



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

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Office of the Schools Division Superintendent

August 16, 2024

**DIVISION MEMORANDUM**

No. 374 Series of 2024

**SCHEDULES OF PTA ELECTION IN SCHOOLS, MUNICIPAL, AND PROVINCIAL LEVEL FOR SCHOOL YEAR 2024 -2025**

**To: Assistant Schools Division Superintendent  
 Chief Education Supervisors of CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary school heads  
 All Others Concerned**

1. Under DepEd Order No. 013, s. 2022, the following are the different election schedules of PTA in the schools, municipal, and provincial level:

level	Schedule	Tentative Date
School Election (Homeroom PTA- HPTA, Grade Level PTA - GrPTA, and School PTA - SPTA)	30 calendar days from the first day of classes	August 27, 2024
Municipal Federated PTA Election	60 calendar days from the first day of classes	September 26, 2024
Provincial Federated PTA Election	70 calendar days from the first day of classes	October 7, 2024

2. School and District PTA Coordinators should ensure the establishment of PTA in their respective schools and districts.

3. The table below is the composition of the School PTA - BOD:

Type of School	Number of SPTA-BOD Members	
	If the Kindergarten level is offered	If Kindergarten level is NOT offered
1. Primary School (Kindergarten to Grade 3 or Grade 1 to grade 3 only)	<i>Five (5) Members:</i> > Four (4) parent/guardian members > One (1) Teacher-representative	<i>four (4) Members:</i> > three (3) parent/guardian members > one (1) teacher-representative
2. Elementary School	<i>Nine (9) Members:</i>	<i>Nine (9) Members:</i>



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	<ul style="list-style-type: none"> <li>➤ Seven (7) parent/guardian Members</li> <li>➤ Two (2) Teacher Representative</li> </ul>	<ul style="list-style-type: none"> <li>➤ Six (6) parent/guardian members</li> <li>➤ Three (3) parent/guardian members</li> </ul>
3. Integrated School (Elementary to Junior High School only)	<i>Fifteen (15) members:</i> <ul style="list-style-type: none"> <li>➤ Eleven (11) parent/guardian members</li> <li>➤ Four (4) teacher - representatives</li> </ul>	<i>Fifteen (15) members:</i> <ul style="list-style-type: none"> <li>➤ Eleven (10) parent/guardian members</li> <li>➤ Four (5) teacher - representatives</li> </ul>
4. Integrated School (Elementary to Senior High School)	<i>Seventeen (17) Members:</i> <ul style="list-style-type: none"> <li>➤ Thirteen (13) parent/guardian members</li> <li>➤ Four (4) teacher-representative</li> </ul>	<i>Seventeen (17) Members:</i> <ul style="list-style-type: none"> <li>➤ Thirteen (12) parent/guardian members</li> <li>➤ Four (5) teacher-representative</li> </ul>

4. Relative to these, all PTA coordinators must adhere to DepEd Order No. 013, s. 2022 for guidance in the conduct of the PTA election.
5. Widest dissemination and strict compliance of this memorandum is desired.

**AMADOR D. GARCIA SR PhD, CESO VI**  
 School Division Superintendent

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