAs)

ARTICLE I
GENERAL PROVISIONS

Section 1. Short Title. These guidelines shall be known as the "**Omnibus PTA Guidelines of 2022.**"

Section 2. Rationale

2.1 The active and collaborative engagements among parents, teachers, the school, and the community are critical for ensuring the welfare of the learners. The State recognizes this invaluable partnership through Presidential Decree (PD) 603 (Child and Youth Welfare Code), as amended. Specifically, Article 77 of PD 603 called for a Parent-Teacher Association (PTA) formation in every school community and stated:

> *"Every elementary and secondary school shall organize a Parent-Teacher Association for the purpose of providing a forum for the discussion of problems and their solutions, relating to the total school program, and for ensuring the full cooperation of parents in the efficient implementation of such program. All parents who have children enrolled in a school are encouraged to be active members of its PTA, and to comply with whatever obligations and responsibilities such membership entails.*
>
> *Parent-Teacher Association[s] all over the country shall aid the municipal and other local authorities and school officials in the enforcement of juvenile delinquency control measures, and in the implementation of programs and activities to promote child welfare."*

2.2 Batas Pambansa (BP) 232 (Education Act of 1982) emphasizes the rights of parents to organize themselves and/or with teachers, thereby establishing a forum for discussion of their duties and concerns in the education of their learners. Corollary to this, DepEd issued the first major policies on the organization of PTAs: DECS Order Nos. 67 and 98, s. 1998. These Orders provide guidelines governing the Parents and Teachers Association (PTA) and Parents, Teacher, and Community Association (PTCA).

2.3 With particular attention in "establishing school and community networks and encourage teachers organizations, non-academic personnel of public schools, and parents-teachers-community associations," Republic Act (RA) No. 9155 (Governance of Basic Education Act of 2001) along with the issuance of DepEd Order (DO) No. 54, s. 2009 (Revised Guidelines Governing Parents-Teachers Associations at the School Level); DO 58, s. 2009 (Designating a Focal Office to Handle Concerns and Activities Relative to Parents-Teachers Associations and its Federations), as amended by DO 22, s. 2011; DO 77, s. 2009 (Guidelines for the

Conduct of Elections of the Parents-Teachers Associations at the School Level and their Federations), as amended by DO 83, s. 2010; and DO 117, s. 2009 (Pupil and Student Participation in the Parents-Teachers Associations) established the importance of this matter.

2.4 Among the important roles of the PTA is its membership in the Local School Board (LSB), which primary functions are administering the utilization of the Special Education Fund (SEF) and giving the LSB the opportunity to perform its tasks and directives with its stakeholders as provided under the relevant provisions of RA 7160 (The Local Government Code of 1991).

2.5 The PTA can serve as an avenue in addressing school-learner-related problems, offering action-based solutions, and providing necessary activities for the learners and the school in general. While parents' involvement with the school contributes to ensuring the implementation of initiatives to improve the welfare of the learners, there have been clear limitations on how previous DepEd issuances safeguarded this partnership and addressed the concerns of the PTAs. Over the years, PTA-related concerns increased and became more complex, which impacted on the implementation of programs to improve learner performance.

2.6 It is, therefore, the objectives of the Omnibus PTA Guidelines of 2022 to:

2.6.1 promote harmonious, active, and collaborative engagement among teachers, parents, and the community in the implementation of school programs for learners' welfare;

2.6.2 establish the crucial roles of the PTA as a dynamic school-based association concerned with partnership and programs for the best interest of the learners (e.g., facilitating parent-teacher partnership, participating in discussions for learners' welfare, and engaging in developing and implementing school programs);

2.6.3 articulate the distinct roles and responsibilities of PTA officers and members;

2.6.4 streamline the processes for managing PTA affairs at the different levels which include, among others: (a) election of PTA officers consisting of parent/guardian- and teacher-members under different modalities; (b) requirements and privileges bestowed upon recognized PTAs; (c) conduct of General Assembly (GA) and other meetings; (d) undertaking of fundraising projects; and (e) financial management and transparency of PTA operations and the concomitant accountability of its officers; and

2.6.5 update and harmonize DepEd policies and guidelines on PTA for clarity and consistency.

Section 3. Statement of Policy

3.1 Every public, private, and non-DepEd-managed basic education school shall organize a PTA to provide a forum for the discussion of issues and their solutions relative to the total school program and to ensure the full cooperation of parents/guardians in the efficient implementation of such programs.

3.2 As an organization operating in the school, the PTA shall adhere to all existing policies and implementing guidelines issued or hereinafter may be issued by the Department of Education. Every PTA shall adhere to the guidelines on the conduct of elections of PTAs as well as the duties and responsibilities as prescribed under these Omnibus PTA Guidelines of 2022.

3.3 Every PTA shall provide mechanisms to: a) open an avenue for the discussion of relevant concerns; b) provide assistance and support to the school for the promotion of their common interest; c) facilitate conflicts/disputes resolutions and sanctions; and d) safeguard and manage financial matters.

3.4 Every PTA shall coordinate with community members, local government units (LGUs), civic organizations, and other stakeholders to achieve school and community development plans.

3.5 Every PTA shall aim towards recognition and maintenance of its status to maximize privileges and conduct activities exclusive for recognized PTAs.

3.6 DepEd, through the schools, division, region, and central offices, shall monitor and provide guidance on the establishment and operations of PTAs.

3.7 The PTA (federated, school, grade level, and homeroom PTAs), as an organization or group formed, established, and/or recognized pursuant to these guidelines, shall not be used for any political activity and shall not engage in partisan politics in whatever form.

Section 4. Scope

4.1 The Omnibus PTA Guidelines of 2022 shall primarily apply to all public schools offering the K to 12 Basic Education Program. It shall also cover all private and non-DepEd-managed basic education schools, to the extent applicable as provided herein.

4.2 These guidelines shall likewise be applicable to all DepEd central, regional, schools division, and schools district offices in effectively regulating the operations of PTAs.

4.3 These guidelines shall also apply in the engagement of various DepEd personnel and stakeholders – teachers, school heads, non-teaching personnel, parents/guardians, local government units, other government agencies, and the private sector (corporations, partnerships, non-profit organizations, non-government organizations, civil society organizations, and faith-

based organizations) – as DepEd organizes and manages the PTAs from the school up to the PTA federation levels.

Section 5. Definition of Terms

The following terms shall be defined as follows:

5.1 Guardian. Refers to a person or an individual appointed by a competent court as the legal guardian of the learner. However, for purposes of these guidelines and for the sole purpose of allowing an individual who has actual physical care and custody of a learner in the absence of his/her natural or biological parent/s to participate and be a member of a PTA - a "Guardian" may also refer to the following:

5.1.1 an individual, authorized in writing by the biological parent/s, to whom the physical care and custody of the learner has been entrusted;

5.1.2 a relative of the learner within the fourth degree of consanguinity or affinity: *Provided that,* said relative has the physical care and custody over the learner and said relative is living in the same household as the learner;

5.1.3 an individual who holds a certification from the *barangay* stating that the individual has physical care and custody of the learner and such individual is providing financial and other support to the learner; or

5.1.4 in the case of an orphan, the individual or the head of the institution who has the physical care and custody of the learner.

In cases falling under Sections 5.1.1 to 5.1.4, the individual who intends to be considered a guardian must execute a notarized affidavit to be submitted to the homeroom adviser, copy furnished the school head, stating the aforementioned facts and a general narration as to the location or whereabouts of the natural or biological parent/s and the reason/s why the parent/s cannot physically care for the learner. Such affidavit must be supported by another affidavit executed by at least one disinterested person corroborating the declaration stated in the affidavit of such individual intending to be considered a guardian.

The conditions stated under this section to be considered a guardian without a formal court order shall be without prejudice to the right of the natural or biological parent/s of the learner to object: *Provided that*, the same shall be in writing, stating the reason for such objection. In this case, the school head shall decide whether to grant or deny the manifestation of intention to be a guardian for the sole purpose of participating and be a member of the PTA taking the best interest of the learner as the primordial consideration.

To distinguish from a parent-member of a PTA, a guardian may also be called the guardian-member of the PTA. Only individuals who are legally appointed as guardian by a competent court may serve as a PTA officer under these guidelines: *Provided that*, other individuals considered as guardians under Sections 5.1.1 to 5.1.4 hereof may vote and exercise all the rights of PTA members, except to be elected and appointed as officers of the HPTAs, GrPTAs, SPTAs, and FPTAs, or appointed as officers of any committee created under these guidelines, or as members of the ELECOM, SPTA-GC/FPTA-GC, and SPTA-DC/FPTA-DC.

5.2 Homeroom. Refers to a section or a class of learners with a class or teacher/adviser as the facilitator-in-charge.

5.3 Homeroom Adviser. Refers to the teacher-facilitator in charge of a homeroom or a class who may also be called as a class adviser.

5.4 Parent. Refers to the natural or biological father or mother or legal adoptive father or mother of a learner currently enrolled in a school. To distinguish from a teacher-member of a PTA, a parent may also be called the parent-member of the PTA.

5.5 Presiding officer. Refers to an individual who has direct supervision over the conduct of elections that includes initiation of run-off elections and toss coin in case of a tie.

5.6 Quorum. Constitutes such number of members or officers present in a meeting or General Assembly (GA) to start a formal meeting as well as to pass or to adopt a resolution, as provided hereof.

5.7 Recognition. Refers to the acknowledgment of the PTA by the school head through the issuance of Certificate of Recognition, subject to meeting certain requirements under these guidelines.

5.8 Remote Communication. Refers to the transfer of data between two or more devices not located at the same site. It shall also refer to a telephone/video conference or similar communications equipment, SMS/MMS, and other similar messaging application systems (e.g., Viber and Facebook Messenger) that will allow all persons participating in the meeting to communicate with each other at the same time.

5.9 Run-off election. Refers to another round of election to determine the winner among three (3) or more candidates in a tie from the first round of election.

5.10 School Improvement Plan (SIP). Refers to a roadmap that outlines specific interventions that a school, with the help of the community and other stakeholders, will undertake within a period of three (3) consecutive school years. It aims to improve the teaching and learning process and promote partnership with community stakeholders.

5.11 Teacher-member. Refers to all teachers in a school, as defined under RA 4670 (Magna Carta for Public School Teachers) and RA 7836 (Philippine Teachers Professionalization Act of 1994), as amended by RA 9293. For purposes of these guidelines, all non-teaching personnel shall also be considered as teacher-members.

Private and non-DepEd-managed basic education schools may adopt a different definition for teacher-members by excluding non-teaching personnel from the above definition.

5.12 Voluntary School Contributions (VSCs). Consistent with DepEd's "No Collection Policy," refer to the voluntary contributions that may be collected at any time during the year by parents/guardians to fund activities of certain organizations (e.g., Boy Scouts of the Philippines, Girl Scouts of the Philippines, Philippine Red Cross, Anti-TB Fund Drive, PTAs, School Publication, and learners' organizations), as well as to support activities identified in the SIP in pursuit of continuous improvement.

ARTICLE II
THE SCHOOL PTA

Section 6. Organizing the School PTA

The PTA mainly serves as a forum for discussing school-learner-related problems and their solutions while ensuring parents/guardians' full cooperation in efficiently implementing the school programs. The collaborative effort and involvement among PTA members have resulted in favorable impact on learners and school programs designed for them. In relation to Section 11.6.2 hereof, the School PTA Board of Directors (BOD) may adopt its own by-laws to provide additional guidelines on the operation and organization of the School PTA: *Provided that,* such by-laws are not inconsistent with existing laws, these guidelines, and other relevant DepEd issuances on the matter.

Section 7. Composition of School-Level PTAs

7.1 Homeroom PTA (HPTA). This is the PTA organized at the classroom level. The HPTA shall be composed of all parent/guardian-members and homeroom advisers. Subject to Sections 5.1, 8.2, 10 and 14 hereof, the HPTA shall elect from among its parent/guardian-members the following set of officers: President, Vice-President, Secretary, Treasurer, Auditor, and other positions it may deem necessary by a majority vote of those present during the election. The HPTA may meet as often its members find it necessary to discuss activities, issues, and concerns in the homeroom for the learners, teachers, and school. The HPTA officers shall exercise similar functions stated under Sections 11.6.3.4 and 11.7 accordingly over their respective homerooms.

7.2 Grade Level PTA (GrPTA). This is the PTA organized in each grade level, which shall be composed of all parent/guardian-members and teacher-members of a particular grade level. There is hereby created a GrPTA Council of Representatives (GrPTA-CoR) in each grade level composed of all Presidents of the HPTA of such grade level. The GrPTA-CoR shall elect from its members, a Grade Level Representative who shall represent their respective grade levels in School PTA activities. A permanent alternate shall also be elected per grade level to act as the representative in the absence of the GrPTA Representatives. The GrPTA-CoR may meet as often its members find it necessary to discuss activities, issues, and concerns in the grade level for the learners, teachers, and school.

7.3 School PTA (SPTA). Formerly known as the General PTA, this is the PTA organized at the school level composed of all parent/guardian-members and teacher-members of a school.

7.3.1 *SPTA-GA.* The SPTA-GA shall be composed of all parent/guardian-members and teacher-members of the school as defined under Sections 5.1, 5.4, 5.11, and 11.1 hereof.

Other members of the community may be invited or consulted (e.g., local government officials, civic organizations, and school-based learner organizations) to solicit their support or active participation in school activities.

7.3.2 *SPTA-BOD.* There is hereby created an SPTA-BOD, which shall be composed of all duly elected GrPTA representatives and teacher-representatives to the BOD consistent with Section 11.2 hereof and whose duties and responsibilities shall be those as enumerated in Section 11.6.1 hereof.

7.3.2.1 *SPTA-BOD Officers.* Subject to Sections 8.3, 8.4, 10, 11.5, 11.6.3, and 14 hereof, the SPTA-BOD shall elect from among themselves the following set of officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer by a majority vote of those present during the election.

7.3.2.2 *SPTA Executive Committee (EXECOM) Officers.* In relation to the preceding section, the Chairperson, Vice-Chairperson, and Secretary shall also serve as the concurrent President, Vice-President, and Secretary of the SPTA-EXECOM, respectively. Furthermore, the BOD shall appoint a Collection and Disbursing Officer from among its members present during the election. In case of integrated schools, additional officers (e.g., Business Manager, and Auditor) may be appointed from among the SPTA members through a board resolution, as it may deem necessary or as may be provided by its by-laws.

Section 8. Membership in a PTA

8.1 Membership in a PTA shall be limited to parents, or in their absence, the guardians of duly enrolled learners, as well as teaching and non-teaching personnel in a basic education school, whether public or private.

8.2 Consistent with the last paragraph of Section 5.1 hereof, guardians of learners who are legally appointed as such by a competent court may also hold a position in the Homeroom, Grade Level, School PTAs and/or Federated PTAs.

8.3 A teacher-member elected as a member of the BOD shall not be elected as an officer, except as a Secretary of the SPTA. The school head shall only serve as adviser to the SPTA.

8.4 A teacher-member with a child enrolled in the school where he/she is assigned may only participate in HPTA, GrPTA, and SPTA-BOD as a parent/guardian-member and may not be elected as Officer except as Secretary of the HPTA. In case such teacher-member has a child in another school, he/she may be elected to any position in the HPTA except as a President, Vice-President, or Treasurer.

8.5 A school head may be elected as a PTA officer of another school where his/her child is enrolled, except for the positions of SPTA-BOD Chairperson, Vice-Chairperson, or Treasurer.

8.6 Membership in the PTA shall not be restricted by the non-payment of the PTA membership dues, which shall be purely on a voluntary basis.

