

# Basic Curriculum for PTA Governance and Empowerment

## Trainer's Manual

**TARGET TRAINERS/FACILITATORS:** Federation PTA Officers

**TARGET AUDIENCES:** School PTA Officers

**DURATION:** 1 whole day: Session 1 (Morning), Session 2 (Afternoon).

## COURSE OBJECTIVES

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At the end of the training course, the participants shall be able to:

1. Recognize the Omnibus Guidelines of the Regulation of Operations of Parent-Teacher Associations as per DepEd Order 13, Series of 2022;
2. Identify the composition of the School Parent-Teacher Association (SPTAs);
3. Enumerate the steps of becoming a member of an SPTA;
4. Categorize the different roles and responsibilities of SPTAs;
5. Outline the procedures in forming, organizing, and supervising the SPTAs;
6. Present the plans to improve the SPTAs in relation to gender and development, and persons with disabilities;
7. Initiate financial management and record-keeping for the SPTAs;
8. Demonstrate opening and managing of bank accounts of the SPTAs;
9. Illustrate best practices in organizing fundraising activities of the SPTAs;
10. Exercise the financial independence of the SPTAs,
11. Develop strategies of SPTAs towards gender and development of the school's learners, and;
12. Develop skills in resource mobilization in calling for funds from external partners.

# COURSE TIMELINE

## SESSION 1

Duration	Topic/Activity	Remarks
15 minutes	PRELIMINARY ACTIVITIES 1. Opening Prayer 2. Welcome Activities 3. Photo Opportunity	
10 minutes	PRE-TEST	
75 minutes	TOPIC 1: Capacity Building	
15 minutes	<i>Snack/Toilet Break</i>	
60 minutes	TOPIC 2: Gender-Related Topics	Video of Gender Roles (Bisaya) to be played
60 minutes	TOPIC 3: Clientele Care	
60 minutes	<i>Lunch Break</i>	

## SESSION 2

Duration	Topic/Activity	Remarks
10 minutes	PRELIMINARY ACTIVITIES 1. Recap of Session 1	
75 minutes	TOPIC 4: Compliance and Procedures	
15 minutes	<i>Snack/Toilet Break</i>	
60 minutes	TOPIC 5: Cash Mobilization	
45 minutes	TOPIC 6: Resource Mobilization	
10 Minutes	POST-TEST	
10 Minutes	CONCLUDING ACTIVITIES	

## EVENT SLIDES

Link to Slides Template (via Canva.com):

[https://www.canva.com/design/DAFMSYPpw6I/8jEEeNVryMJDTajcennSiA/edit?utm\\_content=DAFMSYPpw6I&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAFMSYPpw6I/8jEEeNVryMJDTajcennSiA/edit?utm_content=DAFMSYPpw6I&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)

## ATTENDANCE SHEET

Please ask the audience to fill out the attendance sheet before the start of each session.

Link to attendance sheet template:

<https://docs.google.com/document/d/1xXNYzy59RxIEHrEYuDK0okXUm7uRQLaR/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true>

## Session 1

### 1. PRELIMINARY ACTIVITIES (15 minutes)

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To be conducted at the start of the programme:

- A. Opening Prayer
- B. Welcome Activities
  - a. Greeting all attendees
  - b. Introduction of speaker/s
- C. Photo opportunity
  - a. Take pictures of all attendees on stage.

### 2. PRE-TEST (10 minutes)

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To be conducted before the conduct of the training course. Hand out the questionnaires to the participants. Participants should **shade the circle** of the correct answer in the Answer Sheet. They should **NOT WRITE** anything in the Questionnaire. Return the questionnaire and answer sheets when finished.

