



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

June 30, 2026

**DIVISION MEMORANDUM**

No. 257, s. 2026

**CONDUCT OF THE SCHOOL, DISTRICT, AND DIVISION FEDERATED  
 PARENT-TEACHER ASSOCIATION (DFPTA) ELECTIONS FOR SCHOOL  
 YEAR 2026-2027**

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public School District Supervisors  
 Unit Heads  
 School Heads

1. Pursuant to **DepEd Order No. 13, s. 2022**, this Office, through the Social Mobilization and Networking Unit (SMN) under the School Governance and Operations Division (SGOD), hereby issues the following guidelines for the conduct of the **School, District, and Division Federated Parent-Teacher Association Elections for School Year 2026-2027**. The **Division Federated PTA Election** shall be held on **August 28, 2026, 1:00 PM** at the **Division Conference Hall**.

2. **The Positions to be Filled**
- a. Chairperson
  - b. Vice-Chairperson
  - c. Secretary
  - d. Treasurer
  - e. Members of the Board of Directors (BODs)

3. **Sequence of Elections**

To ensure compliance with DepEd Order No. 13, s. 2022, PTA elections shall be conducted sequentially as follows:

<b>LEVEL</b>	<b>ELIGIBLE PARTICIPANTS</b>
Home Room Parent-Teacher Association	Classroom Chairpersons
School Parent-Teacher Association	Grade Level Chairpersons
District Parent-Teacher Association	School PTA Chairpersons
Division Federated Parent-Teacher Association	District Federated PTA Chairpersons

Only the duly elected officers from the immediately preceding level shall be eligible to participate in the election of the next level.

4. **Election Calendar**

To ensure the timely organization of the Division Federated PTA, the following schedule shall be observed:



ACTIVITY	RESPONSIBLE OFFICE	SCHEDULE
Conduct of School PTA Election	School	On or before <b>August 15, 2026</b>
Conduct of District PTA Election &	District	On or before <b>August 22, 2026</b>
Submission of District PTA Officers	District	Not later than <b>August 24, 2026</b>
Division Federated PTA Election	Schools Division Office, SMN Unit	<b>August 28, 2026, 1:00 P.M.</b>

School Heads and Public Schools District Supervisors are directed to strictly observe the above schedule.

#### 5. **Conduct of School and District Elections**

School Heads shall facilitate the conduct of the School PTA Election in accordance with DepEd Order No. 13, s. 2022. The duly elected School PTA Chairperson shall represent the school during the District PTA Election.

Public Schools District Supervisors shall facilitate the conduct of the District PTA Election upon completion of the School PTA Elections. The duly elected District PTA Chairperson shall represent the district during the Division Federated PTA Election.

#### 6. **Qualified Voters**

Only the duly elected District PTA Chairpersons shall be qualified to vote and to be nominated for any elective position during the Division Federated PTA Election.

#### 7. **Submission of District PTA Officers**

The Public District Supervisors shall submit the duly accomplished list of elected **District PTA Officers** to the Social Mobilization and Networking Unit (SMN) using **Annex A** not later than **August 24, 2026**.

#### 8. **Election Procedures**

Voting shall be through secret balloting under the supervision of the Election Board of Canvassers (EBC). The Election Board of Canvassers (EBC) shall:

- a. *Validate the list of qualified voters;*
- b. *Receive nominations for all elective positions;*
- c. *Prepare and distribute official ballots;*
- d. *Administer the conduct of voting;*
- e. *Count and canvass the votes;*
- f. *Resolve procedural concerns arising during the election;*
- g. *Proclaim the duly elected officers; and*
- h. *Prepare and submit the Election Returns, Certificate of Canvass, and Election Report to the Schools Division Superintendent.*

#### 9. **Constitution of the Election Board of Canvassers and Division Secretariat**

To ensure the orderly, transparent, and impartial conduct of the PTA Elections at all levels, the following Election Boards of Canvassers (EBC) are hereby constituted together with the Division Secretariate, attached under **Annex B**.



**ANNEX A**

District Heads shall submit a shortlist of the district set of Officers after the election, using the template below:

**DISTRICT:** \_\_\_\_\_

**DATE OF ELECTION:** \_\_\_\_\_

<b>POSITION</b>	<b>NAME</b>	<b>SCHOOL</b>	<b>CONTACT NUMBER</b>
Chairperson			
Vice-Chairperson			
Secretary			
Treasurer			
Board of Directors			
Board of Directors			
Board of Directors			
<i>(please add rows if needed)</i>			

\_\_\_\_\_  
**District Supervisor**  
*(Signature over printed name)*

Received by:

**CARREN MERYL A. CABADSAN**  
SEPS-SMN

## ANNEX B

### CONSTITUTION OF THE ELECTION BOARD OF CANVASSERS (EBC) AND DIVISION SECRETARIAT

To ensure the orderly, transparent, and impartial conduct of PTA elections, the following Election Boards of Canvassers shall be constituted.

#### A. School Level

The School Head shall constitute a School Election Board of Canvassers (SEBC) composed of at least three (3) impartial school personnel who are not candidates or qualified voters in the election and shall designate a Secretariat to administer and document the election proceedings.

