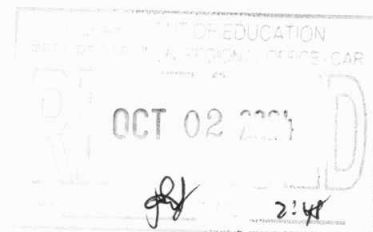




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



2 October 2024

**REGIONAL MEMORANDUM**

No. 685.2024

**CONDUCT OF FORUM AND ELECTION OF REGIONAL  
 FEDERATED PARENTS-TEACHERS ASSOCIATION**

To: Assistant Regional Director  
 Schools Division Superintendents  
 All Others Concerned

1. The Department of Education-Cordillera Administrative Region (DepEd-CAR) through the Education Support Services Division (ESSD) will conduct the **2024 Forum and Election of Regional Federated Parents-Teacher Association on October 20-21, 2024** at a venue to be announced later.

2. The activity aims to:

- a. establish the crucial roles of the PTA as a dynamic school-based association concerned with partnership and programs for the best interest of the learners (e.g., facilitating parent-teacher partnership, participating in discussions for learners' welfare, and engaging in developing and implementing school programs);
- b. articulate the distinct roles and responsibilities of PTA officers and members; and
- c. review on DepEd policies and guidelines on PTA for clarity and consistency.

3. The participants to this activity are the following:

Participants	No. of Participants per SDO	Total no. of Participants
SMN SEPS or EPS 2/SGOD- EPS	1 per SDO	8
District PTA Representative	2 per SDO	16
Division PTA Federated Presidents	1 per SDO	8
Regional Director/Assistant Regional Director		1
ESSD Chief		1
PDO IV		1
Secretariat		2
PAU		1
RO legal officer or representative		1
Facilitator/Speaker		1
<b>Total</b>		<b>39</b>

4. The SMN-SEPS/EPS II will submit the list of participants approved by the Schools Division Superintendent through the ESSD email address: [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph) **on or before October 14, 2024** using the template below:

<b>SDO:</b>	<b>Name</b>	<b>Sex</b>	<b>Position</b>	<b>email address or contact no.</b>
SMN SEPS/EPS II/SGOD EPS				
District PTA Representative				
Division PTA Federated Presidents				

4. Food and Lodging expenses of participants and travel expenses of PTA officers will be charged to the MOOE of the region (c/o of ESSD) while travel and incidental expenses of SDO participants will be charged to local funds subject to existing accounting, budgeting and auditing rules and procedures.

5. For inquiries and clarifications, please contact ESSD through email address at [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph).

6. Immediate dissemination of this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Director IV/Regional Director *gs*

Enclosure: As stated

ESSD/GCD/Maj: PTA Forum and Election  
October 2, 2024