Section 9. Duties and Responsibilities of PTA Members

9.1 Parent/Guardian-Members

9.1.1 To attend PTA meetings, including general assemblies.

9.1.2 To participate in the election of PTA officers.

9.1.3 To actively support and participate in PTA programs, projects, and activities.

9.1.4 To monitor learner performance and provide feedback to the teacher concerned.

9.1.5 To support teachers in their teaching and non-teaching duties.

9.1.6 To help the school implement programs and projects including, but not limited to, *Brigada Pagbasa*, *Brigada Eskwela*, *Gulayan sa Paaralan Program*, monitor attendance of learners at risk of dropping out, and promote health and nutrition programs.

9.1.7 To give feedback on school policies and programs for consideration of homeroom adviser and/or school authorities.

9.1.8 To help promote DepEd advocacies, campaigns, and other programs on ensuring the delivery of a quality education.

9.1.9 To perform such other duties and responsibilities, which may be promulgated by the SPTA in its by-laws subject to the existing laws, policies, and DepEd rules and regulations.

9.2 Teacher-Members

9.2.1 To monitor learner performance and provide feedback/observations to the parent/guardian-members.

9.2.2 To support and actively participate in PTA programs, projects, and activities.

9.2.3 To attend general assemblies, conduct regular HPTA meetings (for teacher-members who are also homeroom advisers), and ensure the HPTA's compliance with the reportorial requirements stated in Section 20.2.10 in relation to Section 19.1 hereof.

9.2.4 To perform such other duties and responsibilities which may be promulgated by the SPTA in its by-laws and the school subject to the existing laws, policies, and DepEd rules and regulations.

Section 10. Election of Officers of School-Level PTAs

10.1 Voting Rights. Each PTA member shall be entitled to one (1) vote unless such right is limited, broadened, or denied for just/valid cause to the extent specified in the by-laws.

During the conduct of elections, a parent/guardian-member shall be entitled to one (1) vote per learner enrolled in the school. Thus, while the father and mother of a learner may be both considered as parent-members, the two (2) parent-members representing one learner in the HPTA shall only be entitled to one (1) vote.

10.2 No Proxy Voting. No proxy or absentee voting shall be allowed. No parent/guardian or member of a decision-making body may delegate his/her voting power to a representative to enable a vote in his/her absence.

10.3 The Election Committee (ELECOM)

10.3.1 A 7-member Election Committee (ELECOM) is hereby created and shall be convened by the school head on the first day of classes and shall serve until the end of SY. The 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.

The ELECOM shall be composed of the following:

10.3.1.1 School head as Chairperson; and

10.3.1.2 Two (2) teachers and four (4) parent/guardian-members as members to be appointed by the incumbent SPTA-BOD (or the outgoing SPTA-BOD on the last month of the school year to serve on the succeeding school year when it is first convened as provided above).

The school head shall, to the extent possible, invite the former ELECOM members who served in the previous SY, to orient the newly appointed ELECOM members on the election procedures and their duties and responsibilities.

10.3.2 Membership to the ELECOM must meet the following criteria:

10.3.2.1 a person of known probity, honesty, integrity, competence, and independence;

10.3.2.2 does not hold any position in the PTA; and

10.3.2.3 have no intention to run for any position in the PTA during the current SY.

10.3.3 The ELECOM shall prepare the Notice of Meeting for the election of officers of the HPTA, GrPTA, and SPTA-BOD. The Notice shall include the following:

10.3.3.1 date of notification;

10.3.3.2 meeting agenda;

10.3.3.3 list of positions to be filled and its respective duties and responsibilities;

10.3.3.4 date, time, and venue of the meeting; and

10.3.3.5 mode of communication for the conduct of the meeting (physical or face-to-face, remote, or hybrid communication).

In relation to Section 10.6, the ELECOM shall determine the most appropriate mode of the conduct of the meeting.

10.3.4 The ELECOM, through the homeroom adviser, shall disseminate the Notice of Meeting at least ten (10) calendar days prior to the date of the election, through available and appropriate dissemination strategies such as: (a) giving of notice slip to learners; (b) posting in the school's bulletin board or other conspicuous places within the school campus; (c) posting in the official social media page of the school; (d) sending text messages/calls, chats, emails; and/or (e) other communication platforms, as applicable.

10.3.5 On or before the stated date of election and consistent with Section 12.1 hereof, the ELECOM shall orient the PTA members on the election procedures for all PTA officers, as well as the roles and responsibilities of the PTA.

10.3.6 The ELECOM shall:

10.3.6.1 adopt rules and regulations that will ensure free, honest, and orderly election, whether regular or run-off elections;

10.3.6.2 designate the homeroom advisers as presiding officers to help ensure that election procedures, requirements, and timelines are strictly followed, including the verification of identity of voting PTA members;

10.3.6.3 rule on any question or protest regarding the conduct of the elections; and

10.3.6.4 proclaim all duly elected PTA officers.

10.3.7 Immediately after the proclamation of the winners or upon resolution of any election protest, the ELECOM shall turn over all the election results and materials to the school head for safekeeping and documentation, subject to the provisions of RA 10173 (Data Privacy Act of 2012) and the Executive Order No. 2, s. 2016 issued by the Office of the President on July 23, 2016 on Freedom of Information;

10.3.8 The ELECOM may also promulgate and issue additional guidelines relative to the conduct of PTA elections that are consistent with these guidelines.

10.4 Election Timelines

10.4.1 The indicative dates of PTA elections shall be included in the annual calendar of school activities. The conduct of PTA elections of the new set of officers for HPTA, GrPTA, and SPTA-BOD shall be held within thirty (30) calendar days from the first day of classes.

10.4.2 A GA shall be convened by the school head and the incumbent (outgoing) BOD prior to the election. Such GA may be held on the same date or before the actual date of election: *Provided that,* the GA and the election shall occur within thirty (30) days from the first day of classes consistent with Section 12.1 hereof.

10.5 Election Procedures. The conduct of HPTA, GrPTA, and SPTA elections shall be undertaken in accordance with the Notice of Meeting issued by the ELECOM and the procedures prescribed in these guidelines.

10.5.1 For HPTA elections, the homeroom adviser shall sit as the presiding officer as designated by the ELECOM. For GrPTA elections, the ELECOM shall designate a presiding officer from among the grade level homeroom advisers who is the most knowledgeable of the election procedures. The presiding officer shall have the following responsibilities:

10.5.1.1 supervise the conduct of elections;

10.5.1.2 conduct the voting in the designated polling place and administer the counting of votes;

10.5.1.3 maintain order within the polling place and its premises;

10.5.1.4 ensure the integrity and secrecy of all documents related to the conduct of election; and

10.5.1.5 facilitate and perform other functions for the smooth implementation of the voting process.

10.5.2 In case of absence of the homeroom adviser as presiding officer on the day of the election, the ELECOM shall designate any homeroom adviser of the same or from

another grade level (most practicable) who completed the HPTA election for his/her advisory class and who is willing to serve as a substitute presiding officer.

10.5.3 Subject to confirmation by the ELECOM, the presiding officer may designate a parent/guardian-member to assist in the conduct of the election: *Provided that,* such parent/guardian-member shall be disqualified from any HPTA nomination or to run for any HPTA position.

10.5.4 A vote for a particular candidate shall be counted and recorded by the presiding officer and ELECOM as valid. Any succeeding vote for the same candidate from the same voter shall be considered void and shall be rejected outright.

10.5.5 In case of a tie between two (2) candidates, the winner shall be selected by a toss coin.

10.5.6 If the tie consists of three (3) or more candidates, a run-off election shall be immediately held to break the tie. The HPTA members shall vote for one of the candidates in a tie during the first round of the election, and the one who garnered the most number of votes wins. In case another tie emerges which involves three or more candidates, the process of run-off election shall be repeated until one of the candidates garners more votes than the other tied candidates.

10.5.7 After the election of HPTA officers, the duly elected HPTA Presidents of each grade level shall convene as the GrPTA-Council of Representatives (GrPTA-CoR) and elect a GrPTA representative and his/her permanent alternate to the BOD consistent with Section 7.2 hereof.

10.5.8 Consistent with Sections 7.3.2 and 11.2 hereof, the ELECOM shall convene all homeroom advisers to elect their teacher-representatives to the BOD prior to electing the SPTA-BOD Officers.

10.5.9 After electing the GrPTA Representatives and the teacher-representatives, the ELECOM shall organize the BOD and carry out the election of the SPTA-BOD Officers in relation to Section 7.3.2.1 hereof.

10.5.10 Without prejudice to Section 10.7 hereof on election protest, the ELECOM shall formally proclaim all the newly elected officers consisting of:

10.5.10.1 SPTA-BOD Officers;

10.5.10.2 GrPTA-CoR; and

10.5.10.3 HPTA Officers.

10.5.11 Any issues/concerns affecting the validity of the elections shall be referred immediately to the ELECOM for resolution.

10.5.12 The presiding officer during the election of HPTA and GrPTA officers shall submit to the school head the following documents within 48 hours from the date of the election:

10.5.12.1 approved minutes of the election meeting;

10.5.12.2 attendance sheet;

10.5.12.3 election results;

10.5.12.4 list of newly elected officers of the HPTA and GrPTA; and

10.5.12.5 picture documentation of the election process.

10.5.13 The ELECOM shall also ensure that the same set of above-enumerated documents, with respect to the election of the teacher-representatives to the BOD and SPTA-BOD Officers, are maintained and shall form part of the SPTA records to be kept by the school head.

10.5.14 The school head shall verify and certify the validity of the election results within one (1) week from the date of the submission of election-related documents, including other ELECOM documents generated by administering the election procedures (e.g., decided election protests).

10.5.15 Upon compliance with Section 10.5.10 and the preceding section, the school head shall present the newly elected set of officers, who shall then take their respective oaths of office. On the same occasion, the school head shall turn over all cash, records, properties, and other accountabilities to the newly elected PTA officers of the current SY in the presence of the outgoing PTA officers.

10.5.16 The documents enumerated under Sections 10.5.12 and 10.7 and the verification and certification of their validity under Section 10.5.14 are provided under these guidelines for records/documentation purposes only. Failure to satisfy the same will not invalidate the proclamation of the winners of election by the ELECOM. Accordingly, not later than 15 days from the day of the election, the school head shall still proceed with the presentation of the newly elected set of officers, the taking of their respective oaths of office, and in facilitating the turnover of PTA resources by the previous set of officers notwithstanding non-compliance with Sections 10.5.12 and 10.5.14 hereof.

10.5.17 Conflict of Interest. No two (2) HPTA Officers related within the fourth civil degree of consanguinity or affinity shall be elected as representatives to the GrPTA in the same SY.

10.6 Modes of Elections. The conduct of PTA election at all levels (HPTA, GrPTA, SPTA, and FPTA) may be undertaken through any of the following modalities: by physical election (face-to-face), by remote communication (online and offline), and by hybrid communication (combination of physical and remote communication modalities) as deemed practicable by the ELECOM as provided under Section 10.3.3.5 hereof.

Notwithstanding the succeeding Sections 10.6.1 to 10.6.3 below, the ELECOM shall adopt the election by hybrid communication as provided under Section 10.6.3 (in relation to Sections 10.6.1 and 10.6.2) hereof if there is any PTA member who shall notify the ELECOM of his/her intention to participate via a particular election modality so that a purely physical or purely remote election will no longer be possible.

Without prejudice to the applicability of Section 11.5.3 hereof, in case of a declaration of state of calamity[1] or state of emergency and physical (face-to-face) election is not possible as the same is prohibited by law, local ordinance, or any rule or regulation issued by the relevant government agency or local government unit, the election by remote communication may still be adopted to proceed with the conduct of election as soon as possible.

10.6.1 *Physical Election (face-to-face)*

10.6.1.1 The ELECOM shall convene the members of the concerned PTA level who will participate in a PTA election in the designated location at the time set forth in the Notice of Meeting it issued. Upon arrival at the venue, PTA members shall sign the attendance sheet to record their attendance and to determine the presence of a quorum.

10.6.1.2 If a quorum is met, the ELECOM shall proceed with the conduct of the election as earlier stated in the Notice of Meeting. The presiding officer shall have direct supervision over the conduct of election of the HPTA officers and GrPTA representatives, which shall be done either by viva voce or secret ballot. Whereas, the election of SPTA-BOD and Federated PTA (FPTA)-BOD officers shall be done by secret ballot.

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[1] Section 16 of RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010) provides that:

"The National Council shall recommend to the President of the Philippines the declaration of a cluster of barangays, municipalities, cities, provinces, and regions under a state of calamity, and the lifting thereof, based on the criteria set by the National Council. The President's declaration may warrant international humanitarian assistance as deemed necessary.

The declaration and lifting of the state of calamity may also be issued by the local *sanggunian*, upon the recommendation of the LDRRMC, based on the results of the damage assessment and needs analysis."

10.6.1.3 In case of a tie, as mentioned in Section 10.5.5, a toss coin shall be immediately done in the presence of the candidates.

10.6.2 *Election by Remote Communication*

PTA members who cannot physically attend meetings or cast a vote during elections may participate through remote communication such as *online* (audio/video conferencing) or *offline* (SMS/text messaging/phone calls). Members of the concerned PTA level shall immediately notify the presiding officer as to whether he/she will attend or vote through remote communication. The requirements enumerated under Section 13.1.4 hereof on the conduct of meetings by remote communication shall also be complied with by a PTA member who wishes to participate in an election by remote communication.

The ELECOM shall test the meeting platform to be chosen to ensure that the activities will run smoothly.

10.6.2.1 Election by Online Procedures *(audio/video conferencing)*

10.6.2.1.1 PTA members shall access the meeting link at the schedule stated in the Notice of Meeting issued by the ELECOM.

10.6.2.1.2 The presiding officer shall:

10.6.2.1.2.1 ensure that all members have the opportunity to participate in the meeting, including an opportunity to read or hear the discussions substantially;

10.6.2.1.2.2 explain the process and rules of the election by remote communication to ensure the integrity and smooth conduct of the election;

10.6.2.1.2.3 directly supervise the conduct of election of the HPTA Officers and GrPTA Representatives, by viva voce; and

10.6.2.1.2.4 call the names of the present PTA members based on the completed attendance sheet to enable them to cast their votes.

10.6.2.1.3 In the case of the SPTA/FPTA, the election will be done through secret ballots using direct messaging applications (e.g., SMS, Viber messaging, WhatsApp, Facebook Messenger, and other reputable applications) submitted directly to the presiding officer.

10.6.2.1.4 In case of a tie, a toss coin shall be immediately administered by the presiding officer as mentioned in Section 10.5.5 and captured through real-time video conferencing in such a manner that the entire process is visible on camera to determine fairness and transparency of the proceedings.

10.6.2.2 Election by Offline Procedures – under this mode, communications may be exchanged without internet connectivity or by means of SMS/text messages and/or voice calls. The presiding officer shall:

10.6.2.2.1 verify the mobile number of PTA members, determine who among them will participate in the election either through text messaging or phone call and ensure that the policy on no proxy voting under Section 10.2 shall be strictly observed;

10.6.2.2.2 ensure that all members can participate, read, and/or hear the discussions during the meeting;

10.6.2.2.3 send a text message explaining the processes and rules of the election through remote communication to ensure the integrity and smooth conduct of the elections. The text message shall also include the names of parent/guardian-members in their respective homerooms as reference for nomination;

10.6.2.2.4 allot 10 to 20 minutes to gather nominations per position from the parent/guardian-members either through text messaging or phone call;

10.6.2.2.5 consolidate the names of nominees for the respective PTA positions to be sent to the PTA members for their votes;

10.6.2.2.6 allot 10 to 20 minutes for the PTA members to cast their votes per position either through text messaging or phone call;

10.6.2.2.7 tally the votes received with proper documentation;

10.6.2.2.8 repeat the process from Sections 10.6.2.2.4 to 10.6.2.2.7 until all the positions to be filled are covered; and

10.6.2.2.9 send a text message announcing the newly elected PTA officers.

