



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

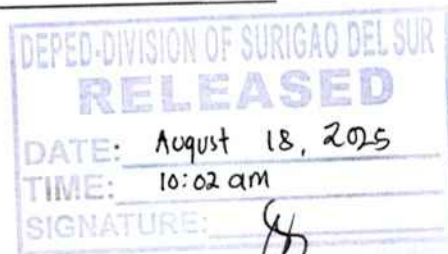
Document Tracking No



August 18, 2025
 SNM93001-2025

Division MEMORANDUM
 No. 342, s. 2025

To: Public Schools District Supervisors/In charge
 District ASP Coordinators/Alternates
 School Heads
 This Division



**ELECTION OF FEDERATED PARENTS - TEACHERS
 ASSOCIATION DIVISION LEVEL CUM ORIENTATION ON THE
 ROLES AND RESPONSIBILITIES OF PTA OFFICERS IN
 SCHOOLS**

1. DepEd Order No. 13, s. 2022, emphasized the need to elect federated PTA Officers in the Municipal/District Level and at the Division Level as this could foster a collaborative environment enhancing the educational experience of our learners. It is essential to recognize the vital role of the Parent-Teacher Association (PTA) within school community. The PTA serves as the key link between parents, teachers and school administration ensuring that voices of all stakeholders are heard and that collective efforts are made towards the continuous improvement of our institution.
2. In connection to this, there will be an orientation relative to this matter on August 28, 2025 (venue will be announced once available).
3. It will be attended by the 21 district ASP Coordinators with their district federated PTA officers as key facilitators for outreach efforts and manage other related responsibilities under the program.
4. There will be "NO PROXIES" allowed; if the district ASP coordinator is unable to attend, they must submit a letter of explanation to SDS office, unless they are officially traveling.
5. For queries, please contact Mr. Marieto Cleben V. Lozada, SEPS of SocMob and Mr. Melchor O. Catcha, EPS II of SocMob respectively.
6. Immediate and widest dissemination of this memorandum is desired.

LORENZO O. MACASOCOL, PhD, CESO V
 Schools Division Superintendent

Encl.: None
 References: as stated
 To be indicated in the Perpetual Index
 Under the following subjects:
 TRAINING PROGRAMS PARTNERSHIPS
 SGOD/moc
 08/15/2025

Address: Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 Telefax No. (086) 211-3225
 Email Address: surigaodelsur.division@deped.gov.ph
 Website: depedsurigaodelsur.com



| | | | |
|----------------|---------------|------|--------|
| Doc. Ref. Code | SDO-OSDS-F001 | Rev | 00 |
| Effectivity | 02.3.2025 | Page | 1 of 4 |