

13 April 2023

Division Memorandum

No. **&** , 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.mmpm/SGOD Chief Control No. __/04/13/2023



DOCTOR

Republic of the Philippines

Department of Education

Region IX, Zamboanga Peninsula DIVISION OF PAGADIAN CITY

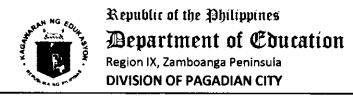
ANNEX A: LIST OF SPTA-BOD OFFICERS AND MEMBERS FOR SY 2022-2023

(As SPTA Officer)	NAME	CONTACT NOMBER	EMALL~ALIURESS
Prepared by:			
PTA Secretary			
Noted by:			
	and		



School PTA President

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.

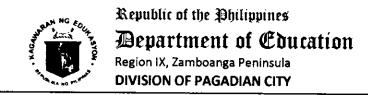
Your personal data will only be accessed by our authorized personnel/ personal data processor (e.g., HRMO) who hold such information under strict confidentiality. We shall restrict access to information to anyone who wants to obtain such data without justifiable reason. Any incident of security breach 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 :			
	1	v.	
	CON	ISENT	
consent to the collection, personal information by purposes described in t	processing, shari the Division and this Data Privac	rtify that I explicitly and unambiguing, and storing of my personal and send the schools under its jurisdiction for Notice/Consent. I hereby certify to terms above before giving my consent	sitive or the hat
Name and Signature of P	TA Officer	Date and Time	





ANNEX B: CERTIFICATE OF RECOGNITION

CERTIFICATE OF RECOGNITION

	By virtue	of the aut	hority veste	ed in me	as Scho	ol Head,	I, for a	nd in be	half
of			, upon subr	nission	of the re	equiremen	ts of Dep	Ed Order	No.
	(Name of	School)				_	•		
013.s	. 2022,	hereby	recognize , and its e						
	(Name of Sc	h∞l)							
duly d	constituted	organizat.	ion of paren	ts and t	eachers .	for Schoo	l Year 20)22-2023 .	
	This recog ts-Teachers issuances.	nition carı Associati	ries with all on as provid	the rig led unde	nhts and p er DepEd (orivileges Order No.	of a dul 54,s. 2	y-recogn 022 and	ized such
C	Given this	day	of 2	2023 at				·	
				Princi	.pal				

