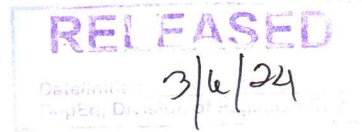




Division Memorandum

No. 80, s. 2024



05 March 2024

**SUBMISSION OF REPORTS ON THE OPERATION OF SCHOOL  
PARENT-TEACHER ASSOCIATIONS (SPTA)**

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

1. The Schools Division of Pagadian City strongly supports in promoting a harmonious, active, and collaborative engagement among teachers, parents, and the community as stipulated in **DepEd Order No. 013, s. 2022** entitled "**OMNIBUS GUIDELINES ON THE REGULATION OF OPERATIONS OF PARENT-TEACHER ASSOCIATIONS**."
2. As part of the Division monitoring on the activities of the School Parent Teacher Association (SPTA), all schools are required to submit the following reports:
  - a. PTA Monitoring Form - *to be accomplished by the School Head*
  - b. Financial Statement as of February 2024 - *to be prepared by SPTA and Noted by School Head*
  - c. SPTA Accomplishment report from September 2023 to February 2024 (*1<sup>st</sup> and 2<sup>nd</sup> quarter of School Year 2023-2024*)
3. The reports stated above shall be used by the Division PTA Affairs Committee in observing/supervising the School PTA. These reports shall be summarized/consolidated by the Division PTA Coordinator. A copy of the report shall be submitted to the Regional PTA Coordinator.
4. Enclosed are the templates to be used for letter A and C documents (*refer to par. 2 of this memorandum*).





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**DIVISION OF PAGADIAN CITY**

5. To ensure a smooth submission of report and for easy monitoring, please follow the steps provided below:
  1. All School PTA reports (*RE: from A to C in par. 2*) shall be converted to pdf files.
  2. Access this link: <https://tinyurl.com/pta1st2ndqtreports>
  3. Create a new folder and save it. File name must be the name of the school.
  4. Upload the pdf files of the reports (*accomplished PTA monitoring form, Financial Statement and SPTA Accomplishment Report*)
6. Deadline for the submission of the reports to SGOD - Social Mobilization and Networking Section shall be **on or before March 22, 2024**.
7. Immediate dissemination and strict compliance with this memorandum is enjoined.

**LOURMA I. POCULAN, CESO VI**  
OIC Schools Division Superintendent

hsb/Div.Memo/SocMob SGOD/\_init.mmpm/SGOD Chief  
Control No. 05/04/05/2024



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City



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Republic of the Philippines  
**Department of Education**  
 Region IX, Zamboanga Peninsula  
**Division of Pagadian City**

School Governance and Operations Division

Annex A of D.O. 013, s. 2022

**PTA MONITORING FORM**

Region: \_\_\_\_\_

Division: \_\_\_\_\_

As of \_\_\_\_\_ Quarter, SY \_\_\_\_\_

Particulars	Number of Schools					
	K	ES	JHS	SHS	IS	Total
<b>1. Type of Schools</b>						
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						
<b>2. No. of Recognized SPTAs</b>						
1.1 Public Schools						
1.1.1 Complete						
1.1.2 Incomplete						
2.2 Non-DepEd Managed Schools Schools						
2.1.1 Private Schools						
2.1.2 LGU-created schools						
2.1.3 Tech-Voc Institutes						
2.3 Reason/s for Non-recognition of SPTAs: _____						
<i>(Please use additional sheets if necessary.)</i>						
<b>3. No. of SPTAs with By-laws</b>						
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						
<b>4. No. of Organized FPTAs</b>						
4.1 Municipality						
4.2 City						
4.3 Province						
<b>5. No. of Complaints/Cases Filed from the first day of classes</b>						
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: \_\_\_\_\_

Division PTA Coordinator

Approved: \_\_\_\_\_

Schools Division Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_





Republic of the Philippines  
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Region IX, Zamboanga Peninsula  
**Division of Pagadian City**

**ACCOMPLISHMENT REPORT AS OF FEBRUARY 2024**

District:

Name of School:

PTA Activities	Date conducted	Purpose of the Activity	No. of engaged/involved PTA members	Photos <i>(at least 5 photos for each activity)</i>

**LIST OF DONATED ITEMS AS OF FEBRUARY 2024**

ITEM DESCRIPTION	QUANTITY	AMOUNT

Prepared by:

and

\_\_\_\_\_  
President, School PTA

\_\_\_\_\_  
School Head