*Note: Questionnaires for Session 1 and Session 2 should be administered all at once and all answer sheets will be checked after the Post-Test.*

**Questionnaire:**

A. Session 1:

<https://docs.google.com/document/d/1y3WtJix3hjMm8O740z1zRtqWNpRqyDQ1/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true>

B. Session 2:

<https://docs.google.com/document/d/1MUern-L5yDoCO-5q3hWCb2wAZBPGzyvZ/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true>

**Answer Sheet:**

<https://docs.google.com/document/d/14HSSOkV-Opr1Tbwsh0ClgZRlxn8pm8UR/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true>

## 3. LECTURE PROPER (4 hours)

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**Handout of Session 1** (To be given after the Pre-Test):

[https://docs.google.com/document/d/1mEanT\\_uv9B2mJqZM79sKYBYVGldF0pG1/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true](https://docs.google.com/document/d/1mEanT_uv9B2mJqZM79sKYBYVGldF0pG1/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true)

*Optional handout: DepEd Order 13, Series of 2022*

[https://www.deped.gov.ph/wp-content/uploads/2022/03/DO\\_s2022\\_013.pdf](https://www.deped.gov.ph/wp-content/uploads/2022/03/DO_s2022_013.pdf)

**(Article references in each topic marked in red.)**

### Topic 1: Capacity Building - 1 hour 45 minutes

#### A. Activity

***Role & Responsibilities: Understanding vs. Standard***

##### ***A.1 Instructions***

Divide the audience into 3 groups to identify the following in their own understanding:

1. Roles & Responsibilities of the PTA
2. Roles & Responsibilities of the Division Heads
3. Needs to become more competent, efficient & effective as member of the PTA/Federation

Each group has 5 minutes to discuss among their group mates. Afterwards, reporting will be done for 5 minutes per group.

### **A.2 Processing questions:**

1. Have you applied your roles and responsibilities as a PTA officer well in terms of running the organization and contributing to the school's operations?
2. Do you think the roles and responsibilities that you follow as PTA still follow the standard DepEd regulations?

## **B. Lecture**

### **B.1 Read through "What is DepEd Order 13, Series of 2022?"**

**Processing question:** *What are the aims of imposing the DepEd order to the PTAs?*

**B.2 Read through "Composition of PTA", "How to be a PTA Member" and "Duties and Responsibilities of the PTA" in the handouts that contain a summary of the Composition of the PTA as provided by DepEd Order 13, Series of 2022.**

- **Composition of PTA and their roles (Article 2- Section 7)**, in connection with the Federation of PTA **(Article 2- Section 8 and 9)**

**Discussion question:** *What is the current structure of the PTA? Do you agree with the current standard imposed by DepEd? If yes, when will you implement it? If no, what could be done to improve the PTA structure?*

**B.3 Read through "Supervising and Monitoring" that contains a summary of the Planning and Supervision of PTAs as provided by DepEd Order 13, Series of 2022.**

- **Planning and Supervision of PTAs. (Article 9 -section 33-36)**

**Discussion question:** *Does your SPTA have a system of monitoring and supervising its officers? How do you want to improve your procedures?*

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**SNACK/TOILET BREAK FOR 15 MINUTES**

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## Topic 2: Gender-Related Topics - 1 hour (Article 6 - section 24 and 25)

### A. Activity

#### **Is it a Male Thing or a Female Thing?**

Participants respond to a set of 20 random words (relating to professions, tools, actions, colors etc.) if that is a male thing or a female thing. Participants raise their right hands up if they think it's a female thing, left hands up if they think it's a male thing.

Afterwards, a set of processing questions are asked:

1. Why do you think there was so much agreement?
2. Where do these ideas come from?
3. Is it true that these are just male or female things?
4. Where are your answers coming from?

Activity template:

<https://drive.google.com/file/d/137oEuTbI9ZDhkZbBQrvIH57-vDEd1VRt/view?usp=sharing>

### B. Lecture

#### B.1 Video Presentation - Gender Roles (Cebuano)

Download and play the video below:

**Video Link (in Cebuano):**

[https://drive.google.com/file/d/1esBuAAPO3aU7HZd4I3Fvx2h2dW1\\_0Kcq/view?usp=sharing](https://drive.google.com/file/d/1esBuAAPO3aU7HZd4I3Fvx2h2dW1_0Kcq/view?usp=sharing)

