



13 April 2023

Division Memorandum

No. 86, s. 2023

**SUBMISSION OF MONITORING DOCUMENTS IN THE OPERATION OF
SCHOOL PARENT-TEACHER ASSOCIATION (PTA)**

To: Assistant Schools Division Superintendent
Chiefs) SGOD, CID
Education Program Supervisors
Public Schools District Supervisors
SDO Personnel
School Heads) Elementary, JHS, SHS
All Others Concerned
This Division


1. In relation to the implementation of **DepEd Order No. 013, s. 2022** entitled "**OMNIBUS GUIDELINES ON THE REGULATION OF OPERATIONS OF PARENT-TEACHERS ASSOCIATIONS**", the Division of Pagadian City hereby required all schools to submit the necessary documents as part in monitoring the School Parent-Teacher Association (PTA).
2. The PTA Monitoring Form shall be used by the Division PTA Affairs Committee and the Division Monitoring Team in observing/supervising the School PTA. The form shall be accomplished and summarized/consolidated by the Division Coordinator quarterly. A copy of the quarterly report shall be submitted to the Regional PTA Coordinator.
3. In addition, all School PTA must submit the following documents to the SGOD-Social Mobilization and Networking Section **on or before May 2, 2023**:
 - 3.1 List of SPTA-BOD officers and members for SY 2022-2023, with their contact numbers and email address.
 - 3.2 Copy of their latest by-laws certified by the SPTA
 - 3.3 Copy of their Certificate of Recognition, if applicable





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

4. Enclosed is a sample template on the list of SPTA-BOD officers (Annex A), Consent Form (Annex A.1), and a sample copy of the certificate of recognition (*issued by the school to the school PTA*) Annex B.
5. As to the submission of the List of SPTA-BOD officers and members for SY 2022-2023 please refer to Annex A and Annex A.1 for the template of the List and the copy of the **CONSENT Form** in compliance to Data Privacy Act of 2012 and the established Division Privacy Manual (DPA) of DepEd Pagadian City. Please refer to Annex B the template for the Certificate of Recognition.
6. Rest assured that the Personal Information gathered shall be treated with utmost confidentiality and shall only be used for the dissemination of information in relation to the monitoring and governance of the School Parent-Teachers Association.
7. Immediate dissemination and strict compliance to this memorandum is enjoined.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

hsb/Div.Memo/SocMob SGOD/_init.mpr/SGOD Chief
Control No. ___/04/13/2023





ANNEX A: LIST OF SPTA-BOD OFFICERS AND MEMBERS FOR SY 2022-2023

POSITION (As SPTA Officer)	NAME	CONTACT NUMBER	EMAIL-ADDRESS

Prepared by:

PTA Secretary

Noted by:

School PTA President

and

School Head





ANNEX A. 1: CONSENT FORM

III. STORAGE AND SECURITY OF PERSONAL INFORMATION AND SENSITIVE PERSONAL INFORMATION

The Division shall implement acceptable and appropriate organizational, physical, and technical security measures for the protection of personal data which we collected. These steps of protection shall aim to maintain the availability, integrity and confidentiality of personal data against accidental or unlawful destruction, alteration, and disclosure as well as unlawful processing.

Your personal data will only be accessed by our authorized personnel/ personal data processor (e.g., HRMO) who hold such information under strict confidentiality. We shall restrict access to information to anyone who wants to obtain such data without justifiable reason. Any incident of security breach with regard to said personal data which comes to our knowledge will immediately be acted upon as the law mandated.

**IV.
RIGHTS OF THE DATA SUBJECT**

The Division Data Privacy Manual and Republic Act No. 10173 or the Data Privacy Act of 2012 recognize and enumerates your rights as the Data Subject. If you wish to exercise any of your rights, or should you have any concern or question regarding them and this Notice/Consent, you may contact the Division Data Protection Officer (DPO) at:

Name : _____
Contact Number : _____
Email Address : _____
Business Address : _____

**V.
CONSENT**

I/We, the undersigned hereby certify that I explicitly and unambiguously consent to the collection, processing, sharing, and storing of my personal and sensitive personal information by the Division and the schools under its jurisdiction for the purposes described in this Data Privacy Notice/Consent. I hereby certify that I carefully understood and comprehend the terms above before giving my consent.

Name and Signature of PTA Officer

Date and Time





ANNEX B: CERTIFICATE OF RECOGNITION

CERTIFICATE OF RECOGNITION

By virtue of the authority vested in me as School Head, I, for and in behalf of _____, upon submission of the requirements of DepEd Order No. _____ (Name of School) 013.s. 2022, hereby recognize the Parents-Teachers Association of _____, and its elected Board of Directors and Officers as the (Name of School) duly constituted organization of parents and teachers for School Year 2022-2023.

This recognition carries with all the rights and privileges of a duly-recognized Parents-Teachers Association as provided under DepEd Order No. 54,s. 2022 and such other issuances.

Given this ----- day of ----- 2023 at -----.

Principal