10.6.2.3 In case of a tie, as mentioned in Section 10.5.5, a toss coin shall be immediately administered by the presiding officer, complete with video recording notwithstanding the fact that not all members can view the same as this process is conducted via offline modality. The presiding officer, in the interest of fairness and transparency of the proceedings, shall perform the coin toss in such a manner that the entire process is recorded on camera.

10.6.3 *Election by Hybrid Communication*

A combination of physical (face-to-face) and remote communication (online and/or offline) may be used in the conduct of elections as may deem appropriate or practicable under the circumstances of the PTA members.

10.6.3.1 PTA members who cannot physically attend the election may vote through remote communication: *Provided,* that he/she shall notify in advance the presiding officer of his/her intention to vote or attend through remote communication.

10.6.3.2 In the conduct of physical (face-to-face) aspect of the hybrid election, the same rules as provided for under Section 10.6.1 shall be observed.

10.6.3.3 In the conduct of the remote communication aspect of the hybrid election, the same rule as provided under Section 10.6.2 shall be observed.

10.7 Election Protest. Any candidate of a certain position may file a protest relating to the election and/or the qualifications of the elected officer directly with the ELECOM according to the following:

10.7.1 a candidate who intends to file a protest must first take an oath before the ELECOM of his/her intention to file an election-related protest within sixty (60) minutes from the time that the elected officers have been proclaimed. Failure

to comply within this period shall automatically forfeit the candidate's right to protest;

10.7.2 a formal protest in writing must be filed before the ELECOM, duly supported by evidence, within twenty-four (24) hours after taking an oath of intention to file; and

10.7.3 the ELECOM shall conduct an investigation and/or a recount (if prayed for by the protestant or the candidate filing the election protest) and resolve the election protest within forty-eight (48) hours from receipt thereof. The decision of ELECOM shall be final and executory.

Section 11. The HPTA, GrPTA, SPTA General Assembly (GA), SPTA Board of Directors (BOD), and the SPTA Executive Committee (EXECOM)

Consistent with Section 7 hereof, the School PTA shall be composed of the HPTA, GrPTA, SPTA-GA, SPTA-BOD, and SPTA-EXECOM. The HPTA and the GrPTA shall implement activities that will help improve the teaching and learning conditions obtained in the classrooms. They may meet as often as its members find it necessary to discuss activities, strategies, and concerns beneficial to the learners, teachers, and the school. The HPTA officers shall exercise similar functions stated under Sections 11.6.3.4 (Treasurer) and 11.7 (President, Vice-President, and Secretary) over their respective homerooms. The GrPTA-CoR, headed by the GrPTA Representative, shall ensure that the mandate of the GrPTA as provided under these guidelines shall be implemented.

Corollary to this, the administration of the affairs and management of activities of the SPTA shall be vested upon the BOD and EXECOM in accordance with these guidelines and their by-laws, if there is any. In relation to Sections 7.3.1 and 7.3.2 hereof, the following are hereby provided:

11.1 The SPTA General Assembly. The SPTA-GA shall be the highest policy-making body of the PTA and shall ensure equal representation to all its members at the school level. The SPTA-GA shall be a venue for presentation and discussion of the PTA's programs, projects, activities, financial statements, reports, and other matters that may promote and protect the general interest and well-being of the learners of its school. The composition of the GA and the duties and responsibilities of its members are provided under Sections 7 and 8 hereof.

Subject to the strict compliance with the rules on meetings and quorum as provided under Sections 13 and 14 hereof, the SPTA-GA may adopt any resolution that will advocate and provide general policy guidance to the SPTA-BOD and its EXECOM. In addition, it shall also have the following powers and authority:

11.1.1 By a vote of two-thirds (2/3) of the members present constituting a quorum, the SPTA-GA may adopt a resolution superseding or reversing any resolution, policy, programs/activities/projects approved or implemented by the SPTA-BOD/SPTA-EXECOM.

11.1.2 By a vote of three-fourths (3/4) of the members present constituting the quorum, the SPTA-GA may adopt a resolution declaring all the positions of the SPTA-BOD/SPTA-EXECOM vacant for acts inimical to the interest of the school and/or the SPTA. In this case, the policy of filling the vacant positions provided under Section 11.9 hereof shall apply.

11.2 Composition of SPTA-BODs in Public Basic Education Schools. Except as provided under Item 7 of Table 1 hereof, the SPTA-BOD shall be composed of all GrPTA Representatives, including teacher-representatives to be elected from among the homeroom advisers: *Provided that*, the SPTA-BOD shall be composed of not less than two-thirds (2/3) parent/guardian-members and not more than one-third (1/3) teacher-members of its total membership: *Provided further*, that the teacher-members shall not come from the same grade level.

Depending on the number of elected GrPTA Representatives, the total number of SPTA-BOD members in every school shall be as presented in Table 1:

Table 1: Composition of SPTA-BOD

Type of School	Number of SPTA-BOD Members	
	If Kindergarten Level is offered	**If Kindergarten Level is NOT offered**
1. Primary School (Kindergarten to Grade 3 or Grade 1 to Grade 3 only)	*five (5) members:* • four (4) parent/ guardian members • one (1) teacher-representative	*four (4) members:* • three (3) parent/ guardian members • one (1) teacher-representative
2. Elementary School	*nine (9) members:* • seven (7) parent/ guardian members • two (2) teacher-representatives	*nine (9) members:* • six (6) parent/ guardian members • three (3) teacher-representatives
3. Integrated School (Elementary to Junior High School only)	*fifteen (15) members:* • eleven (11) parent/ guardian members • four (4) teacher-representatives	*fifteen (15) members:* • ten (10) parent/ guardian members • five (5) teacher-representatives
4. Integrated School (Elementary to Senior High School)	*seventeen (17) members:* • thirteen (13) parent/ guardian members • four (4) teacher-representatives	*seventeen (17) members:* • twelve (12) parent/ guardian members • five (5) teacher-representatives

Type of School	Number of SPTA-BOD Members	
	If Kindergarten Level is offered	**If Kindergarten Level is NOT offered**
5. Junior High School only	Not Applicable	*six (6) members:* • four (4) parent/ guardian members • two (2) teacher-representatives
6. Junior High School to Senior High School	Not Applicable	*nine (9) members:* • six (6) parent/ guardian members • three (3) teacher-representatives
7. Stand-alone Senior High School	Not Applicable	*six (6) members:* • two (2) GrPTA representatives • two (2) alternate GrPTA representatives • two (2) teacher-representatives

In case of schools not covered by the aforementioned enumeration of the number of SPTA-BOD members (e.g., multigrade schools or schools that offer an incomplete number of grade levels) - the requirement that all GrPTA representatives shall serve as members of the BOD (which should not be less than 2/3), including the appropriate number of teacher-representatives (which should not be more than 1/3) as provided under the first paragraph of this Section shall apply to determine the composition of the SPTA-BOD.

11.3 Composition of SPTA-BODs in Private and Non-DepEd-Managed Basic Education Schools. Private and non-DepEd-managed basic education schools may adopt a different number of SPTA-BOD members in their school PTAs: *Provided that,* the SPTA-BOD shall be composed of not less than two-thirds (2/3) parent/guardian-members and not more than one-third (1/3) teacher-members of its total membership.

11.4 Composition of SPTA-EXECOM. As provided under Section 7.3.2.2 hereof, the SPTA-BOD Chairperson, Vice-Chairperson, and Secretary shall serve as the concurrent President, Vice-President, and Secretary of the SPTA-EXECOM, respectively. Furthermore, the BOD shall appoint a Collecting and Disbursing Officer from among its members present during the election to serve in the SPTA-EXECOM. In case of integrated schools, additional officers (e.g., Business Manager and Auditor) may be appointed from among the SPTA members through a resolution executed by the SPTA-BOD, as it may deem necessary, or as may be provided by its by-laws: *Provided that*, the number of the SPTA-EXECOM officers **shall not exceed** one-half (1/2) of the number of SPTA-BOD members as provided under item numbers 3 and 4 of Table 1 under Section 11.2 hereof.

11.5 Terms of Office

11.5.1 The terms of office of the SPTA-BOD, its Officers, and the EXECOM Officers shall be one (1) year from the date of election. They shall hold office until a new set of officers has been elected and qualified.

11.5.2 In no case shall an SPTA-BOD, its Officers, and the EXECOM Officers serve for more than two (2) consecutive terms.

11.5.3 In case of a fortuitous event or force majeure (e.g., pandemic; typhoon, earthquake and other natural calamities; armed conflicts; lawlessness; civil unrest) where conducting PTA election pursuant to the different modes of conducting an election as provided under Section 10.6 hereof is not possible, the existing officers shall continue to hold over their respective offices or positions until a new set of officers has been elected and qualified.

11.6 Duties and Responsibilities of the SPTA-BOD and Its Officers

11.6.1 The SPTA-BOD shall have the following duties and responsibilities:

11.6.1.1 To ratify or overrule any act or decision made by the SPTA-EXECOM, if necessary.

11.6.1.2 To support the programs, projects, campaigns, and advocacies of the school and the country on basic education.

11.6.1.3 To plan activities and create opportunities conducive to the learning environment to support the teaching and learning process of learners, teachers, and school personnel consistent with Articles I, VI, and VII hereof.

11.6.1.4 To act on all matters, issues or concerns elevated for its decision through the passage of a board resolution.

11.6.1.5 To maintain records of all PTA resolutions, its by-laws and amendments, and contact information of all the SPTA-BOD members and its EXECOM officers.

11.6.1.6 To carry out its tasks with utmost integrity, honesty, and diligence.

11.6.1.7 To perform such other functions as may be required in carrying out the purposes of the PTA.

The SPTA-BOD members shall perform the above-enumerated duties and responsibilities collegially to promote the interest of the school. The individual members

of the SPTA-BOD, who are GrPTA representatives, shall exercise functions that will promote the interest of the grade level they represent.

11.6.2 The SPTA-BOD may adopt its own by-laws, if it finds it necessary, to provide additional guidelines on the operation and organization of the School PTA: *Provided that*, such by-laws are not inconsistent with the existing laws, these guidelines, and other relevant DepEd issuances on the matter; *Provided further* that, any question as to the invalidity of a provision of such by-laws for being inconsistent with existing laws, these guidelines, and other relevant DepEd issuances on the matter shall be filed with and resolved by the Schools Division Superintendent (SDS). The decision of the SDS shall be final and executory unless a petition for review of such decision is filed under Section 43 hereof.

11.6.3 The elected officers of the SPTA-BOD shall have the following duties and responsibilities:

11.6.3.1 Chairperson

11.6.3.1.1 To serve as the concurrent President of the SPTA-EXECOM and perform the duties and responsibilities provided under Section 11.7.2.1 hereof.

11.6.3.1.2 To call and preside all meetings of the BOD and the SPTA-GA.

11.6.3.1.3 To supervise and manage the affairs of the BOD.

11.6.3.1.4 To represent the BOD (and the SPTA-EXECOM, in his/her capacity as the concurrent President of the same) in school improvement planning activities in coordination with school officials concerned and in all of its official functions and activities.

11.6.3.1.5 To act as the representative of SPTA-BOD and the SPTA as an organization.

11.6.3.1.6 To perform such other duties and responsibilities as entrusted by the BOD.

11.6.3.2 Vice-Chairperson

11.6.3.2.1 To serve as the concurrent Vice-President of the SPTA-EXECOM and perform the duties and responsibilities provided under Section 11.7.2.2 hereof.

11.6.3.2.2 To assist the Chairperson in performing his/her duties and responsibilities.

11.6.3.2.3 To assume the position and perform the duties and responsibilities of the Chairperson in the event of the latter`s absence, incapacity, resignation, removal, or death consistent with Section 11.9 hereof.

11.6.3.2.4 To initiate the opening of a bank account with a passbook on behalf of the SPTA as provided under Section 27.1 hereof.

11.6.3.2.5 To perform such other duties and responsibilities as may be prescribed by the BOD.

11.6.3.3 Secretary

11.6.3.3.1 To serve as the concurrent Secretary of the SPTA-EXECOM and perform the duties and responsibilities provided under Section 11.7.2.3 hereof.

11.6.3.3.2 To serve all notice of meetings to the BOD stating the date, time, and place of the meeting, the meeting agenda, and all other pertinent matters for discussion.

11.6.3.3.3 To prepare communications and correspondence on behalf of the BOD.

11.6.3.3.4 To call for a special meeting upon order of the Chairperson or upon written request by the majority of the BOD.

11.6.3.3.5 To document and prepare the official minutes of BOD meetings and record all transactions, motions, discussions, votes, and decisions of the same, including the written minutes of the previous meeting of BOD members and records of any changes or corrections.

11.6.3.3.6 To take custody of all documents, minutes of meetings, and other records of the BOD.

11.6.3.3.7 To certify acts of the BOD, countersign documents and certificates issued by

the BOD, and make reports or statements as may be required by the BOD.

11.6.3.3.8 To prepare and disseminate Board Resolutions and other relevant documents as agreed upon by the majority of the BOD.

11.6.3.3.9 To oversee the performance of functions by the HPTA Secretaries and provide technical assistance as may be necessary.

11.6.3.3.10 To perform such other duties and responsibilities as may be prescribed by the BOD or the Chairperson.

11.6.3.4 *Treasurer*

11.6.3.4.1 To secure Board Resolutions authorizing the opening of bank account, withdrawal, fund disbursement, and other financial transactions that would require BOD approval.

11.6.3.4.2 To open a bank account with a passbook on behalf of the SPTA as provided under Section 27.1 hereof.

11.6.3.4.3 To safekeep and secure all undeposited collections and deposit slips.

11.6.3.4.4 To maintain an up-to-date PTA logbook of properties, passbook, and records of financial transactions (i.e., an orderly record of vouchers, bank-verified deposit and withdrawal slips, and BOD resolutions authorizing fund disbursement).

11.6.3.4.5 To submit to the BOD the reports on funds utilization prepared by SPTA-EXECOM Collecting and Disbursing Officer certified by the Auditor, if applicable, and a comprehensive financial report twice (2x) every SY (at the end of each semester or two quarters), or as may be provided for in the by-laws of the PTA.

11.6.3.4.6 To advise the BOD on finance-related concerns.

11.6.3.4.7 To oversee the performance of duties and responsibilities of the Collecting and

Disbursing Officer of the SPTA-EXECOM and the Treasurers of the HPTA, and provide technical assistance at different PTA levels whenever necessary.

11.6.3.4.8 To perform such other duties and responsibilities as may be assigned by the BOD or the Chairperson.

11.7 Duties and Responsibilities of the SPTA-EXECOM and Its Officers

11.7.1 The SPTA-EXECOM, composed of SPTA-BOD officers and those appointed pursuant to Section 11.4 hereof, shall have the following duties and responsibilities:

11.7.1.1 To operationalize or implement the policies and guidelines formulated by the SPTA-BOD.

11.7.1.2 To oversee the activities of the HPTAs and the GrPTAs.

11.7.1.3 To manage the affairs of the SPTA and perform such duties and responsibilities as may be provided for in the by-laws, these guidelines and DepEd policies, rules and regulations, and other decisions or resolutions as the SPTA-BOD may later adopt.

11.7.1.4 To keep the parent/guardian-members informed of the changes or developments in the school system and report the planned and completed activities of the school and the SPTA through posting in the school's bulletin board, PTA's official social media accounts, and in learner publications.

11.7.1.5 To maintain good governance practices, including enforcing the school's policies on health and safety, security, transparency, and accountability.

