



18 March 2024

DIVISION MEMORANDUM  
No. 172, s. 2024

**DIVISION ORIENTATION-WORKSHOP ON THE CRAFTING OF MUNICIPAL PARENT-TEACHER ASSOCIATION (PTA) ACTION PLAN SY: 2024-2025 ALIGNED WITH THE SCHOOL IMPROVEMENT PLAN (SIP)**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors/In-Charge of the Districts  
Public Elementary and Secondary School Heads  
Provincial and Municipal Federated PTA Officers  
All Others Concerned

1. Pursuant to DepEd Order No. 13, s. 2022 re: Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations (PTAs), this Office through the SGOD-Social Mobilization and Networking Unit will be conducting a **Division Orientation-Workshop on the Crafting of Municipal Parent-Teacher Association (PTA) Action Plan SY: 2024-2025 Aligned with the School Improvement Plan (SIP)** on April 18, 2024 at a venue to be announced in a separate issuance.
2. The activity aims to:
  - a. Enlighten the participants on the School Improvement Plan (SIP) aligned with BEDP-MATATAG Agenda, School Report Card (SRC) as one of core components of the School-Based Management and the implementation of the SGC policy and;
  - b. Craft a PTA Action Plan for SY 2024-2025 that will support in the formulation and implementation of programs and projects intended to address the welfare and learning needs of the learners.
3. The participants to this activity are the five (5) Municipal Federated PTA core officers (President, Vice President, Secretary, Treasurer and Collecting & Disbursing Officer), one (1) elementary and one (1) secondary school head as representatives per district.
4. All expected participants are requested to pre-register on or before April 15, 2024 through this link: <https://bit.ly/Pre-RegistrationDivisionPTAOrientation-Workshop>.
5. Travel and other incidental expenses relative to this activity shall be charged to local funds/PTA funds/other fund sources while meals shall be charged against SEF fund subject to the usual accounting and auditing rules and regulations.
6. For further concerns, you may contact Marife B. Brequillo, SEPS, SGOD-Social Mobilization and Networking Unit/Division PTA Coordinator at 09958438071/09394513915 or email at [socmob.ctd@deped.gov.ph](mailto:socmob.ctd@deped.gov.ph).
7. For your information, guidance and compliance.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

SGOD/mbb  
03/18/2024



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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

Enclosure No. 1 to Division Memorandum No. 172, s. 2024

**MATRIX OF THE ACTIVITIES**

**DIVISION ORIENTATION-WORKSHOP ON THE CRAFTING OF MUNICIPAL PARENT-TEACHER ASSOCIATION (PTA) ACTION PLAN SY: 2024-2025 ALIGNED WITH THE SCHOOL IMPROVEMENT PLAN (SIP)**  
 APRIL 18, 2024 | VENUE: TBA

TIME	ACTIVITY	In-Charge
7:00 – 8:15 a.m.	Registration/Breakfast	<b>Registration Committee</b>
8:15 – 8:30 a.m.	Opening Program	
8:15 – 8:20 a.m.	Program Preliminaries <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• Catandungan Hymn</li> </ul>	<b>AVP</b>
8:20 – 8:25 a.m.	Acknowledgement of Participants	<b>Imaculate T. Latorre</b> EPS II – SocMobNet
8:25 – 8:30 a.m.	Welcome Remarks	<b>Mary Jean S. Romero</b> SGOD Chief
8:30 – 8:35 a.m.	Inspirational Message	<b>Socorro V. Dela Rosa</b> Schools Division Superintendent
8:35 – 8:40 a.m.	Statement of Purpose	<b>Marife B. Brequillo</b> SEPS – SocMobNet
<b>ORIENTATION-WORKSHOP PROPER</b>		
8:40 – 9:40 a.m.	<ul style="list-style-type: none"> <li>• Strategic Plan: School Improvement Plan (SIP)</li> <li>• Work and Financial Plan (WFP)</li> </ul>	<b>Dennis L. Gianan</b> School Principal II Lictin Integrated School
9:40 – 9:50 a.m.	<i>Health Break</i>	
9:50 – 10:50 a.m.	<ul style="list-style-type: none"> <li>• School Report Card</li> </ul>	<b>Marife B. Brequillo</b> Senior Education Program Specialist – SocMobNet
10:50 – 11:50 a.m.	<ul style="list-style-type: none"> <li>• School Governance Council</li> </ul>	<b>Sarah S. Chiong</b> Senior Education Program Specialist – SMM&E
11:50 – 12:00 p.m.	<ul style="list-style-type: none"> <li>• Open Forum</li> </ul>	
12:00 – 1:00 p.m.	<b>Lunch Break</b>	
1:00 – 1:30 p.m.	<ul style="list-style-type: none"> <li>• Crafting of Municipal Parent-Teacher Association (PTA) Action Plan SY: 2024-2025</li> </ul>	<b>Imaculate T. Latorre</b> Education Program Specialist II – SocMobNet
1:30 – 2:30 p.m.	<ul style="list-style-type: none"> <li>• Workshop per Municipality</li> </ul>	
2:30 – 3:30 p.m.	Presentation of Output	<b>MFPTA Secretary</b>
3:30 – 3:35 p.m.	Closing Remarks	<b>Mr. Raul S. Soneja</b> Provincial Federated PTA President
3:35 – 4:30 p.m.	PFPTA Officers' Meeting	
	<b>Emcee:</b>	<b>Imaculate T. Latorre</b> Education Program Specialist II – SocMobNet



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