



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

November 13, 2023

DIVISION MEMORANDUM

SGOD No. 125, s. 2023

CONDUCT OF CITY FEDERATION PTA (CFPTA) ELECTION OF OFFICERS AND OATH TAKING CUM PTA FORUM FOR SY 2023-2024

TO: **Asst. Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Cluster Heads
Elementary & Secondary School Heads
This Division**

1. Pursuant to DepEd Order No. 13, s. 2022 entitled **OMNIBUS GUIDELINES ON THE REGULATION OF OPERATIONS OF PARENT-TEACHER ASSOCIATIONS**, there will be a conduct of **CITY FEDERATION PTA (CFPTA) ELECTION OF OFFICERS AND OATH TAKING CEREMONY CUM PTA FORUM FOR SY 2023-2024** on **November 28, 2023**, at **8:00 a.m.** at Ernesto's Fastfood and Café, Brgy Kalandagan, Tacurong City.
2. The activity aims:
 - a. To organize the City Federation PTA Officers for SY 2023-2024;
 - b. To orient CFPTA of their roles and functions as per DepEd Order No. 13, s.2022;
 - b. To capacitate and register CFPTA on the School Needs Data System; and
 - c. To recognize outgoing CFPTA Officers.
3. Participants in the said activity are all School Heads and School PTA Presidents. Given this, School Heads shall ensure the attendance of all identified participants. Further, School Heads shall bring laptops/smartphones/gadgets with data connectivity for the activity.
5. Attached are the Program Management Team and Matrix of Activities for your perusal.
6. Food and venue are chargeable to the BPLP-Program Support Fund subject to the usual accounting and auditing rules and procedures.
7. Immediate dissemination and 100% participation of all concerned is enjoined.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: As stated

References: DepEd Order No. 13, s. 2022



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
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To be indicated in the Perpetual Index under the following subjects:

ASSOCIATION

ELECTION

POLICY

SYSTEMS

JRS/SGOD/DM/ CONDUCT OF ELECTION OF CITY FEDERATION PTA (CFPTA) OFFICERS FOR SY 2023-2024



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Program Management Team

Chairperson	Ma. Dianne Joy R. Dela Fuente Division Partnership Focal Person
Co-Chairperson	Junafior R. Sucaldito EPS II-SMN
Attendance/Registration	Junafior R. Sucaldito EPS II-SMN Janice P. Suboc EPS II-HRTD
Technical and ICT	Joey M. Lozano ITO Nomer F. Buenaente Administrative Aide VI
Communication	Ernie P. Pama SEPS Jonald S. Cadiao PDO II John G. Bayugos PDO I
Monitoring and Evaluation	Mohani A. Paguita SEPS Junafior R. Sucaldito EPS II-SMN
Documentation Committee	Nomer F. Buenaente AAVI
Consultants	Mayflor D. Romualdo Chief ES-SGOD Arlene Rosa G. Arquiza Chief ES-CID Mervie Y. Seblos ASDS Gildo G. Mosqueda, CEO VI Schools Division Superintendent





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**ELECTION OF THE CITY FEDERATION PARENT-TEACHER ASSOCIATION
(CFPTA) OFFICERS FOR SY 2023-2024 CUM OATH TAKING OF ELECTED
CFPTA OFFICERS AND PTA FORUM**
November 29, 2023
8:00 AM

ACTIVITY MATRIX

Time	Activities	Person Responsible
7:30- 8:00 AM	Preliminaries Registration and Attendance	Jonald S. Cadio PDO II-DRRM
8:00-8:30 AM	Opening Program National Anthem Invocation Regional Hymn Sultan Kudarat Hymn CSDT Hymn	Nomer F. Buenavente AAVI
8:31-9:00 AM	Welcome Remarks Message Statement of the Purpose	Mervie Y. Seblon, CESE ASDS Gildo G. Mosqueda, CEO VI SDS Ma. Dianne Joy R. dela Fuente DPFP
9:01-10:00 AM	Election Proper	Engr. Romeo A. Gevero CFPTA President SY 2022-2023
10:01-10:15 AM	Oathtaking of newly Elected CFPTA Officers	Gildo G. Mosqueda, CEO VI SDS
Post-Election Activity		
10:16-11:15 AM	Orientation on CFPTA Roles and Functions (<i>DepEd Order No. 13, s.2022</i>)	Ma. Dianne Joy R. dela Fuente DPFP
11:16 – 11:30 AM	SNDS Overview and Registration	Junaflor R. Sucaldito, EPS II
11:31-11:45 AM	Recognition of Outgoing CFPTA Officers	Gildo G. Mosqueda, CEO VI SDS Mayflor D. Romualdo Chief ES-SGOD
11:46 -12:00 NN	Closing Remarks	Mayflor D. Romualdo Chief ES-SGOD
Noon onwards	Fellowship Lunch	
JOHN G. BAYUGOS PDO-I(YFD) Program Facilitator		



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