11.7.1.6 To perform such other duties and responsibilities as may be assigned by the SPTA-BOD.

11.7.2 The concurrent and appointed of the SPTA-EXECOM, without prejudice to the formulation of by-laws by the SPTA-BOD, shall have the following duties and responsibilities:

11.7.2.1 *President*

11.7.2.1.1 To implement or execute the policies, plans, programs, and activities of the BOD.

11.7.2.1.2 To call meetings of the PTA officers if necessary and preside in all meetings of the SPTA-EXECOM.

11.7.2.1.3 To sign vouchers and other documents as approved by the BOD duly supported by board resolutions.

11.7.2.1.4 To act as the liaison between parents and school personnel.

11.7.2.1.5 To report to the BOD the status of programs/projects of the SPTA and other relevant updates.

11.7.2.1.6 To act as the representative of SPTA-EXECOM and, to the extent applicable, the SPTA as an organization if authorized by the BOD through a resolution to act as such.

11.7.2.1.7 To execute on behalf of the BOD all contracts, agreements, and other documents which require the approval of the BOD: *Provided that*, the BOD through a resolution authorizes the President to perform such act on behalf of the BOD.

11.7.2.1.8 To perform such other duties and responsibilities as may be assigned by the BOD.

11.7.2.2 *Vice-President*

11.7.2.2.1 To assist the President in performing his/her duties and responsibilities.

11.7.2.2.2 To assume the position and perform the duties and responsibilities of the President, in the event of the latter`s absence, incapacity, resignation, removal, or death consistent with Section 11.9 hereof.

11.7.2.2.3 To perform such other duties and responsibilities as may be prescribed by the BOD.

11.7.2.3 *Secretary*

11.7.2.3.1 To arrange meetings and activities of SPTA-EXECOM, including the dissemination of Notice of Meeting and other announcements, and the maintenance of the bulletin board at

the school head's office or at the PTA's designated office space within the school compound.

11.7.2.3.2 To document and prepare the official minutes of SPTA-EXECOM meetings, and record all transactions and discussions of the same, including the written minutes of the previous meeting to SPTA-EXECOM members before the next meeting and record any change or correction.

11.7.2.3.3 To take custody of all documents, minutes of meetings, and other records of the SPTA.

11.7.2.3.4 To maintain a registry of all elected PTA officers consisting, among others, of the following: full name, address, contact numbers, and email address of PTA officer concerned, and the name and grade level of the learner/ward he/she represents.

11.7.2.3.5 To turn over all SPTA records of operations as described in Sections 27.6.1.3 and 27.6.1.4, including the registry of elected PTA officers and other pertinent documents as may be directed by the President.

11.7.2.3.6 To perform such other duties and responsibilities as may be assigned by the EXECOM or the President.

11.7.2.4 *Collecting and Disbursing Officer*

11.7.2.4.1 To take charge of all collections on behalf of the PTA, issue corresponding receipts for all such contributions in cash or in kind, and immediately turn over the collected funds to the BOD Treasurer.

11.7.2.4.2 To maintain an up-to-date PTA logbook of financial activities, an orderly record of vouchers, bank-verified deposit slips, and BOD resolutions authorizing fund disbursement.

11.7.2.4.3 To submit to the BOD Treasurer the reports on funds utilization duly certified by the Auditor, if applicable, every two (2) months, or as may be provided for in the by-laws of the PTA.

11.7.2.4.4 To turn over to the BOD Treasurer all cash and undeposited collections, together with the logbook, financial records, inventories, and official receipts, including other pertinent documents which the President may so direct.

11.7.2.4.5 To perform such other duties and responsibilities as may be assigned by the EXECOM or the President and/or the BOD Treasurer.

11.7.3 The additional officers of the SPTA-EXECOM, which are not limited to the listed positions below, which may be appointed in relation to Section 11.4 hereof, shall include the following duties and responsibilities:

11.7.3.1 *Auditor*

11.7.3.1.1 To review the PTA logbook periodically to ascertain the condition and status of the PTA finances, including the orderliness and completeness of documents supporting such transactions.

11.7.3.1.2 To submit a report to the President and the BOD after the examination and validation of the reports of the BOD Treasurer and the EXECOM Collecting and Disbursing Officer and provide suggestions/ recommendations as appropriate.

11.7.3.1.3 To perform such other duties and responsibilities as may be assigned by the EXECOM or the President.

11.7.3.2 *Business Manager*

11.7.3.2.1 To plan, recommend, and execute fundraising projects.

11.7.3.2.2 To perform canvassing of materials and supplies and other related activities.

11.7.3.2.3 To coordinate and monitor supply chain operations for the activities and provide logistical support as may be required by the PTA.

11.7.3.2.4 To perform such other duties and responsibilities as may be assigned by the EXECOM or the President.

11.8 Basic Committees that may be Created. These guidelines authorize the creation of two (2) permanent special committees—the SPTA Grievance Committee (SPTA-GC) and the SPTA Disciplinary Committee (SPTA-DC)—as well as other special committees that the SPTA-BOD may find necessary.

11.8.1 SPTA Grievance Committee (SPTA-GC) is hereby created to address complaints involving minor disagreements, conflicts or disputes against the PTA, the SPTA-BOD, or any of their members relating to the performance of their official functions as enumerated under Section 30 hereof.

The SPTA-GC shall be composed of:

11.8.1.1 Chairperson - designated by the school head from among the members of the SPTA-BOD; and

11.8.1.2 Two (2) members - designated by the school head from among the members of the SPTA: *Provided that*, such members are of good standing in the school/community as recommended by the SPTA-BOD.

The SPTA-GC shall perform its duties and responsibilities in accordance with Article VIII hereof.

11.8.2 SPTA Disciplinary Committee (SPTA-DC) is hereby created to address complaints involving light/minor and less grave offenses, major/grave offenses, or violation of rules filed against the PTA, the SPTA-BOD, or any of the officers and members relating to the performance of their official functions as enumerated under Section 31 hereof.

The SPTA-DC shall be composed of:

11.8.2.1 Chairperson - designated by the school head from among the members of the SPTA-BOD; and

11.8.2.2 Two (2) members - designated by the school head from among the members of the SPTA: *Provided that*, such members are of good standing in the school/community as recommended by the SPTA-BOD.

The SPTA-DC shall perform its duties and responsibilities in accordance with Article VIII hereof.

11.8.3 Other committees that SPTA-BOD may organize, among others, are the following: Committee on Finance, Committee on Ways and Means, Committee on Programs and Projects, Committee on Audit, and the Committee on External and Community Affairs. The SPTA-BOD is further authorized to determine, among others, the terms of office of the members thereof, as well as their composition, powers, and responsibilities.

11.9 Removal of a BOD Member/Officer at the School or Federated Levels Based on Grounds Other Than Those Provided Under Section 32 (Sanctions)

11.9.1 This section provides for the removal of a BOD member/officer at the school or federated levels based on grounds other than those provided under Section 32 (Sanctions) hereof which includes, among others, the following: transfer, drop-out, expulsion, or death of his/her learner or ward; resignation or death of the SPTA-BOD/FPTA-BOD member or officer.

11.9.2 A member of the SPTA-BOD/FPTA-BOD or the SPTA-EXECOM/FPTA-EXECOM shall be automatically removed from office in the event of the transfer, drop-out, expulsion, or death of his/her learner or ward: *Provided that,* in case of the learner or ward transferring or dropping out and he/she returns to the school the following SY, the parent/guardian of such learner or ward may still run for election considering his previous election as constituting one (1) term and may be elected as such so long as Sections 11.5 and 17.3 (Terms of Office) hereof is complied with.

11.9.3 In case of vacancy arising from the resignation or death of an SPTA-BOD/FPTA-BOD member or officer, Sections 11.9.4 and 11.9.5 hereof shall apply.

11.9.4 Filling of Vacancy in the membership of SPTA-BOD

Within one (1) week from the time an SPTA-BOD member position is considered vacant resulting from removal, resignation, or death of a member of the SPTA-BOD as provided under the preceding Sections 11.9.1 to 11.9.3 hereof, the alternate representative for the grade level concerned shall assume the vacated position: *Provided that,* if the vacancy occurs from among the teacher-representative to the SPTA-BOD, an election shall be conducted from among the homeroom advisers to fill this vacancy. If the vacancy occurred in the SPTA of a Standalone Senior High School, the school head concerned shall appoint from among the SPTA members the BOD member(s) to fill the vacancy. Such newly appointed BOD member shall immediately assume office and shall serve only for the remaining unexpired portion of the term of office.

11.9.5 Filling of Vacancy in the SPTA-BOD Officer Position

Within one (1) week from the time an SPTA-BOD Officer position is considered vacant resulting from removal, resignation, or death as provided under Sections 11.9.1 to 11.9.3, the vacancy shall be filled first in accordance with the preceding provision. Thereafter, an election shall be

immediately conducted among the SPTA-BOD members to fill this vacancy.

In case of resignation, removal, or death of a Chairperson/President of the SPTA/FPTA, the Vice-Chairperson/Vice-President shall automatically replace the former. The filling in of the vacated position of Vice-Chairperson/Vice-President shall be done through a special election called for the purpose pursuant to this section.

In case an officer resigns from his/her elected position in the SPTA-BOD only (while keeping his/her membership in the SPTA-BOD), the SPTA-BOD shall elect from among themselves the replacement for the vacated position.

The result of such election shall be documented in a Board Resolution to be prepared and signed on the same day and disseminated to appropriate authorities and the SPTA/FPTA members immediately.

11.9.6 In case of vacancy in the FPTA resulting from removal from office under Sections 11.9.1, 11.9.2, 11.9.3, and 32.1.2 hereof, if applicable, the new President of SPTA (in case of Municipal and City FPTA) shall automatically fill in the vacant position.

ARTICLE III
CONVENING THE SPTA GENERAL ASSEMBLY (GA), PTA MEETINGS AND QUORUM

Section 12. Convening the SPTA GA

12.1 The first SPTA-GA of each SY shall be convened by the incumbent SPTA-BOD (from previous SY or the outgoing SPTA-BOD) prior to the conduct of elections for the current SY. The convening of such SPTA-GA meeting shall not be later than 30 days from the date of school opening to discuss the following matters:

12.1.1 report on physical, financial, and other accomplishments of the SPTA-BOD of the previous SY;

12.1.2 orientation on the election procedures of HPTA, GrPTA, and SPTA officers, to be conducted by the ELECOM, consistent with Section 10.3.5 hereof; and

12.1.3 other PTA- and school-related matters.

12.2 The SPTA-BOD elected for the current SY shall convene the SPTA-GA at least two (2) times a year. Meetings can either be done physically (face-to-face) or remotely, or both (hybrid) in consideration of unforeseen circumstances (e.g., pandemic, calamities, or thereabouts). To maximize the attendance of the parent/guardian-members, it is highly encouraged that such SPTA-GA meetings be called on the same date and be held prior to the actual distribution of Report Cards to the learners.

The SPTA-BOD elected for the current SY shall convene the SPTA-GA at least two (2) times a year. Meetings can either be done physically (face-to-face) or remotely, or both (hybrid) in consideration of unforeseen circumstances (e.g., pandemic, calamities, or thereabouts). To maximize the attendance of the parent/guardian-members, it is highly encouraged that such SPTA-GA meetings be called on the same date and be held prior to the actual distribution of Report Cards to the learners.

Section 13. Meetings

13.1 Organizing PTA Meetings

13.1.1 PTA meetings at all levels may be conducted through physical (face-to-face), remote, or hybrid communications. The PTA officers shall coordinate with the homeroom adviser or school head with respect to the time, venue, and other details/logistics that may be required in the conduct of the meeting. Subject to existing laws, rules, and regulations, the homeroom adviser or the school head shall support the conduct of such meetings by making resources, logistics, or facilities of the school readily available to the PTA.

13.1.2 The Notice of Meeting should be disseminated in the same manner provided under Section 10.3.4 with complete details on date, time, venue, preferred mode of communication, agenda, and updates/agreement from previous meetings, as applicable.

13.1.3 Members who cannot physically attend meetings but have notified in advance the SPTA Chairperson/GrPTA Representative/HPTA President and/or the PTA Secretary of his/her intention to participate through remote communications may be accommodated: *Provided that,* the members have the capability and/or have satisfied the requirements to participate in meetings by remote communication under these guidelines or the SPTA's by-laws. The PTA Secretary shall take note of such fact in the minutes of the meeting.

13.1.4 All SPTAs shall adopt its own rules on how PTA members may participate in meetings by remote communication, which may be patterned after Section 10.6.2 hereof. PTA members shall have the obligation of meeting/satisfying the reasonable logistical requirements or resources required, including but not limited to the following:

13.1.4.1 ensure stable access to internet connectivity or telephone/mobile signal;

13.1.4.2 ensure provisions for load/credits to appropriate mobile services;

13.1.4.3 download/secure the compatible video-conferencing platform being used by the PTA;

13.1.4.4 stay in a location that is free from any noise or disturbances that may disrupt the proceedings of the meeting;

13.1.4.5 ensure access to clear voice/audio reception; and

13.1.4.6 satisfy other requirements to ensure the smooth conduct of meetings through remote communication.

13.1.5 The meetings shall be documented through minutes of meetings, attendance sheets, various reports/handouts used, and pictures.

13.1.5.1 The minutes of all meetings of PTA members, officers, or the SPTA-BOD shall set forth in detail, among others: (a) the time and place of the meeting; (b) the notice given; (c) the agenda; (d) the communication modality whether the meeting was physical, remote, or

hybrid communications; (e) those present noting their time of entry and exit; (f) those absent; and (g) every act done or ordered at the meeting.

13.1.5.2 Upon the request of a PTA member and with the consent of all attendees, the meeting may be recorded in audio/video formats: *Provided that,* if there is an objection, the presiding officer of the meeting shall take note of the objection and may proceed with the recording of the meeting if majority of the members present constituting the quorum approves the request to record the meeting.

13.1.5.3 Upon the request of a PTA member, the *yeas* and *nays* must be taken on any motion or proposition, and a record thereof carefully made. The protest of a PTA member, officer, or SPTA-BOD on any action or proposed action must be recorded in full upon their request.

13.1.5.4 All minutes of PTA meetings must be duly signed by the Secretary, approved by the SPTA Chairperson/GrPTA Representative/ President, and contents noted by the homeroom adviser or the school head within seven (7) calendar days from the conduct of the meeting. The approved minutes must be properly filed and kept in accordance with Section 27.6 and other relevant sections hereof.

13.2 Levels of PTA Meetings

13.2.1 *HPTA Meetings.* The HPTA meetings shall, among others, be:

13.2.1.1 a venue for the conduct of HPTA elections, parent/guardian-members orientation (school and homeroom policies, HPTA rules and regulations, etc.), and parent/guardian-members consultation;

13.2.1.2 attended by the homeroom adviser and parent/guardian-members in a homeroom;

13.2.1.3 conducted quarterly simultaneously with the distribution of Report Cards. Special meetings may, however, be held as often as necessary; and

13.2.1.4 a venue for discussion of HPTA activities, issues, and concerns for the learners, teachers, and other school-related matters.

13.2.2 *GrPTA Meetings.* The GrPTA meetings which shall be presided over by the GrPTA Representative shall, among others, be:

13.2.2.1 a venue for the conduct of GrPTA elections, GrPTA-CoR orientation (GrPTA rules and regulations, etc.), and GrPTA-CoR and parent/guardian-members consultation;

13.2.2.2 attended by the homeroom advisers, GrPTA-CoR, and/or parent/guardian-members in a grade level;

13.2.2.3 conducted quarterly simultaneously with the distribution of Report Cards. Special meetings may, however, be held as often as necessary; and

13.2.2.4 a venue for discussion of GrPTA activities, issues, and concerns for the learners, teachers, and other school-related matters.

