



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

September 12, 2023

**DIVISION MEMORANDUM**  
No. 30 Series 2023

**PARENTS TEACHERS ASSOCIATION FORUM AND ELECTION 2023-2024**

TO:

Public Schools District Supervisors  
Elementary and Secondary School Heads  
All others concerned

1. The School Governance and Operations Division thru the Social Mobilization and Networking unit will be conducting a PTA Forum and election of Federated Parents Teachers Association 2023.
2. This aims to discuss relevant issues related to school programs, activities and projects as a support group and partner to strengthen efficient implementation of PPA's in schools.
3. School PTA election should be done immediately after the opening of classes in time for the PTA forum scheduled on Friday September 29, 2023 to be attended by **All School PTA Presidents** to be held at Las Vegas Hotel Dagupan Weste, Tabuk City.
4. It is recommended that there should be district level election for PTA under the supervision of the Public Schools District Supervisor prior to the Division level election.
5. They shall elect among themselves their President, Vice President, Secretary, Treasurer, Auditor, Public Relations Officer, Business Manager, Sergeant-at -arms in secret ballot.
6. A copy of elected District Officers shall be submitted to the SGOD office.
7. For immediate dissemination.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

Sgod/SocMob/Fdg



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