



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

July 15, 2025

DIVISION MEMORANDUM
No. 433 s. 2025

**GUIDELINES FOR THE CONDUCT OF THE PARENTS-TEACHERS-ASSOCIATION
(PTAs) ELECTIONS AT THE SCHOOL LEVEL AND THEIR FEDERATIONS FOR
SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors/APSDSs
Public Elementary and Secondary School Heads
Parents-Teachers Association
All Others Concerned

1. In accordance with DepEd Order No. 77, s. 2009 entitled “Guidelines for the Conduct of Election of Parents-Teachers Associations (PTAs) at the School Level and their Federations, this office reiterates the following to be observed by the public elementary and secondary schools every school year:
 - a. The organization of Homeroom PTAs and election of their officers from among the parents/court-appointed guardians shall be held within **15 days** from the start of the school year;
 - b. The election of the members of the Board of Directors (BOD) of the School PTA from among the elected Homeroom Presidents and Homeroom Advisers shall be held thirty **(30) days** from the start of the school year;
 - c. The election of Officers of the School PTA from among the BOD Members shall be on the same day of their election to the BOD;
 - d. The election of Officers of the Municipal and City Federations of PTAs from among the Presidents of the School PTAs of all public elementary and secondary schools shall be held within **(45) days** from the start of the school year and;



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- e. The election of Officers of the Provincial Federations of PTAs from among the Presidents of the Municipal and City Federations, in case of component cities election of the members of the Board of Directors (BOD), shall be held within **60days** from the start of the school year.
2. Below are the indicative Schedule of Activities for the Conduct of Elections of the Parents-Teachers Association (PTAs) for the School Year 2025-2026.

Activity	Date	In-Charge
Organization of Homeroom PTAs	June 30, 2025	School
Election of Members of the Board of Directors (BOD) and School PTA Officers	July 18, 2025	School
Election of Officers of the Municipal and City Federations of PTAs	July 30, 2025	District/Municipality
Election of Officers of the Provincial Federations of PTAs	August 16, 2025	Division

3. For the information and guidance of all concerned.
4. Immediate dissemination and strict compliance of this Memorandum is directed.

FAY C. LUAREZ EdD, PhD TM, CESO VI
Schools Division Superintendent