13.2.3 *SPTA Meetings.* The SPTA-BOD and EXECOM meetings, which may be held jointly or separately and presided over by the SPTA-BOD Chairperson/SPTA-EXECOM President shall, among others, be:

13.2.3.1 a venue for the conduct of SPTA-BOD elections, SPTA-BOD orientation (SPTA-BOD rules and regulations, etc.), and SPTA-BOD members consultation;

13.2.3.2 attended by the SPTA-BOD officers and members, and/or school head;

13.2.3.3 conducted at least once every two (2) months unless otherwise provided in their by-laws. As it may be deemed necessary, a special meeting may be held upon the call of the SPTA President;

13.2.3.4 a venue to discuss and address administrative, technical, and logistical issues peculiar to the school/community;

13.2.3.5 a venue to discuss ways and means to improve the teaching and learning environment in the school concerned, plan fundraising projects, including strategies to support the HPTAs and the GrPTAs; and

13.2.3.6 a venue for discussion of SPTA activities, issues, and concerns for the learners, teachers, and other school-related matters.

Section 14. Quorum

14.1 A quorum shall be established before the start of any meeting of the SPTA-GA, HPTA, GrPTA, and SPTA-BOD and EXECOM. For purposes of these guidelines, a quorum for SPTA-GA, HPTA, and GrPTA meetings shall consist of forty percent (40%) of its total membership.

For GrPTA-CoR and SPTA-BOD and EXECOM meetings, a quorum shall consist of a majority (50%+1) of its total membership.

14.2 If a quorum is not met within 60 minutes from the time set forth in the notice of the meeting, said meeting shall be adjourned. In such a case, it shall be recorded that no meeting was conducted due to the lack of a quorum. Nonetheless, the SPTA-GA, HPTA, GrPTA, and SPTA-BOD and EXECOM present may constitute themselves as a consultative body for the purpose of discussing PTA-related matters.

14.3 No resolution shall be proposed or voted upon unless there is a quorum. Unless these guidelines provide for a greater number, a majority vote of the members present constituting the quorum shall be sufficient to adopt or pass a motion or a resolution.

ARTICLE IV
THE FEDERATED PTA (FPTA)

Section 15. Organizing Federated PTAs

RA 7160 (Local Government Code of 1991) mandates the organization of the LSB in the municipal, city, and provincial levels and to include, as representatives, the duly elected Presidents of FPTAs from these levels. RA 7160 provides that the SEF of municipalities, cities, and provinces shall be used to support education activities at the localities, subject to the authority provided for in DepEd-DBM-DILG Joint Circular (JC) No. 1, s. 2017 (Revised Guidelines on the Use of the SEF), as amended by JC Nos. 1 and 2, s. 2020. To carry out these important mandates, these guidelines provide for the regulation of the operations of the Federation of PTAs.

Section 16. Composition of Federated PTAs at the Municipal, City, and Provincial Levels

16.1 Federated PTA (FPTA). Refers to the PTA organized in each municipality, city, or province.

16.1.1 All duly elected PTA BOD Chairpersons (who are serving concurrently as PTA EXECOM Presidents as provided under these guidelines) of public basic education schools in the municipality or city shall compose the *Municipal or City FPTAs*; and

16.1.2 All duly elected Chairpersons of the Municipal FPTA-BOD and Component City FPTA-BOD (who are serving concurrently as Municipal or Component City FPTA-EXECOM Presidents as provided under these guidelines) shall compose the *Provincial FPTA.*

16.2 The municipal, city, and provincial FPTAs may elect between five (5) to fifteen (15) BOD members: *Provided that,* the SDS shall specify the number of BOD members to be elected (which must be odd in number) depending on the number of SPTA-BOD Chairpersons in the municipality or city, or the number of municipal or component city FPTA-BOD Chairpersons in the province.

16.3 The FPTA-BOD shall elect a set of officers which shall comprise of the following: Chairperson, Vice-Chairperson, Secretary, and Treasurer.

16.4 The elected Chairperson, Vice-Chairperson, and Secretary of the FPTA-BOD shall serve as the concurrent President, Vice-President, and Secretary of the FPTA-EXECOM, respectively. Furthermore, the BOD shall appoint a Collecting and Disbursing Officer from among its members present during the election to serve in the SPTA-EXECOM. Additional officers (e.g., Business Manager and Auditor) may be appointed from among the FPTA-BOD members through a resolution executed by the FPTA-BOD, as it may deem necessary, or as may be

provided by its by-laws: *Provided that*, the number of the FPTA-EXECOM **shall not exceed** one-half (1/2) of the number of FPTA-BOD members.

16.5 The FPTA-EXECOM shall perform the same duties and responsibilities provided under Section 11.7 hereof.

16.6 The rules on meetings and quorum for SPTA-GA and SPTA-BOD/SPTA-EXECOM provided under Sections 13 and 14 hereof shall also govern FPTA and FPTA-BOD/FPTA-EXECOM meetings to the extent applicable.

Section 17. Election and Terms of Office of Federated PTA Officers

17.1 Election Timeline. The indicative dates of FPTA elections at the municipal, city, and province shall be included in the calendar of activities of the city and division offices concerned each year. The timeline for the municipal or city FPTA election of the BOD members and its EXECOM Officers shall be within sixty (60) calendar days from the first day of classes, while the election for the provincial FPTA-BOD members and its EXECOM Officers shall be within seventy-five (75) calendar days from the first day of classes.

17.2 Election Procedures. Elections of the FPTA shall be facilitated by the Public Schools District Supervisor (PSDS) designated by the Schools Division Superintendent (SDS) in the case of municipalities and the SDS in the case of cities and provinces. They shall provide the venue and logistical support, observe the election timeline, and shall not interfere with the conduct of the elections. The FPTA elections shall be conducted through physical (face-to-face), remote, or hybrid communication following these procedures:

17.2.1 Every start of the meeting for the election of FPTA-BOD, the PTA Chairpersons present shall first organize their ELECOM to oversee the conduct of elections. The elections shall be by secret ballot, and no proxy or absentee voting shall be allowed. The SDS shall decide the composition and the manner of selection of the ELECOM members. The SDS may pattern after Section 10.3 and other relevant sections of these guidelines the duties and responsibilities to govern the ELECOM and the conduct of FPTA election.

17.2.2 The SPTA Chairpersons in the municipality/city (in case of the Municipal/City FPTA) and the FPTA Chairpersons in the municipal/component city (in case of Provincial FPTA) shall elect from among themselves their BOD consistent with Section 16.2 hereof. Thereafter, the FPTA-BOD shall elect, from among themselves, its officers, consistent with Section 16.3 hereof.

17.2.3 The election of FPTA-BOD and its officers, regardless of levels, shall follow the modalities described in Section 10.6 (Modes of Elections) hereof.

17.2.4 After the election, the FPTA-BODs at the municipal, city, or provincial levels shall inform the designated PSDS or SDS through a resolution of the duly elected FPTA-BOD and its officers. This resolution shall be certified by the ELECOM.

17.2.5 Upon acceptance of the letter or resolution of the list of duly elected FPTA-BOD members and officers from the municipal, city, and provincial levels, the PSDS or SDS shall officially transmit a copy of the letter or resolution to the Municipal or City Mayor or the Provincial Governor, for information and records purposes.

17.3 Terms of Office. The terms of office of the FPTA-BOD and the FPTA-EXECOM shall be one (1) year from the date of their election/appointment. They shall hold office until a new set of officers has been elected and qualified. In no case shall FPTA-BOD and the FPTA-EXECOM serve for more than two (2) consecutive terms.

In case of a fortuitous event or force majeure (e.g., pandemic; typhoon, earthquake and other natural calamities; armed conflicts; lawlessness; civil unrest) where conducting PTA election pursuant to the different modes of conducting an election as provided under Section 10.6 hereof is not possible, the existing officers shall continue to hold over their respective offices or positions until a new set of officers has been elected and qualified.

Without prejudice to the applicability of the preceding paragraph, in case of a declaration of state of calamity or state of emergency and physical (face-to-face) election is not possible as the same is prohibited by law, local ordinance, or any rule or regulation issued by the relevant government agency or local government unit, the election by remote communication may still be adopted to proceed with the conduct of election as soon as possible.

Section 18. Duties and Responsibilities of a Federated PTA (FPTA) and Its Officers

18.1 The Federated PTA shall have the following duties and responsibilities:

18.1.1 Pursuant to RA 7160 (Local Government Code of 1991), the duly elected FPTA-BOD Chairpersons (concurrently serving as FPTA-EXECOM Presidents) from the municipality, city, and provincial levels shall represent the FPTAs in their respective LSBs.

18.1.2 The FPTAs shall conduct regular focus group discussions with their respective constituents on matters that may be discussed in the LSB and thereafter, submit a report to their constituents on the outcomes of the LSB meetings attended. Such report

may include, among others, the kind and amount of projects in certain schools to be supported by the SEF.

18.1.3 Elected Chairpersons (concurrently serving as FPTA-EXECOM Presidents) of the municipality, city, and provincial FPTAs, in collaboration with the co-chairpersons of the LSBs (i.e., PSDS and SDS), shall ensure that the SEF of the LGU concerned is used to fund essential school requirements in accordance with the provisions of DepEd-DBM-DILG JC No. 1, s. 2017, JC Nos. 1 and 2, s. 2020, and other relevant laws, rules, and regulations on the use of SEF.

18.2 The FPTA-BOD general duties and responsibilities shall be those enumerated under Section 11.6 hereof. In addition, every FPTA-BOD shall perform the following specific duties and responsibilities:

18.2.1 To help their respective schools to formulate and implement programs and projects intended to address the welfare and learning needs of the learners.

18.2.2 To promote various advocacies, campaigns, and programs and projects of DepEd and other government agencies relating to learners' welfare and education.

18.2.3 To advocate for laws or policies that further the education, physical and mental health, welfare, and safety of learners and teachers.

18.2.4 To promote the collaboration and engagement of families, educators, non-government organizations, private sector, and other stakeholders in the education of the learners.

18.2.5 To help ensure that the local government unit concerned is responsive to the needs of the basic education system in the locality.

18.2.6 To adopt its own by-laws, if it finds it necessary, to provide additional guidelines on the operation and organization of the Federated PTA: *Provided that,* such by-laws are not inconsistent with the existing laws, these guidelines, and other relevant DepEd issuances on the matter; *Provided further that,* any question as to the invalidity of a provision of such by-laws for being inconsistent with existing laws, these guidelines, and other relevant DepEd issuances on the matter shall be filed with and resolved by the Regional Director (RD) concerned.

18.2.7 To ensure the prompt creation of the following committees:

18.2.7.1 FPTA Grievance Committee (FPTA-GC) is hereby created to address complaints involving minor disagreements or conflicts or dispute against the FPTA, the FPTA-BOD, or any of their members relating to the performance of their official functions as enumerated under Section 30 hereof.

The FPTA-GC shall be composed of:

18.2.7.1.1 Chairperson - designated by the SDS from among the members of the FPTA-BOD; and

18.2.7.1.2 Two (2) members - designated by the SDS from among the members of the FPTA: *Provided that*, such members are of good standing in the school/community as recommended by the FPTA-BOD.

The FPTA-GC shall perform its duties and responsibilities in accordance with Article VIII hereof.

18.2.7.2 FPTA Disciplinary Committee (FPTA-DC) is hereby created to address complaints involving light/minor and less grave offenses, major/grave offenses, or violation of rules filed against the FPTA, the FPTA-BOD, or any of the officers and members relating to the performance of their official functions as enumerated under Section 31 hereof.

The FPTA-DC shall be composed of:

18.2.7.2.1 Chairperson - designated by the SDS from among the members of the FPTA-BOD; and

18.2.7.2.2 Two (2) members - designated by the SDS from among the members of the FPTA: *Provided that*, such members are of good standing in the school/community as recommended by the FPTA-BOD.

The FPTA-DC shall perform its duties and responsibilities in accordance with Article VIII hereof.

18.2.7.3 Other committees that FPTA-BOD may organize, among others, are the following: Committee on Finance, Committee on Ways and Means, Committee on Programs and Projects, Committee on Audit, and the Committee on External and Community Affairs. The FPTA-BOD is further authorized to determine, among others, the terms of office of the members thereof, as well as their composition, powers, and responsibilities.

18.2.8 To represent the interest of PTA members and learners in the agenda of the LSB.

The FPTA-BOD members shall perform the above-enumerated duties and responsibilities collegially to promote the interest of the school. The individual members of the FPTA-BOD shall exercise functions that will promote the interest of the school/municipality/city/province they represent.

18.3 The FPTA-BOD officers shall perform the same duties and responsibilities, as applicable, enumerated under Section 11.6.3 collegially to promote the interest of the learners, parents, teachers, and the school at the municipality, city, or provincial level.

18.4 The FPTA-EXECOM, composed of FPTA-BOD officers and those appointed pursuant to Section 16.4 hereof, shall perform the general duties and responsibilities enumerated under Section 11.7 hereof. In addition, FPTA-EXECOM shall perform the following specific duties and responsibilities:

18.4.1 To conduct benchmarking activities on schools' best practices that may be adapted by other schools.

18.4.2 To maintain good governance practices, including enforcing the prevailing policies on health and safety, security, transparency, and accountability of the schools and the LGU concerned.

18.4.3 To perform such other duties and responsibilities as may be assigned by the FPTA-BOD.

18.5 The FPTA-EXECOM officers (concurrent and appointed) shall perform the same duties and responsibilities, as applicable, enumerated under Sections 11.7.2 and 11.7.3 collegially to promote the interest of the learners, parents, teachers, and the school at the municipality, city, or provincial level.

ARTICLE V
RECOGNIZING A SCHOOL PTA AND ITS PRIVILEGES

Section 19. Classification of School PTAs

19.1 All SPTAs to be organized for SY 2021-2022, for purposes of these guidelines, shall be deemed **officially recognized SPTAs**: *Provided that,* such PTAs belong to schools with a validly organized SPTA for the last two (2) SYs prior to the effectivity hereof. These officially recognized SPTAs shall satisfy the requirements enumerated under Section 20 hereof to maintain its status as such: *Provided that,* if the SPTA fails to satisfy said requirements to maintain its status as an officially recognized SPTA for two (2) consecutive SYs, said SPTA shall revert to the status of a non-officially recognized SPTA.

19.2 An **officially recognized SPTA** is one which is organized under these guidelines and has satisfied Sections 19.1 and 20 hereof. As such, it is allowed to collect VSCs and other authorized contributions at any time of the SY subject to Section 26.2 hereof and other laws, DepEd rules and regulations on the collection of VSCs and shall enjoy the privileges of an officially recognized SPTA as provided under Section 23 hereof.

19.3 All newly organized SPTAs and/or schools without a validly organized SPTAs for the last two (2) SYs prior to the effectivity of these guidelines shall be considered as **non-officially recognized SPTAs**.

19.4 A **non-officially recognized SPTA** is one which is newly created or organized SPTA under these guidelines and has not yet satisfied Sections 19.1 and 20 hereof. Subject to the limitations enumerated under Section 23.1.5.1, a non-officially recognized SPTA may still collect PTA membership dues at any time of the SY and may enjoy the privileges of an officially recognized SPTA, if allowed by the school head, as provided under Section 23.2 hereof.

Section 20. Requirements for a School PTA to be Officially Recognized

20.1 This provision shall apply to all non-officially recognized SPTAs as provided under Sections 19.3 and 19.4 hereof, and to former officially recognized SPTAs that reverted to the status of non-officially recognized SPTAs as provided under Section 19.1 hereof.

This shall also apply in case of a school established after SY 2020-2021 and organizes an SPTA for the first time: *Provided that,* the SPTA of such newly established school must satisfy the requirements provided under Section 20.2 for two (2) consecutive SYs for it to be considered as officially recognized SPTA.

