



January 15, 2018

DIVISION MEMORANDUM
No. 14 s. 2018

QUARTERLY GENERAL ASSEMBLY OF PARENTS

To: OIC- Assistant Schools Division Superintendent
OIC - Office of ASDS
Chief, CID/SGOD
Public Schools Division Supervisor
Elementary and Secondary School Heads
All concerned

1. In consonance to the general policy of DepEd Order No. 54 s. 2009 re: Revised Guidelines Governing Parents Teachers Associations (PTAs) at the School Level that - "Every elementary and secondary school shall organize a PTA for the purpose of providing a forum of discussion of issues and their solutions related to the total school program and to ensure the full cooperation of parents in the efficient implementation of such program, this Office announces the new scheme in the conduct of General Assembly of Parents starting this third quarterly assessment. Listed below are the guidelines to be followed:

- a. No more Homeroom PTA meetings for this year, instead, the school head shall conduct a general assembly of parents after a week of the administration of Third Quarterly Examination, on the Parents-Teachers Conference (PTC) scheduled on January 20, 2018. (Saturday)
- b. In case, one (1) day is not enough due to school's big enrollment, the Gen. PTA meeting could be extended to January 27, 2018
- c. The meeting may be conducted by batches such as follow:

For elementary level	For secondary level
Batch 1 - Kinder & Grade 1	Grade 7
Batch 2 - Grade 2 & Grade 3	Grade 8
Batch 3. - Grade 4 & Grade 5.	Grade 9 & Grade 10
Batch 4 - Grade 6.	Grade 11 & Grade 12



Republic of the Philippines
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Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



- d. The meeting would last for 2 hours per batch. The agenda will highlight the school's accomplishment, community-related issues that has impact to learners, and PTA activities. The proposed projects of the PTA must only focus on how it can help the school to improve classroom instructions.
- e. The issuance/ release of Form 138 (Pupil's/Student's Report Card) by class adviser will follow after the general assembly. Cards will be given only for those parents who attended the general assembly. Only things concerning the performance of the child will be discussed. No Home Room PTA projects shall be taken up during the releasing of cards.
- f. Meeting of PTA Federation relative to this memo will be conducted before the General Assembly of Parents.

2. Immediate and widest dissemination of the contents of this memo is highly desired

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent