



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



July 11, 2025

DIVISION MEMORANDUM

No: **417-2025**

ORGANIZING THE 2025 FEDERATED PARENTS-TEACHERS ASSOCIATION (FPTA)

To: Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education Schools Division of Baguio City will conduct the Federated Parents-Teachers Association (FPTA) Election on **August 20, 2025, Wednesday, 1:00PM** at the **SDO Training Hall, 3rd Floor**.
2. The objectives are:
 - a. Elect FPTA officers and Board of Director (BOD) members;
 - b. Establish and strengthen partnership between parents and teachers, fostering an environment that supports the educational growth and well-being of learners of SDO Baguio City, while addressing collaboratively the needs of both parents and educators within the school community.
3. In this connection, all schools should have elected their new set of SPTA officers on or before **July 23, 2025**. Furthermore, this office reiterates the following sections of **DepEd Order 13, s. 2022** or the **Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations**

Section 5.1.4: Individuals who intend to be considered a guardian must execute a notarized affidavit to be submitted to the homeroom adviser, copy furnished the school head, stating the facts and a general narration as to the location or whereabouts of the natural or biological parent/s and the reason/s why the parent/s cannot physically care for the learner. Such affidavit must be supported by another affidavit executed by at least one disinterested person corroborating the declaration stated in the affidavit of such individual intending to be considered a guardian.

...Only individuals who are legally appointed as guardian by a competent court may serve as PTA officers. Other individuals considered as guardians under sections 5.1.1 to 5.1.4 may vote and exercise all the rights of PTA members, except to be elected and appointed as officers of the HPTAs, GrPTAs, SPTAs, and FPTAs or appointed as officers of any committee created under these guidelines.



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*Section 17.3. The terms of office of the FPTA-BOD and the FPTA-EXECOM shall be one (1) year from the date of their election/ appointment. They shall hold office until a new set of officers has been elected and qualified. **In no case shall FPTA BOD and the FPTA-EXECOM serve for more than two (2) consecutive terms.***

4. To ensure the office has a record of the SPTA Presidents and Vice-Presidents, kindly complete the Google form through the link below, after the election of SPTA officers.

<https://tinyurl.com/2025SPTAPresVPres>

5. The participants are the following:

- a. School Governance and Operations Division Chief
- b. Curriculum and Implementation Division Chief
- c. SGOD – Education Supervisor
- d. Public Schools District Supervisors
- e. Social Mobilization and Networking Section Personnel
- f. 2024-2025 FPTA Officers and Board of Directors
- g. 2025-2026 newly elected SPTA Presidents

6. For queries or concerns, please feel free to contact the PTA Focal, Juliet D. Piok through the landline number, 442-7819 or mobile number, 0917-327-5798.

7. Immediate and wide dissemination of this memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

SGOD-SMN/jdp
07-11-2025