20.2 An SPTA, to be considered officially recognized, must satisfy the following requirements by the end of the current SY:

20.2.1 election of all officers of HPTAs, GrPTAs, and SPTA as provided in Sections 7 and 10 hereof;

20.2.2 submission of the list of all duly elected officers of the HPTAs, GrPTAs, SPTA, and members of the BOD as supported by their respective Oaths of Office;

20.2.3 adoption of an official name of the SPTA bearing the name of the school (e.g., Parent-Teacher Association of Quezon City Science High School or Quezon City Science High School Parent-Teacher Association);

20.2.4 opening of a bank account and conducting its financial businesses in accordance with Article VII hereof;

20.2.5 submission of SPTA calendar of activities;

20.2.6 conduct of at least two (2) GAs a year, which may coincide with homeroom meetings or distribution of Report Cards;

20.2.7 active participation in the school improvement planning, *Brigada Eskwela*, *Brigada Pagbasa*, Commencement/ Graduation or Recognition/Moving-Up exercises, among others;

20.2.8 holding of at least two (2) school-wide PTA activities as provided under Section 24, subject to applicable DepEd policies and guidelines;

20.2.9 implementation of at least one (1) priority project listed in the SIP; and

20.2.10 submission of the following documents within thirty (30) days after the end of the SY:

20.2.10.1 *Accomplishment Report* – The HPTA President and Secretary of each homeroom class shall submit the HPTA accomplishment report to their respective homeroom advisers for review and approval. Once approved, each HPTA President shall submit the same to their respective GrPTA Representatives, who shall then consolidate and endorse the reports to the SPTA-BOD Secretary. These reports shall be further consolidated by the SPTA-BOD Secretary and integrated into the overall accomplishment report of the SPTA, which the Chairperson shall report and submit to the SPTA-BOD and the school head.

20.2.10.2 *Report of Financial Operations* – The aforesaid Accomplishment Report shall be supported by a Report of Financial Operations of all the HPTAs and the SPTA. The SPTA-BOD Treasurer shall ensure the availability of the SPTA logbook of activities and financial transactions, including other financial records for inspection by the school head and/or the present Division PTA Affairs Committee any time. A Report of Financial Operations duly signed by the SPTA-BOD Chairperson and Treasurer shall be reported and submitted to the SPTA-BOD and the school head. Such financial report/statement shall be reviewed by the Division Accountant.

Section 21. Issuance of a Certificate of Recognition to SPTAs

21.1 School heads shall issue a Certificate of Recognition within thirty (30) days from the effectivity of these guidelines to all SPTAs given automatic recognition under these guidelines and/or all SPTAs that satisfy the requirements provided under Section 19.1.

21.2 For non-officially recognized SPTAs, as enumerated under Sections 19.4 and 20.1, paragraph 1 and which have complied with the requirements under Section 20.2 hereof, the school head shall issue a Certificate of Recognition to the SPTA within thirty (30) days from the beginning of the SY immediately following the SY when the said requirements were satisfied.

21.3 In case of newly established schools as stated under Section 20.1, paragraph 2, and after satisfaction of the requirements under Section 20.2 hereof for two (2) consecutive SYs, the school head shall issue the Certificate of Recognition to the SPTA within thirty (30) days from the beginning of the next SY immediately following the SY when the said requirements were satisfied.

Section 22. Incorporation or Registration with the Securities and Exchange Commission (SEC)

An SPTA/FPTA may or may not be incorporated with the Securities and Exchange Commission (SEC). If incorporated, the registered entity shall, as far as practicable, be used in the organization of the SPTA.

In relation to Sections 11.6.2 and 18.2.6 hereof, the SPTA/FPTA may adopt its own by-laws if it finds it necessary, to provide additional guidelines on the operation and organization of the SPTA/FPTA: Provided that, such by-laws are not inconsistent with the existing laws, these guidelines, and other relevant DepEd issuances on the matter; Provided further that, any question as to the invalidity of a provision of such by-laws for being inconsistent with existing laws, these guidelines, and other relevant DepEd

issuances on the matter shall be filed with and resolved by the SDS (in case of an SPTA) or the RD (in case of the FPTA). The decision of the SDS/RD shall be final and executory unless a petition for the review on such decision is filed under Section 43 hereof.

Section 23. Privileges of a Recognized PTA

23.1 The privileges of recognized SPTAs include, but not limited to, the following:

23.1.1 construct a building or structure in accordance with the SIP and undertake any permanent renovation or improvement on building, structure, or fixture within the school premises for its office or headquarters: *Provided that,* such construction will be automatically considered as a property of the school. A written agreement shall be executed before the improvement or construction takes place. A Deed of Donation shall also be executed by and between the SPTA and the school immediately after the completion of the improvement or construction;

23.1.2 use of any available space within the school premises as its office or headquarters: *Provided that,* costs pertinent to electricity, water, and other utilities shall be for the account of the SPTA. However, should the school need such space, the SPTA shall vacate the space immediately: *Provided further,* that the school shall have an alternative space/location where they can transfer;

23.1.3 represent the PTA members in the following:

23.1.3.1 School Governance Council (SGC);

23.1.3.2 Child Protection Committee; and

23.1.3.3 *Brigada Eskwela* Technical Working Group (TWG) and other TWGs created at the school level to engage partners such as *Brigada Pagbasa*, Adopt-a-School, *Oplan Kalusugan sa DepEd* and other similar activities.

23.1.4 access pertinent information about learners, available in DepEd's Unified Information Systems, in aid of formulating activities and projects to improve learning, subject to the provisions of RA 10173 (Data Privacy Act of 2012) and Executive Order No. 2, s. 2016 issued by the Office of the President on July 23, 2016 on Freedom of Information;

23.1.5 undertake the following activities:

23.1.5.1 not more than four (4) fundraising activities to support the school's academic and co-curricular programs, projects, and activities, including parent-initiated seminars and

capacity-building activities, subject to DepEd policies and guidelines: *Provided that,* the SPTA shall comply with the "No Collection Policy" of the Department (or the collection shall be purely voluntary);

23.1.5.2 accept donations, whether cash or in kind (e.g., school supplies, materials, and equipment), from private sector or stakeholders. In the case of a non-officially recognized SPTA, acceptance of donations shall be directly coursed through the Adopt-a-School Program Coordinator or school head; and

23.1.5.3 act as an observer in the school's procurement activities and participate in the school's Technical Inspection and Acceptance Committee, subject to the provisions of RA 9184 (Government Procurement Reform Act).

23.1.6 eligible to be elected as BOD of the Municipal, City, or Provincial FPTA.

23.2 Except for the privilege accorded to an officially recognized SPTA under Section 23.1.6 above, a non-officially recognized SPTA may be allowed to exercise any of the above enumerated privileges under this section, subject to the sound discretion of the school head.

ARTICLE VI
ALLOWED AND PROHIBITED ACTIVITIES OF A PTA

Section 24. Allowed PTA Activities

A PTA, whether officially recognized or not, is allowed to conduct activities that will directly support the learners, teaching and non-teaching personnel, school, other parents/guardians, and community as enumerated under this section. All PTA activities within the school premises or which involve the school, its personnel or learners shall be with prior consultation and approval of the school head. The activities that may be conducted by a PTA shall be based on the following:

24.1 Support to Learners

24.1.1 Purchase and/or donation of the following items:

24.1.1.1 supplementary learning resources, textbooks, reference books, science laboratory equipment, or related materials for the classroom or school library;

24.1.1.2 school supplies for distribution to the learners, such as bags, pencils, notebooks, and other learning materials;

24.1.1.3 ICT-based intervention/support to the teaching-learning process using instructional technologies such as electronic reader, desktop computers, laptops, tablets, hardware and software, internet connectivity, television sets, radios, printers, and multimedia materials; and

24.1.1.4 other necessities for the use of learners, such as hygiene kits, footwear, and nutritional supplements.

24.1.2 Organize activities or events including, but not limited to:

24.1.2.1 academic enrichment activities like *Brigada Pagbasa* or other reading programs, peer learning sessions, informative talks, and other similar activities;

24.1.2.2 learner support activities like outreach programs, and advocacy campaigns in radios, TVs, and print media; and

24.1.2.3 organize seminars, webinars, and capacity-building activities to engage and empower the parents/guardians to pursue lifelong learning goals for themselves and their learners, and to support teachers in their continuing professional development.

24.1.3 Partner with the Supreme Pupil/Student Government on their programs, projects, and activities consistent with existing laws, DepEd rules and regulations on the matter.

24.2 Support to School Improvement

24.2.1 Participate in the annual conduct of *Brigada Eskwela.*

24.2.2 Participate in the preparation of the SIP and in the review of School-Based Management (SBM) practices.

24.2.3 Construct a building or structure and undertake any permanent renovation or improvement on building, structure, or fixture within school for teaching and learning.

24.2.4 Purchase and/or donate items for school improvement and maintenance, including but not limited to:

24.2.4.1 furniture and fixtures, equipment and appliances for classrooms and the school;

24.2.4.2 sports and recreational equipment for school sports, learners' play area, and the like;

24.2.4.3 water, sanitation and hygiene facilities in school; and

24.2.4.4 school safety components, such as gates, barriers/walls, and school ground improvement.

24.3 Support to Community Development

24.3.1 Organize activities or events that will:

24.3.1.1 promote community engagement such as clean-up drives, tree planting, urban farming, and other similar activities;

24.3.1.2 promote health and wellness such as mental and physical health campaigns, and advocacy campaigns on the prevention and mitigation of infectious and communicable diseases;

24.3.1.3 recognize the exceptional contributions of learners, parents/guardians and teachers to the community;

24.3.1.4 keep the school community informed of current events, reform initiatives, issues, and accomplishments by publishing and distributing information fliers, newsletters, reports, and the like; and

24.3.1.5 partner with the LGU, non-government organizations, civil society organizations, and the private sector in improving the quality of basic education at the local level.

Section 25. Prohibited PTA Activities or Acts of PTA Officers

25.1 PTAs and their officers are prohibited from performing the following:

25.1.1 engaging in any partisan political activity within school premises or using the SPTA in any partisan political activity;

25.1.2 operating a canteen/school supplies store, or being a concessionaire thereof inside the school or nearby premises, or offering these services to the school as its client either directly or indirectly;

25.1.3 selling insurance and/or pre-need plans and recruiting in multilevel marketing or other similar schemes/programs to learners and/or their parent/guardian-members;

25.1.4 receiving any form of salaries, honoraria, emoluments, or other forms of compensation from the funds of the PTA especially for PTA officers, BOD and EXECOM members, and other committee members;

25.1.5 using the name of the school for unauthorized solicitation of financial or other resources from private donors or stakeholders;

25.1.6 charging any service fees against the amount collected from VSCs;

25.1.7 engaging in fundraising activities in excess of what is allowed under Section 23.1.5.1; and

25.1.8 such other acts or circumstances analogous to the foregoing.

25.2 Any violation of the provisions of this section shall be dealt with corresponding sanctions as provided under Section 32 hereof.

ARTICLE VII
FINANCIAL MATTERS

Section 26. General Policies on Financial Transactions of Homeroom and School PTAs

26.1 Consistent with existing laws, rules and regulations implementing DepEd's "No Collection Policy," the collection of VSCs shall only be allowed through the PTAs: *Provided that*, the collection of VSCs and performance of other financial transactions shall only be allowed whenever they support the programs and activities identified in the SIP: *Provided further*, that it shall be done in close coordination with the homeroom adviser and/or the school head concerned.

26.2 All PTA collections shall begin on the third (3rd) month of classes until the end of the SY and shall be guided by the following:

26.2.1 Kindergarten to Grade 4 learners: Only PTA membership dues shall be collected from these learners in a reasonable amount to be determined by the SPTA-BOD. Except for said voluntary PTA membership due, no other VSCs shall be collected from kindergarten to Grade 4 learners.

26.2.2 Grades 5 to 12 learners: The DepEd-authorized VSCs that may be collected from these learners are shown in Table 2 below. In relation Section 5.12 hereof, other VSCs that may support activities identified in the SIP may also be collected from these learners.

Table 2: DepEd-Authorized Voluntary School Contributions (VSCs)

Contributions	Amount per Learner
Philippine Red Cross	P50.00
Parent-Teacher Association (PTA) Membership Dues[2]	Reasonable amount to be determined by the SPTA-BOD
Learners Organizations	Based on existing school policies
Boy Scouts of the Philippines (BSP)	P50.00
Girl Scouts of the Philippines (GSP)	P50.00
School Publications: Elementary High School	 P60.00 P90.00
Anti-TB Fund Drive	P5.00

[2] PTA membership dues, being a VSC, its non-payment shall not be a ground for disqualification of a parent/guardian from being a PTA member, and shall not prevent such parent/guardian-member from exercising the rights and privileges of a bona fide PTA member.

26.2.3 In the collection of VSCs, the PTA shall consider the following:

26.2.3.1 The collection VSCs shall be strictly on a voluntary basis.

26.2.3.2 The amount of VSCs for the fundraising projects of the PTA shall be agreed upon during the GA and shall be concurred by the school head.

26.2.3.3 PTAs shall refrain from setting exorbitant amounts for VSCs.

26.2.3.4 PTA membership fees shall be collected only once within a school year from parent/guardian-members, regardless of the number of their learners in the school.

26.2.3.5 VSCs shall be collected by the PTA Treasurer and/or the duly authorized representative as approved by the SPTA-BOD, who shall issue pre-numbered receipts for every collection made. The total amount collected each day will be deposited to the PTA bank account consistent with Section 27.3 hereof. The total amount of deposit must tally with the total amount reflected in the pre-numbered receipts.

26.2.3.6 No other school personnel, except those allowed under Sections 26.2.3.5, 26.2.3.7, 29.1 and other relevant sections hereof, shall collect fees from learners, nor shall they safekeep and/or disburse such funds.

26.2.3.7 Learner organizations may authorize the PTAs to collect their VSCs for the organizations' programs, projects, or activities. The amount collected by the PTAs shall be remitted immediately to the Treasurer of the learner organization concerned or to the authorized representative of the school on the day it was collected. No service fee shall be charged against any learner organization by the PTAs.

26.2.3.8 In no case shall the non-payment of VSCs be made as a basis for non-admission, non-promotion, or non-issuance of a Report Card, Certificate of Good Moral Character, and/or school clearance or denial of any benefit to a student by the school concerned.

26.3 The rules provided under this section, including the amounts that may be collected voluntarily, shall be subject to changes or adjustments by subsequent DepEd issuances on the matter.

Section 27. Financial Management and Reporting

27.1 All SPTAs, whether officially recognized or not, and FPTAs must be required to open and maintain an **"and/or"** bank account with a passbook, preferably a checking account, in a reputable bank as determined by the SPTA-BOD/FPTA-BOD. It shall be opened in the name of the Chairperson, Vice-Chairperson, and Treasurer of the SPTA/FPTA, unless the SPTA/FPTA is registered with the SEC, the bank account shall be opened under the name of the SPTA/FPTA as registered with the SEC. The SPTA/FPTA bank account shall also be governed by the following provisions:

27.1.1 While the bank account shall be opened as an "and/or" bank account, all the Chairperson, Vice-Chairperson, and the Treasurer shall be required to serve as account signatories to sign all documents necessary to open and maintain bank accounts and conduct financial transactions including, but not limited to, deposits/withdrawals/fund transfers, and check issuances.

27.1.2 The "or" portion of the "and/or" nature of the bank account shall only apply in the event of a PTA officer-signatory's removal from office or the declaration of his/her position as vacant as provided under Sections 11.9 and 32 hereof respectively: *Provided,* that in such an event, the remaining signatories shall immediately withdraw all the money and close the bank account concerned. The PTA officer elected to occupy the position vacated by the former PTA officer-signatory, together with the concerned PTA officers designated by these guidelines shall immediately open a new bank account in accordance hereof.

27.2 If the PTA is unable to open its own bank account in accordance with the preceding section due to justifiable reasons, such PTA may still collect PTA membership fees and other VSCs for its fundraising projects: *Provided that,* such collections shall be recorded and kept in accordance with Section 27.5 and other relevant sections of these guidelines.

