



Republic of the Philippines
Department of Education
REGION VII-CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City

Office of the Schools Division Superintendent

September 7, 2023

DIVISION MEMORANDUM

No. 369, s. 2023

REITERATION OF THE GUIDELINES FOR THE CONDUCT OF THE ELECTION OF THE PARENTS-TEACHERS ASSOCIATIONS (PTAs) AT THE SCHOOL LEVEL AND THEIR FEDERATIONS

To: Assistant Schools Division Superintendents
Division Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Public Elementary and Secondary Schools
All Others Concerned

1. Attached is the Regional Memorandum No. 0634, s. 2021 entitled "Monitoring Tool for the Conduct of School General Assembly at the Beginning of the SY 2023-2024, which is self-explanatory.
2. In pursuant to DepEd Order No. 13, s. 2022 entitled "Omnibus Guidelines on the Regulation of Operations of the Parents-Teachers Association. This Office is hereby announcing the indicative timelines for the Conduct of Elections of the Parents-Teachers Associations (PTAs) for the School Year 2023-2024.

Date	Activity	In-charge
September 13, 2023	School Organization of Homeroom PTAs	School
September 25, 2023	Election of the Members of the Board of Directors (BOD) and PTA Officers	School
October 6, 2023	Election of Officers of the Municipal Federation of PTAs	District
October 23, 2023 @ DepEd Ecotech Center, Lahug, Cebu City	Election of Officers of the Division PTA Federation Officers	Division

SDS/ASDS/SGOD/Social Mobilization/Naher



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3. The District Partnership Focal Person shall submit the List of Officers of the Municipal Federation PTA on October 16, 2023 (Monday) through this email address nahershalalhashbas.auman@deped.gov.ph.
4. Expenses relative to and in the conduct of the Elections of the Parents-Teachers Associations (PTAs) such as transportation, venue, meals and snacks, tarpaulin, and other incidental expenses are chargeable against the local funds/Division MOOE/Partnerships Support Funds/PTA Funds subject to availability of funds and subject to usual accounting rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

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SENEN PRISCILO P. PAULIN, CESO V
94 Schools Division Superintendent

SDS/ASDS/SGOD/Social Mobilization/Naher



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Office of the Regional Director

SEP 04 2023


REGIONAL MEMORANDUM

No. **0634**, s.2023

**MONITORING TOOL FOR THE CONDUCT OF SCHOOL GENERAL ASSEMBLY
AT THE BEGINNING OF THE SY 2023-2024**

To: **Schools Division Superintendents**
All Others Concerned

1. Considering DepEd Order No. 22, s. 2023, "Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024", in relation to Regional Memorandum No. 0621, s.2023, "Orientation Cum Validation of the Monitoring Tool for the Conduct of School General Assembly" this Office, through the Policy, Planning, and Research Division, hereby announces the utilization of the monitoring tool for the conduct of the school general assembly at the onset of the current school year. Be it noted that the said tool has undergone content validation by the SGOD Chiefs, Senior Program Education Specialists, and Division Planning Officers last August 31, 2023.
2. The development of the monitoring tool herein attached is conceived following the mandate of the aforementioned Order which requires the Regional Office and Schools Division Offices, through the Policy, Planning, and Research Division (PPRD) and SGOD, respectively, to submit M&E reports to the Planning Service of the DepEd Central Office.
3. The SDO monitoring team may add indicator/s to each variable if it is believed substantial for the effective conduct of the school general assembly.
4. The SDO shall submit M&E report to the Office of the Regional Director which includes number of public schools in the division (disaggregate), percentage of schools conducting general assembly in their respective divisions and the issues and concerns encountered by the evaluating team relative to monitoring activities. The M&E report template will be communicated to the Division Planning Officers soon.
5. For the information and guidance of all concerned.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/FYA/PPRD/BDT



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MONITORING TOOL FOR SCHOOL GENERAL ASSEMBLY (SGA)

I. Introduction. This tool is used to monitor the conduct of the first school general assembly, pursuant to DepEd Order No. 22, s. 2023, "Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024", which will serve as basis for the provision of technical guidance or assistance.

II. Checklist. Below are the indicators necessary for the conduct of the SGA. Please accomplish the table below by checking each indicator if it is presented/ not presented.

School: _____ District: _____

Items to Present	Presented (Pls check)		State the hindering factor/s if not presented (remarks should come from the SH)	Output Sample: (PPT, Photos by Grade level, attendance (parents/community, Teachers) by grade level)
	YES	NO		
<i>The school oriented the stakeholders on...</i>				
DepEd Mission				
DepEd Vision				
DepEd Core values				
School Curriculum (K-12)				
<i>Subjects/ Key Stages</i>				
<i>Assessment/ Grading System</i>				
<i>Special Curricular Programs</i>				
School Calendar of Activities				
School Policies and Discipline				
Learners' Support Services				
Oplan Kalusagan (OK) sa DepEd				
<i>School-Based Feeding Program (SBFP)</i>				
<i>National Drug Education Program (NDEP)</i>				
<i>Adolescent Reproductive Health Education (ARH)</i>				
<i>Water, Sanitation, and Hygiene (WASH) in Schools (Wins)</i>				



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Items to Present	Presented (Pls check)		State the hindering factor/s if not presented (remarks should come from the SF)	Output <i>Sample: (PPT, Photos by Grade level, attendance (parents/community, Teachers) by grade level)</i>
	YES	NO		
Learners' Support Services <i>continued ...</i>				
Mental Health Awareness Program				
Medical, Dental, and Nursing Services				
Sports Program				
Scouting				
Guidance Services				
Youth Formation Programs				
School Clubs or Organizations				
Supreme Pupil Government (SPG) / Supreme Student Government (SSG)				
Campus Journalism				
Remedial Instruction				
Home Visitation				
Adopt-a-School Program				
Others (Please specify):				
School Report Card (SRC) (for the last 3-years-Comparative)				
A. School Profile				
1. Enrolment				
2. Health and Nutrition Status				
3. Learners' Materials				
4. Teachers' Professional Development				
5. Funding Sources				
6. School Awards and Recognitions				
B. Performance Indicators				
7. Drop out Rate				
8. Promotion Rate				



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Items to Present	Presented (Pls check)		State the hindering factor/s if not presented (remarks should come from the SH)	Output Sample: (PPT, Photos by Grade level, attendance (parents/community, Teachers) by grade level)
	YES	NO		
School Report Card (SRC) continued ...				
Performance Indicators				
9. National Achievement Test (NAT) by Mean Percentage Score (MPS)				
10. Literacy Level				
11. School-Based Management Assessment Level				
12. Child Friendly School Survey Result				
13. Stakeholders' Participation				
14. Learner-Teacher Ratio				
15. Learner-Classroom Ratio				
16. Learner-Toilet Ratio				
17. Learner-Seat Ratio				
C. Status of School Projects				
18. Status of Continuous Improvements (CI) Projects				
19. Other stakeholders' accomplishment				

Other information observed during the SGA

A. Remarkable Observations/ Notable Practices

- 1.
- 2.
- 3.

B. Areas Need Improvement

- 1.
- 2.
- 3.

Monitored by: _____

Conforme: _____

SGOD Chief

School Head

Date: _____

Date: _____



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