#### B. District Level

The Public Schools District Supervisor shall constitute a District Election Board of Canvassers (DEBC) composed of at least three (3) impartial district or school personnel who are not candidates or qualified voters in the election and shall designate a Secretariat to administer and document the election proceedings.

#### C. Division Level

The following officials and personnel are hereby designated as members of the Division Election Board of Canvassers (Division EBC):

POSITION	DESIGNATION
Chairperson	<b>Dr. Avelina P. Tupa</b> OIC-SGOD Chief
Vice Chairperson	<b>Oscar D. Billate Jr.</b> Education Program Supervisor - SGOD
Member	<b>Atty. Rhea Prudenciado-Aguado</b> Legal Officer
Member	<b>Jose O. Abon</b> President, Public Schools District Supervisors Association

#### D. Division Secretariat

The following personnel from the Social Mobilization and Networking Unit (SMN) are hereby designated as the Division Secretariat:

POSITION	DESIGNATION
Head Secretariat	<b>Carren Meryl A. Cabadsan</b> Senior Education Program Specialist – SMN
Assistant Secretariat	<b>Joanna Lou V. Portura</b> Education Program Specialist II – SMN
Secretariat Member	<b>Marian C. Advincula</b> Project Development Officer I – YFD, SMN
Secretariat Member	<b>Eric R. Doroja</b> Project Development Officer II - DRRM, SMN
Secretariat Member (ICT Support)	<b>Drixel Idol R. Ortega</b> ICT-ADAS III

The Secretariat shall provide administrative, technical, and logistical support to the Election Board of Canvassers. Specifically, it shall:

- a. Prepare election materials, ballots, and election forms;
- b. Manage participant registration and attendance;
- c. Prepare and maintain election records and documentation;
- d. Assist in the distribution and retrieval of ballots;
- e. Prepare the Election Returns, Certificate of Canvass, Certificate of Proclamation, and other election documents.
- f. Consolidate and submit the final election report to the Schools Division Superintendent.

**ANNEX C**

**Official Oath of Office**

To be administered immediately after the proclamation of the duly elected officers.

**OATH OF OFFICE**

I, \_\_\_\_\_, having been duly elected as  
\_\_\_\_\_ of the **School Parent-Teacher Association / District Parent-Teacher Association / Division Federated Parent-Teacher Association** of the Schools Division of Calbayog City, do hereby solemnly swear (or affirm) that I will faithfully discharge my duties and responsibilities to the best of my ability; uphold the Constitution and By-Laws of the Parent-Teacher Association; comply with the provisions of DepEd Order No. 13, s. 2022, and all other applicable laws, rules, and regulations of the Department of Education; promote transparency, accountability, and integrity in the management of the affairs of the Association; foster collaboration among parents, teachers, the school, and the community; and dedicate myself to advancing the welfare and best interests of learners.

So help me God.



**ANNEX D**

**CERTIFICATE OF PROCLAMATION  
School Year 2026–2027**

Pursuant to the provisions of DepEd Order No. 13, s. 2022, otherwise known as the *Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations (PTAs)*, and after the conduct of a free, orderly, transparent, and credible election through secret balloting held on \_\_\_\_\_, at \_\_\_\_\_, the Election Board of Canvassers (EBC) hereby certifies that the following candidates have obtained the highest number of valid votes and are therefore duly proclaimed as the elected officers of the:

- School Parent-Teacher Association (SPTA)
- District Parent-Teacher Association (District PTA)
- Division Federated Parent-Teacher Association (DFPTA)

for School Year 2026–2027.

**DULY ELECTED OFFICERS**

<b>POSITION</b>	<b>NAME OF ELECTED OFFICER</b>	<b>NUMBER OF VOTES GARNERED</b>
Chairperson		
Vice-Chairperson		
Secretary		
Treasurer		
Member, Board of Directors		
Member, Board of Directors		
<i>(please add rows if needed)</i>		

The above-named officers are hereby proclaimed as the duly elected officers of the \_\_\_\_\_ for School Year 2026–2027 and shall assume office upon taking the prescribed Oath of Office and shall faithfully perform the duties and responsibilities prescribed under DepEd Order No. 13, s. 2022, the Constitution and By-Laws of the Parent-Teacher Association, and other applicable rules and regulations of the Department of Education.



Issued this \_\_\_\_\_ day of \_\_\_\_\_ 2026 at  
\_\_\_\_\_, Philippines.

**CERTIFIED CORRECT:**

**ELECTION BOARD OF CANVASSERS**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Vice-Chairperson**

\_\_\_\_\_  
**Member**

\_\_\_\_\_  
**Member**

**ATTESTED BY:**

**DIVISION / DISTRICT / SCHOOL SECRETARIAT**

\_\_\_\_\_  
**Head Secretariat**

\_\_\_\_\_  
**Assistant Secretariat**

\_\_\_\_\_  
**Secretariat**

\_\_\_\_\_  
**Secretariat**

\_\_\_\_\_  
**Secretariat Member (ICT Support)**

**NOTED:**

*(Use only the appropriate approving authority.)*

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

*(For School PTA Election)*

\_\_\_\_\_  
**Public Schools District Supervisor**

*(For District PTA Election)*

\_\_\_\_\_  
**Schools Division Superintendent  
Schools Division of Calbayog City**

*(For Division Federated PTA Election)*

