



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

06 August 2025

DIVISION MEMORANDUM

No. 400, s. 2025

**REITERATION OF DIVISION MEMORANDUM NO. 286, S. 2025
(CONDUCT OF THE PROVINCIAL FEDERATED PARENTS AND TEACHERS
ASSOCIATION ELECTION FOR SCHOOL YEAR 2025-2026)**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors (PSDS) / Principals In-Charge of the
District (PIDs) / Head Teacher In-Charge of the District (HTID)
Senior / Education Program Specialists
School Heads (SHs) of Public and Private Elementary, Secondary and
Integrated Schools
All Others Concerned

1. Attached and enclosed are the Division Memorandum No. 286, s. 2025 and the draft programme for the Provincial Federated Parents and Teachers Association (PFPTA) Election for School Year 2025-2026 (SY 2025-26) scheduled on September 12, 2025, 9:00AM at the second floor (2/F) Conference Room, Division Office, Población, Numancia, Aklan.
2. All Districts are requested to submit the names of their respective Municipal Federated PTA Officers endorsed by the District Head on or before September 5, 2025, 4:00PM.
3. Should there be a concern or clarification regarding this matter, contact Ar. Mar Bien Gregory G. Parel via email: marbiengregory.parel@deped.gov.ph.
4. Immediate dissemination and strict compliance of this Memorandum are desired.


FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

Enclosure: as stated

Reference: DepEd Order No. 013, s. 2022

To be indicate in the Perpetual Index
under the following subjects:

SOCIETY OR ASSOCIATIONS

/mbggp



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

June 18, 2025

DIVISION MEMORANDUM

No. 286, s. 2025

**CONDUCT OF THE PROVINCIAL FEDERATED PARENTS AND TEACHERS
ASSOCIATION (PFPTA) ELECTION FOR SCHOOL YEAR 2025–2026**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Senior / Education Program Specialists
Public School District Supervisors (PSDS) / Principals In-Charge of the
District (PIDs) / Head Teacher In-Charge of the District (HTID)
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All Others Concerned

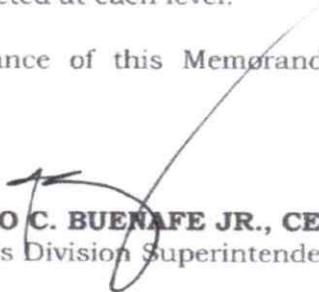
1. Pursuant to DepEd Order No. 13, s. 2022 titled “**Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations**,” and in line with DepEd’s commitment to promote participatory governance and active stakeholder engagement, this Office sets the conduct of the **Provincial Federated Parents and Teachers Association (PFPTA) Election for School Year 2025–2026** on September 12, 2025 9:00AM, to be held at 2/F Conference Room, Division Office, Schools Division of Aklan, Kalibo, Aklan.
2. As stipulated in Section 10.4 of the said Order, all school-level PTA elections including Homeroom PTA (HPTA), Grade-level PTA (GrPTA), and the School PTA Board of Directors (SPTA-BOD) must be completed within thirty (30) calendar days from the first day of classes. With the official opening of classes on June 16, 2025, all school-level PTA elections must be conducted no later than **July 16, 2025**.
3. The following timeline is therefore set:



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph

Activity	Recommended Timeline
School-Level PTA Elections	June 16 to July 15, 2025
District/Municipal Federated PTA Elections	July 16 to August 31, 2025
Provincial Federated PTA Election	September 12, 2025

4. Only duly elected presidents of District or Municipal Federated PTAs are eligible to vote and run for positions in the PFPTA.
5. All Public Schools District Supervisors and concerned School Heads are directed to ensure strict compliance with the abovementioned deadlines and to submit summary reports of elections conducted at each level.
6. Immediate dissemination and strict compliance of this Memorandum is desired.


FELICIANO C. BUENAFE JR., CESO VI
 Schools Division Superintendent

Enclosure: as stated
 Reference: DepEd Order No. 013, s. 2022
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PFPTA Election Day Programme

Date: Friday, 12 September 2025
Venue: 2/F Conference Room, Division Office, Poblacion 5604 Numancia, Aklan
Target Participants: Municipal Federated PTA presidents, PTA Division Office personnel, Election Committee (Elec Comm), observers

Time	Event	Responsible
07:30–08:00	Registration of Delegates & Distribution of Election Kits	Secretariat / Registration Committee
08:00–08:10	National Anthem & Invocation	Emcee
08:10–08:20	Welcome Remarks	Education Program Supervisor (EPS) – School Governance and Operations Division (SGOD)
08:20–08:30	Message from Provincial PFPTA Officer	Outgoing Provincial PFPTA President
08:30–08:45	Election Rules and Procedures Orientation	Elec Comm Chair / Division PTA Focal
08:45–11:30	Credentials Checking & Voting by Ballot	Credentialing Committee, Elec Comm
11:30–12:00	Votes Tallying and Board Secretary Validation	Elec Comm Panel
12:00–13:00	Lunch Break & Informal Fellowship	All Participants
13:00–13:15	Announcement of Election Results	Elec Comm Chair
13:15–13:30	Acceptance Speech by Newly Elected Provincial President	Elected President
13:30–13:45	Message of Support	Schools Division Superintendent (SDS)
13:45–14:00	Presentation of Certificates to Newly-Elected Officers	Secretariat / PFPTA
14:00–14:10	Closing Remarks	Chief Education Supervisor (CES) - SGOD
14:10–14:15	Closing Prayer	Project Development Officer I
14:15 onwards	Departure / Optional Group Photo Session	Media Team / Secretariat

i Notes & Guidelines

- Participants** shall be formally identified to ensure all municipal-level PTA presidents or accredited representatives.
- Election materials** (ballots, tally forms, voting booths, ballot boxes) shall be prepared in advance and managed securely per the orientation.
- Observers** (e.g. DepEd divisional officials or invited guests) will be invited, with guidelines briefed before voting begins.
- Results transparency**—vote counting shall be observable, and results displayed promptly upon validation.
- The **Closing Timing** is approximate and flexible - adjustable as necessary with time-keepers and public announcements to keep the flow.