If the PTA has an existing bank account prior to the issuance of these guidelines, the PTA may continue to use such bank account: *Provided that,* it is compliant with the requirements of Section 27.1.

27.3 Consistent with the provisions under this section, the collection of VSCs shall only be allowed through the PTAs. Except for the PTA membership dues and other PTA-related VSCs, all collections by the PTA shall be remitted to the Treasurer of the school learner organization or the authorized

representative of the school, as applicable, on the same day when such VSCs are collected. Meanwhile, collections made for PTA-related VSCs or fundraising projects shall be deposited to the PTA account on the day they are collected, or if not possible, on the next banking day. Until the PTA is able to open its own bank account, the PTA Treasurer shall safekeep such VSCs. He/She shall not commingle the PTA funds with his/her personal fund and shall keep the same in a separate and secured place.

27.4 HPTAs and GrPTAs shall likewise be required to open their own bank accounts if they engage in authorized fundraising activities: *Provided that*, they shall comply with all the requirements stated under Section 23.1.5.1 and all other relevant sections hereof.

27.5 PTAs shall maintain an official logbook to record all its activities and financial transactions, whether in cash or in-kind. The estimated value of in-kind contributions must also be recorded, and copies of supporting receipts/documents must be properly kept on file.

27.6 Recordkeeping, Disbursement and Reporting

27.6.1 Subject to the provisions of RA 10173 (Data Privacy Act of 2012) and the Executive Order No. 2, s. 2016 issued by the Office of the President on July 23, 2016 on Freedom of Information, the PTA shall maintain a complete file of all documents pertaining to its operations including, but not limited to, the following:

27.6.1.1 an official logbook for all its activities and financial transactions;

27.6.1.2 pre-numbered receipts and invoices;

27.6.1.3 reports and other documents submitted to the school head and/or the Division PTA Affairs Committee; and

27.6.1.4 other important documents pertaining to PTA operations which include, among others:

27.6.1.4.1 Notices of Meetings,

27.6.1.4.2 Attendance Sheets,

27.6.1.4.3 Minutes of the meetings, and

27.6.1.4.4 Resolutions.

27.6.2 All PTA records must be kept secured or always locked in the school premises and cannot be taken out unless authorized by the majority vote of the Officers of the PTA. The school head shall provide a space or cabinet where the SPTA Secretary shall organize all such records and documents properly.

27.6.3 All PTA collections shall be deposited to its authorized account immediately, or if not possible, on the next banking day, and a copy of the validated deposit slip and the updated passbook must be returned to the PTA cabinet or any storage drawer or room for security. The PTA Treasurer shall furnish a machine-validated slip indicating the outstanding balance of the PTA account on a monthly basis to the PTA officers and the school head.

27.6.4 The opening and closing of bank accounts shall be supported by appropriate resolutions adopted by a majority vote of the SPTA-BOD/FPTA-BOD members. When opening bank accounts, the SPTA/FPTA resolution must properly identify the new authorized signatories of the account.

27.6.5 Signing of checks or withdrawal slips involving an amount of Ten Thousand Pesos (Php10,000.00) and above shall be supported by appropriate resolutions adopted by a majority vote of the SPTA-BOD/FPTA-BOD members: *Provided that*, if the amount involved is below Ten Thousand Pesos (Php10,000.00), it shall be supported by appropriate resolutions adopted by a majority vote of the SPTA-BOD/FPTA-BOD officers only. All resolutions covering the financial transactions relative to the bank account must indicate the purpose/s for which such transaction/s must be incurred.

27.6.6 No cash advance shall be allowed without a PTA resolution and a fully accomplished petty cash voucher: *Provided that,* liquidation of previous cash advances of concerned PTA officials, if there is any, has been settled.

27.6.7 A Report on the Physical and Financial Status of the PTA Operations duly signed by its officers shall be submitted twice every SY (at the end of each semester or two quarters):

27.6.7.1 For HPTA - to the homeroom adviser, copy furnished the school head;

27.6.7.2 For SPTA – to the school head, copy furnished the Schools Division Office concerned; and

27.6.7.3 For FPTAs at the municipal, city, and provincial levels – to the Schools Division Office, copy furnished the Regional Office concerned.

27.6.8 In case of Financial Status Reports, the BOD Officers must always attach a copy of the updated passbook, updated machine-validated outstanding balance for the reference month, a listing of all resolutions passed, and a summary of all petty cash vouchers and collection receipts issued for the period being reported.

Section 28. Transparency and Accountability

28.1 To ensure transparency and accountability, all PTA records, regardless of the form in which they are stored, shall be open to inspection by any PTA member at reasonable hours on school days upon submission of a request in writing to the SPTA-BOD/FPTA-BOD Secretary stating the reason for such inspection. If the SPTA-BOD/FPTA-BOD finds the reasons for the request for inspection meritorious, it shall grant the same: *Provided that,* if the request involves personal, sensitive personal, or privileged information, PTA may grant or deny such request consistent with the provisions of RA 10173 (Data Privacy Act of 2012). Any decision by the SPTA-BOD/FPTA-BOD denying the request for inspection may be appealed to the SDS.

28.2 PTAs are required to install a PTA bulletin board outside of its office and create a PTA social media platform account where announcements, approved resolutions, financial statements, financial and accomplishment reports, and other required reports, shall be posted.

Section 29. Turnover of PTA Records, Activities, and Funds

29.1 At the end of the SY, all PTA documents, records, passbooks, and the official logbook of activities and other resources must be properly accounted for and turned over to the school head. In the event that there are undeposited collections of the PTA consisting of VSCs collected on behalf of the school and VSCs collected for the PTA's fundraising projects, notwithstanding the requirements provided under Section 27.3 hereof, such undeposited collections shall also be turned over to the school head who shall ensure the deposit of the same to the PTA bank account the next banking day. The turnover shall be done in a meeting solely called for the purpose. The school head shall acknowledge receipt in writing of all resources being turned over by the previous PTA, safekeep and protect them until a new set of PTA officers is elected and qualified.

29.2 If the PTA engages in an activity during the school break (e.g., *Brigada Eskwela*), the PTA officers must pass a resolution to be able to make use of the PTA funds as reflected in the passbook, the logbook, and other records. Such resources accessed by the PTA officers from the homeroom adviser and/or school head shall be returned immediately with a complete report on the activity implemented supported by all available receipts and vouchers.

29.3 Consistent with Sections 10.5.15 and 29.1 hereof, the school head at the opening of the new SY shall turn over the passbook, logbook, PTA records, documents and other resources to the newly elected PTA officers of the current SY in the presence of the outgoing PTA officers.

29.4 If the school head transfers, resigns, retires, or is separated from the school, all the above enumerated PTA resources shall be turned over to the newly designated school head.

ARTICLE VIII
CONFLICTS/DISPUTE RESOLUTION, DISCIPLINARY PROCEEDINGS AND SANCTIONS

Section 30. Grievance Proceedings

30.1 In relation to Sections 11.8.1 and 18.2.7.1 hereof, PTA-related complaints and grievances arising between and among members and/or officers of the PTA shall be disposed of in accordance with these guidelines: *Provided that*, the complaint does not involve light/minor, less grave and grave/major offenses. Such complaints may include, but not limited to, the following:

30.1.1 improper implementation of PTA policies and procedures;

30.1.2 unfair treatment by one officer/member of another officer/member;

30.1.3 disagreements or conflicts arising from poor interpersonal relationships; and

30.1.4 all other matters or actions of PTA members/officers giving rise to dissatisfaction and discontentment of other PTA members/officers.

30.2 The grievance mechanism shall proceed in this manner:

30.2.1 Discussion with SPTA-GC/FPTA-GC. If the SPTA-GC/FPTA-GC finds it necessary, it may set a conference to allow the aggrieved party to present his/her grievance orally to the SPTA-GC/FPTA-GC within fifteen (15) days from receipt of the grievance complaint. The SPTA-GC/FPTA-GC may ask the respondent in the grievance complaint to attend with the complainant or at another date to present his/her side or answer/explanation to the grievance complaint.

30.2.2 In the oral discussion, the following shall be observed:

30.2.2.1 The aggrieved party (and/or the respondent) shall be put at ease during the oral discussion.

30.2.2.2 The aggrieved party (and/or the respondent) shall be encouraged to talk and narrate or explain his/her side during the oral discussion.

30.2.2.3 The case shall be heard fully, with the SPTA-GC/FPTA-GC keeping their views and opinions entirely to themselves until after the party has explained his/her side during the oral discussion. The SPTA-GC/FPTA-GC

shall resolve a grievance complaint within 30 days from the time the last conference meeting is terminated (or from the receipt of the grievance complain if no conference/meeting is held).

30.3 In case the subject of the grievance is a member of the SPTA-GC/FPTA-GC, the aggrieved party may submit the grievance to the SDS (in case of SPTA-GC) or the RD (in case of FPTA-GC) which shall proceed in a manner similar to Section 30.2 hereof.

30.4 The SPTA-GC/FPTA-GC shall refer the case to the SPTA-DC/FPTA-DC if it involves matters falling under the jurisdiction of the latter as provided under Section 31.1 hereof.

Section 31. Disciplinary Proceedings

31.1 In relation to Sections 11.8.2 and 18.2.7.2 hereof, complaints involving light/minor, less grave and grave/major offenses arising between and among members and/or officers of the PTA shall be disposed of in accordance with this section. Such complaints may include, but not limited to, the following:

31.1.1 Light/Minor and Less Grave Offenses

31.1.1.1 simple neglect of duties and responsibilities;

31.1.1.2 simple misconduct;

31.1.1.3 directly or indirectly requesting or receiving any gift or benefit involving an amount less than Five Thousand Pesos (Php5,000.00) for himself/herself, in connection with any PTA contract or transaction between the school/SPTA/FPTA and any other party, wherein the PTA officer in his/her official capacity has to intervene;

31.1.1.4 discourtesy in the discharge of official duties of PTA officers;

31.1.1.5 lobbying for personal interest or gain;

31.1.1.6 insubordination;

31.1.1.7 conviction by final judgement of an offense that is equivalent to a violation of a special law involving a fine amounting to not more than Forty Thousand Pesos (Php40,000.00); and

31.1.1.8 other similar light/minor and less grave offenses stipulated in their by-laws.

31.1.2 Grave/Major Offenses

31.1.2.1 gross neglect of duties and responsibilities;

31.1.2.2 grave misconduct;

31.1.2.3 abuse or misuse of power and authority;

31.1.2.4 misappropriation of PTA funds;

31.1.2.5 directly or indirectly requesting or receiving any gift or benefit involving an amount not less than Five Thousand Pesos (Php5,000.00) for himself/herself, in connection with any PTA contract or transaction between the school/SPTA/FPTA and any other party, wherein the PTA officer in his/her official capacity has to intervene;

31.1.2.6 malicious attacks against the organization, and its officers and members;

31.1.2.7 gross and willful violation of the by-laws or rules, regulations, measures, resolutions, and decisions of the PTA;

31.1.2.8 falsification of documents;

31.1.2.9 immoral conduct; dishonesty;

31.1.2.10 five (5) successive unexcused absences in regular PTA meetings and/or school/PTA-initiated events/projects/activities;

31.1.2.11 conviction by final judgement of an offense that is equivalent to a crime involving moral turpitude or violation of the Revised Penal Code or special laws involving a penalty of imprisonment and/or fine amounting to more than Forty Thousand Pesos (Php40,000.00); and

31.1.2.12 other similar grave/major offenses stipulated in their by-laws.

31.2 In relation to Sections 11.8.2 and 18.2.7.2 hereof, the SPTA Disciplinary Committee/FPTA Disciplinary Committee (SPTA-DC/FPTA-DC) shall, *motu proprio* or upon a complaint filed/made by any parent/guardian/learner/teacher/PTA officer against any PTA member/officer, and after due notice and hearing, resolve the complaint, and recommend the imposition of the appropriate sanction/s as provided under Section 32 hereof, to the defendant-PTA member/officer, if warranted. The SPTA-DC/FPTA-DC may take cognizance of anonymous complaints if supported by actual and verifiable

documentary, testimonial, real, demonstrative, and/or electronic evidence.

31.3 The SPTA-DC/FPTA-DC shall have sixty (60) calendar days from receipt of a complaint to resolve such complaint and submit a recommendation to the SPTA-BOD/FPTA-BOD. The SPTA-BOD/FPTA-BOD shall have sixty (60) calendar days from receipt of the recommendation of the SPTA-DC/FPTA-DC to either ratify or reverse the same: *Provided that,* the SPTA-BOD/FPTA-BOD may only reverse the recommendation of the SPTA-DC/FPTA-DC by a vote of two-thirds (2/3) of the total membership of its BOD in a meeting called for the purpose: *Provided further,* that if such two-thirds (2/3) vote is not achieved, the recommendation of the SPTA-DC/FPTA-DC shall be deemed totally adopted or ratified. If the SPTA-BOD/FPTA-BOD member is the defendant, he/she must inhibit from participating in the meeting.

31.4 In cases involving SPTA members/officers in relation to Section 31.1 hereof, the school head may also *motu proprio* investigate PTA-related conflicts/disputes, which shall then be endorsed to the SPTA-BOD for resolution in the manner provided in the preceding section. The SDS shall have concurrent jurisdiction to resolve complaints involving the SPTA-BOD or EXECOM members or officers.

31.5 In cases involving FPTA members/officers in relation to Section 31.1 hereof, the SDS may also *motu proprio* investigate PTA-related conflicts/disputes, which shall then be endorsed to the FPTA-BOD for resolution in the manner provided in the preceding section. The RD shall have concurrent jurisdiction to resolve complaints involving the FPTA-BOD or EXECOM members or officers.

31.6 If such complaint is not resolved by the SPTA-DC/FPTA-DC or SPTA-BOD/FPTA-BOD within the period provided under Section 31.3 for whatever reason, the SPTA-DC/FPTA-DC or SPTA-BOD/FPTA-BOD shall automatically elevate the complaint to the SDS (in case of the SPTA-DC/SPTA-BOD) or the RD (in case of the FPTA-DC/FPTA-BOD), for appropriate action. The SDS/RD shall resolve the case within sixty (60) calendar days from receipt of the same. The decision rendered by the SDS/RD under this section shall be final and executory unless a petition for review on such decision is filed under Section 43 hereof.

31.7 With respect to the concurrent jurisdiction of SPTA-DC and the school head, and FPTA-DC and SDS to commence a *motu proprio* complaint; and the SDS/RD on complaints involving SPTA-BOD/FPTA-BOD or EXECOM members or officers as provided under Sections 31.2, 31.4, and 31.5 hereof, the exercise of one disciplining authority over the case shall exclude the other disciplining authority with concurrent jurisdiction from taking cognizance of any case similar or related thereto.

31.8 Appeal to the Schools Division Superintendent/Regional Director. If a party is not satisfied with the SPTA-BOD/FPTA-BOD decision, he or she may submit an appeal in writing, within seven (7) calendar days from receipt of such decision to the SDS (in case of SPTA-BOD) or the RD (in case of FPTA-BOD) who shall immediately act on the matter within thirty (30) days from receipt of the appeal. The decision of the SDS/RD shall be final and executory unless a petition to review on such decision is filed under Section 43 hereof.

31.9 The SPTA-DC/FPTA-DC shall refer the case to the SPTA-GC/FPTA-GC if it involves matters falling under the jurisdiction of the latter as provided under Section 30.1 hereof.

Section 32. Sanctions

32.1 The following sanctions may be imposed by the proper disciplining authority in connection with any violation that may be committed by SPTA/FPTA members or officers:

32.1.1 Written reprimand to suspension of rights for a maximum period of six (6) months shall be imposed for committing any of the light/minor and less grave offenses enumerated under Section 31.1.1 hereof.

