



Region VI-Western Visayas

DIVISION OF SAGAY CITY

Quezon St., Poblacion 1, Sagay City, Negros Occ.

Tel. No. (034) 488 – 0215/021



July 15, 2019

Division Memorandum

No. 242, s. 2019

**ORIENTATION AND ELECTION OF
SAGAY CITY FEDERATED PARENTS-TEACHERS ASSOCIATION OFFICERS**

To: Chiefs of the CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
School PTA Presidents

1. The Federated Parents-Teachers Association will conduct its orientation and election on **July 23, 2019** at Balay Kauswagan. Registration will start at 7:00 in the morning.
2. Participants to this are the School PTA Presidents.
3. A registration fee of Php 250.00 is charge to the participants to cover two (2) snacks and a lunch.
4. School heads are advice to issue a Certificate of Recognition to the elected School PTA President and to be submitted on the day of the orientation (see enclosure No. 1).
5. PTA Presidents shall bring the financial report of the previous PTA officers (S.Y. 2018-2019) approved by the school heads.
6. Registration Fee and travel expenses of the participants are chargeable against PTA Fund subject to usual accounting and auditing rules and regulations.
7. Widest and Immediate dissemination of this memorandum is desired.


SUZETTA C. ESCOLTA
Administrative Officer V
In-charge of the Division



Enclosure No. 1



Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF SAGAY CITY
District of _____



(School)

CERTIFICATE OF RECOGNITION

to

(SCHOOL PTA PRESIDENT)

By virtue of the authority vested in me as School Head, I, for and in behalf of _____, upon submission of the requirements of DepEd Order No. 54, s. 2009, hereby recognize the Parents-Teachers Association of _____ and its elected Board of parents and teachers for School Year 2019-2020.

This recognition carries with it, all the rights and privileges of a duly-recognized Parents-Teachers Association as provided under DepEd Order No. 54, s. 2009 and in such other issuances.

Given this _____ day of _____ 2019 at _____, Brgy _____, Sagay City, Negros Occidental.

School Head