32.1.2 Suspension of rights for a period of more than six (6) months to dismissal/expulsion from office in the case of a PTA officer, shall be imposed for committing any of the grave/major offenses enumerated under Section 31.1.2 hereof.

32.2 The sanctions that may be imposed upon an erring SPTA/FPTA member/officer under these guidelines shall only be applicable to parent/guardian-members. The disciplinary actions that may be imposed against erring teacher-members shall be consistent with the provisions of DepEd Order 49, s. 2006 (Revised Rules of Procedures of the Department of Education in Administrative Cases), Revised Rules on Administrative Cases in the Civil Service (RRACCS), and other relevant laws, rules and regulations.

32.3 Cancellation of Official Recognition of an SPTA

32.3.1 Upon the recommendation of the school head, the Division PTA Affairs Committee shall cancel the recognition of the SPTA on the following grounds:

32.3.1.1 commission of any of the prohibited acts under Section 25 and violation of any of the general policies on financial transactions under Section 26 hereof, without prejudice to the filing of appropriate charge/s before the proper court/tribunal; and

32.3.1.2 failure to submit an Accomplishment Report and/or a Report of Financial Operations.

32.3.2 Due to the serious nature of the violations stated under Section 32.3.1.1 hereof as a reason for the cancellation of recognition of SPTA, all members and/or officers of the SPTA-BOD or the SPTA-EXECOM shall be automatically removed from office in the event of the cancellation of recognition of SPTA based on said ground.

32.4 Criminal, civil and/or administrative actions may be filed against any SPTA-BOD officers/members responsible for any action on the above grounds. Commission of any of the violations listed in Section 31.1.2 that merited the imposition of a penalty involving dismissal/expulsion from office shall disqualify a parent/guardian-member from any SPTA office or position in the next SY.

32.5 If the SPTA recognition is cancelled, the alternate GrPTA representatives (as mentioned in Section 7.2, hereof) shall automatically replace the SPTA-BOD. The school head shall immediately convene the ELECOM pursuant to Sections 11.9.4 and 11.9.5 which shall then call for a special election for the new set of SPTA-EXECOM Officers. If the SPTA-BOD officer/member is removed, dismissed, or expelled as a sanction, Section 11.9.5 shall apply.

ARTICLE IX
PROGRESS MONITORING OF A SCHOOL PTA

Section 33. School Head

The school head shall:

33.1 act as an adviser of the SPTA and as Chairperson of the ELECOM;

33.2 ensure that PTA activities are aligned with the SIP and school priorities;

33.3 conduct regular inspection of the books of accounts and other financial records of the PTA;

33.4 accept donations on behalf of PTA through the Adopt-a-School Program Coordinator and issue Certificate of Acceptance to donors; and

33.5 submit reports required by these guidelines to the Division PTA Coordinator.

Section 34. Division PTA Affairs Committee

34.1 Composition. The present Division PTA Affairs Committee shall continue to function as such in addition to whatever additional duties and responsibilities that may be provided under these guidelines. It shall consist of the following:

Chairperson	:	Schools Division Superintendent
Members	:	Asst. Schools Division Superintendent
		Division Administrative Officer
		Division Senior Education Program Specialist of School Governance and Operations Division-Social Mobilization and Networking (SGOD-SocMob) (*In-Charge of PTA*)
		Division Philippine Elementary School Principals Association (PESPA) President, or
		Division National Association of Public Secondary School Heads, Inc. (NAPSSHI) President
		FPTA-BOD Chairperson (concurrently serving as FPTA-EXECOM President) at the city or provincial level
		Division Federation of Supreme Pupil Government President, or Supreme Student Government President

34.2 The Division PTA Affairs Committee, through the Division PTA Coordinator, shall strictly monitor the activities of the PTAs and their compliance with reports and other requirements and settle certain matters that may be submitted to it for resolution.

34.3 The Division PTA Affairs Committee shall submit the validated and consolidated PTA Monitoring Report (Annex A) to the designated Regional PTA Coordinator.

Section 35. Regional/Division PTA Coordinator

35.1 The Project Development Officer IV (PDO IV) in charge of Partnerships at the Regional Office shall be designated as the Regional PTA Coordinator. The Division Senior Education Program Specialist of School Governance and Operations Division-Social Mobilization and Networking (SGOD-SocMob) (*In-Charge of PTA*) shall serve concurrently as the Division PTA Coordinator. The Regional/Division PTA Coordinator shall:

35.1.1 oversee PTA school governance, operations, and affairs;

35.1.2 consolidate and facilitate the resolution of PTA issues and concerns;

35.1.3 transmit to concerned DepEd Central Office unit/s certain unresolved issues for appropriate action; and

35.1.4 prepare and submit the consolidated PTA Monitoring Report Form quarterly to the concerned DepEd Central Office Unit on PTA-related matters.

35.2 All Regional and Division PTA Coordinators are required and authorized to conduct annual PTA Coordinators conference at the regional and division levels, to review/evaluate and learn from PTA coordination experience, with the end in view of enabling or strengthening coordination at the division and regional levels on PTA-related policies and decisions.

Section 36. DepEd Central Offices In-Charge of PTA-Related Activities

The Offices of the Undersecretary for Field/Regional Operations and Undersecretary for External Partnerships/Project Management Service shall, among others, jointly oversee the operations of PTAs, monitor, and consolidate PTA-related reports to serve as inputs in PTA policy review/reformulation and enhance the role of PTAs as an effective and efficient partner in educational development.

ARTICLE X
TRANSITORY PROVISIONS

Section 37. PTA Officers in a Hold-Over Capacity from the Previous SY to the Succeeding SY

Existing officers of recognized SPTAs and FPTAs duly elected in SY 2019-2020/SY 2020-2021, to the extent applicable, are hereby allowed to stay and serve in a hold-over capacity in SY 2020-2021/SY 2021-2022 due to the present COVID-19 pandemic. Whatever remedial or stop-gap measures to address the challenges in the election of PTA officers adopted by the school heads, SDSs, or RDs – such as the appointment of interim PTA officers because of impossibility of holding an election during this period of the COVID-19 pandemic – are hereby deemed recognized to the extent that these are not violative of existing laws, rules, and regulations on the matter. Their tenure shall continue until a new set of PTA officers are elected and qualified. Any issue that may be raised questioning the validity of such remedial measures and/or acts performed by the PTA or the school as a result of the remedial measures may be submitted to the offices mentioned under Section 36 hereof for resolution or appropriate action.

Section 38. Election of New PTA Officers for SY 2021-2022

In case of schools/divisions where PTA officers are yet to be elected for SY 2021-2022, the election of their new set of SPTA/FPTA officers for SY 2021-2022 shall be governed by these guidelines. However, given the continuing challenges posed by COVID-19 pandemic and the actual date of effectivity of these guidelines (which shall fall during the third quarter of SY 2021-2022), all schools and SDOs are given until April 30, 2022 to carry out such election and other SPTA and FPTA-mandated activities, including, but not limited to the:

38.1 election of HPTA, GrPTA, SPTA-BOD, and FPTA-BOD officers;

38.2 submission of accomplishment and financial reports;

38.3 turnover of all records and documents to the incoming SPTA/FPTA officers;

38.4 conduct of school General Assembly (GA); and

38.5 all SPTA/FPTA related activities required to be complied with under these guidelines but provide for an earlier deadline or period within which to satisfy such requirements.

Notwithstanding Sections 11.5 and 17.3 hereof on the terms of office of the SPTA-BOD/FPTA-BOD and its officers, the elected members of the SPTA-BOD/FPTA-BOD and its officers under the preceding paragraph shall serve for the remaining number of months of SY 2021-2022 and/or shall hold office from the time they assume office as such and until a new set of officers has been elected and qualified as provided under these guidelines. Such elected PTA officers for SY 2021-2022 under this section shall be considered to have served a complete term in relation to Sections 11.5 and 17.3 hereof.

ARTICLE XI
MISCELLANEOUS PROVISIONS

Section 39. Adoption of PTA By-laws

In relation to Sections 11.6.2 and 18.2.6 hereof, the PTA may adopt its own by-laws: *Provided that,* such by-laws are not inconsistent with the existing laws, these guidelines and other DepEd rules and regulations. If the PTA has existing by-laws prior to the issuance of these guidelines, it is given one (1) SY to amend its by-laws to conform with these guidelines.

The SPTAs of both public and private and non-DepEd-managed basic education schools shall submit a copy of their latest by-laws certified by the SPTA-BOD Secretary to the Division PTA Coordinator.

Section 40. School Performance

The organization and active functioning of a recognized SPTA shall be among the important linkages that the school head must maintain to improve the school performance.

Section 41. Applicability of these Guidelines to Private and Non-DepEd-Managed Basic Education Schools

41.1 Sections 5.1, 5.4, 5.11, 8.1, 8.2, 11.1, 11.3, 11.5, 25.1.1, 37, 38, and 39 of these guidelines shall be applicable to the operations and management of PTAs in all private and non-DepEd-managed basic education schools. Except for said provisions, and to the extent Sections 41.3 and 41.4 below are applicable, such schools shall have the option to adopt the other provisions of these guidelines or promulgate their own rules and regulations consistent with the existing laws, DepEd issuances, and policies.

41.2 Subject to the preceding section, the current PTA rules of all private and non-DepEd-managed basic education schools shall remain effective.

41.3 All private and non-DepEd-managed basic education schools shall allow participation in meetings and election by PTA members/officers through remote communication. Unless already covered by their current rules or until such schools have promulgated their own rules on the conduct of PTA elections and meetings through remote communication, Sections 10.6 and 13 hereof shall also apply to such private and non-DepEd-managed basic education schools.

41.4 Any guideline or provision of the by-laws of the SPTAs of private and non-DepEd-managed basic education schools concerning the opening and maintenance of a separate bank account shall be allowed: *Provided that,* such guideline shall not allow the commingling of SPTA funds with the funds of any

PTA member: *Provided further,* that disbursements against the SPTA funds shall require the signature of at least two (2) PTA officers. In the absence of any applicable rule or until such private and non-DepEd-managed basic education schools shall have promulgated their own rules on the opening and maintenance of a separate SPTA bank account, Section 27.1 hereof shall also apply.

41.5 The DepEd Regional Office concerned shall have original jurisdiction to resolve all PTA issues and disputes in private and non-DepEd-managed basic education schools.

41.6 Except as provided under Section 41.1, PTAs in private and non-DepEd-managed basic education schools shall be governed primarily by the rules and regulations they formulated, and these guidelines shall suppletorily apply. In the absence of such rules, the provisions of these guidelines and other DepEd issuances shall govern.

Section 42. Suppletory Application of Some Rules

In relation to Sections 30 and 31 hereof, the Revised Rules of Court, Revised Rules on Administrative Cases in the Civil Service (RRACCS), and the Revised Rules of Procedure of the Department of Education in Administrative Cases (DO 49, s. 2006) shall have suppletory application to these guidelines.

Section 43. Power to Review by the Office of the Secretary

Notwithstanding any provision stating the manner of appeal on any decision or resolution by any office under these guidelines, the Office of the Secretary retains its power or authority to review, affirm, modify, or reverse such decision or resolution consistent with its mandate under RA 9155 and all other applicable laws, rules and regulations. Such petition for review under this section must be filed within ninety (90) days from the issuance of the decision or resolution sought to be reviewed: *Provided that,* the petitioner has exhausted all the remedies available under these guidelines prior to the filing of such petition for review.

Section 44. Separability Clause

If, for any reason, any portion or provision of these guidelines is declared unconstitutional, the remaining provisions shall not be affected thereby and shall continue to be in full force and effect.

Section 45. Repealing Clause

All prior issuances, rules, and regulations inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.

Section 46. Effectivity

These guidelines shall take effect immediately upon approval and posting on the DepEd website. Furthermore, it shall be registered with the Office of the National Administrative Register (ONAR), University of the Philippines (UP) Law Center, Diliman, Quezon City.

REFERENCES

1. Batas Pambansa Blg. 232 (Education Act of 1982). "An Act Providing for the Establishment and Maintenance of an Integrated System of Education."
2. DepEd Order No. 35, s. 2004. "Revision of the Grievance Machinery of the Department of Education."
3. DepEd Order No. 19, s. 2008. "Implementation of No Collection Policy in All Public Elementary and Secondary Schools."
4. DepEd Order No. 54, s. 2009. "Revised Guidelines Governing Parents-Teachers Associations (PTAs) at the School Level."
5. DepEd Order No. 77, s. 2009. "Guidelines for the Conduct of Elections of the Parents-Teachers Associations (PTAs) at the School Level and Their Federations."
6. DepEd Order No. 117, s. 2009. "Pupil and Student Participation in the Parents-Teachers Associations (PTAs)."
7. DepEd Order No. 58, s. 2009. "Designating a Focal Office to Handle Concerns and Activities Relative to Parents-Teachers Associations and its Federations."
8. DepEd Memorandum No. 95, s. 2010. "Parents-Teachers Associations (PTA) Annual Coordinators Conference."
9. DepEd Order No. 49, s. 2011. "Mandated Programs, Projects and Activities of the Supreme Student Government."
10. DepEd Order No. 41, s. 2012. "Revised Guidelines on the Opening of Classes."
11. Presidential Decree No. 603. "The Child and Youth Welfare Code of 1974."
12. Republic Act No. 7160. "The Local Government Code of 1991."
13. Republic Act No. 9155. "Governance of Basic Education Act of 2001."
14. Republic Act No. 11232. "Revised Corporation Code of the Philippines."
15. Republic Act No. 10121. "Philippine Disaster Risk Reduction and Management Act of 2010."

Annex A

PTA MONITORING FORM

Region: _____ **Division:** _____

As of _____ **Quarter, SY** _____

Particulars	Number of Schools					
	K	ES	JHS	SHS	IS	Total
1. **Type of Schools**						
1.1 Public Schools						
1.1.1 Complete						
1.1.2 Incomplete						
1.2 Non-DepEd Managed Schools						
1.2.1 Private schools						
1.2.2 LGU-created schools						
1.2.3 Tech-Voc Institutes						
2. **No. of Recognized SPTAs**						
2.1 Public schools						
2.1.1 Complete						
2.1.2 Incomplete						
2.2 Non-DepEd Managed Schools						
2.2.1 Private schools						
2.2.2 LGU-created schools						
2.2.3 Tech-Voc Institutes						
2.3 Reason/s for Non-Recognition of SPTAs (Please use additional sheets if necessary.)						
3. **No. of SPTAs with By-laws**						
3.1 Public Schools						
3.1.1 Complete						
3.1.2 Incomplete						
3.2 Non-DepEd Managed Schools						
3.2.1 Private schools						
3.2.2 LGU-created schools						
3.2.3 Tech-Voc Institutes						
4. **No. of Organized FPTAs**						
4.1 Municipality						
4.2 City						
4.3 Province						
5. **No. of Complaints/Cases Filed from** the first day of classes						
5.1 No. of Pending Complaints/Cases						
5.1.1 Involving SPTAs						
5.1.2 Involving FPTAs						
5.1.3 Involving DepEd Personnel						

Prepared by: _____ Approved by: _____

(Division/Regional PTA Coordinator) Designation: (SDS/RD)

Date: _____ Date: _____

Legend:				
	K	Kindergarten	IS	Integrated School
	ES	Elementary School	SPTA	School PTA
	JHS	Junior High School	FPTA	Federated PTA
	SHS	Senior High School		

Important Notes:

1. All SPTAs must submit the following documents to the Division/Regional PTA Coordinator:
   1.1 List of SPTA-BOD officers and members for the current SY (together with their contact numbers and email addresses).
   1.2 Copy of their latest by-laws certified by the SPTA/FPTA-BOD.
   1.3 Copy of their Certificate of Recognition, if applicable.
2. These documents shall be summarized/consolidated by the Division/Regional PTA Coordinator and a copy shall be sent to DepEd Central Office for records purposes.