#### B.2 Lecture

##### **B.2.1 Introduction to the Gender-Responsive Education Policy (DepEd Order 32, Series of 2017)**

*Read through "Gender Responsive Education Policy" in the handouts.*

**Discussion:** *How can you apply the Gender-Responsive Education Policy to your operations as PTA?*

## **B.2.2 Gender and Development Programs, Projects, and Activities for PTAs (DepEd-CAR R.M. 176, Series of 2018)**

*Read through “Gender and Development Programs, Projects, and Activities for PTAs” in the handouts.*

**Discussion:** Which of the following suggested programs can you implement as PTA?

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## **Topic 3: Clientele Care - 1 hour (Article 6 - section 24 and 25)**

### **A. Lecture**

#### **A.1. Allowed & Prohibited PTA Activities**

*Read through “Allowed PTA Activities” and “Prohibited PTA Activities” that contains a summary of the Allowed and Prohibited PTA Activities as provided by DepEd Order 13, Series of 2022.*

**Discussion:**

1. *Which of the following Allowed PTA Activities are you implementing or planning to implement this school year?*
2. *Which of the following Prohibited PTA Activities have you committed in the past? If yes, how will you change your ways in running the PTA without violating the rules?*

#### **A.2. School Improvement Plan**

Presentation plans for improvement via the School Improvement Plan (SIP)

**(Note: To be presented by the School Head and/or Guidance Counselor; content will vary per school)**

The presentation shall have emphasis on the following:

- **Gender and Development (GAD)**, e.g. gender-neutral bathrooms, uniform policies for LGBTQ+
- **Persons who are Differently-abled**, e.g. ramps for PWD
- **Services for Students at Risk of Dropping Out (SARDO)**, e.g. free tutorial services, Brigada Pagbasa
- **Provisions for Water, Sanitation, and Hygiene (WASH)**, e.g. toilets, washbasins, hygiene stations, COVID-19 triage

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## 3. CONCLUDING ACTIVITIES (10 minutes)

### *Recap of Session 1*

- *Review the topics discussed in Session 1. Provide time for any questions or comments afterwards.*
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### **End of Session 1**

### ***LUNCH BREAK FOR 1 HOUR***

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## **Session 2**

### 1. PRELIMINARY ACTIVITIES (10 minutes)

1.1 Review/Recap of Session 1

1.2 Distribution of Session 2 Handouts

**Handout of Session 2** (To be given after the Recap of Session 1):

[https://docs.google.com/document/d/1mEanT\\_uv9B2mJqZM79sKYBYVGIldF0pG1/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true](https://docs.google.com/document/d/1mEanT_uv9B2mJqZM79sKYBYVGIldF0pG1/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true)

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### 2. LECTURE PROPER (4 hours)

Topic 4: Compliance and Procedures - 1.5 hours (**Article 7 Section 26 to 29**)

#### A. Activity



## Helium Ring

Participants try to lower the hula hoop to the ground. All members' fingers should be touching the bottom part of the hoop at all times.

Rules:

1. 4 tries only; 1 after the instruction given, 2 with 2 minutes planning a procedure and/or adjustments, 1 final try

## B. Lecture

**B.1** Read through “Accounting Procedures” in the handout which contains a summary of information on Accounting Procedures as provided by DepEd Order 13, Series of 2022.

- Financial management and record-keeping of PTA: training CoA accounting and Purchasing procedures.

### Discussion questions:

1. What is your current accounting procedure in your school PTA?
2. What is your action to comply with the procedures based on the DepEd order?

**B.2** Read through “Financial Management and Reporting” and “Transparency and Accountability” which contain a summary of information on Financial and Transparency Procedures as provided by DepEd Order 13, Series of 2022.

- PTA administration responsibilities and capacities: opening bank accounts and training in good management.
- What is a checking account?
- PTA transparency and accountability

### Discussion questions:

1. Do you have an existing bank account as a PTA? If yes, does it comply with the DepEd procedures? If not, what is your action in opening a bank account?
2. How transparent are you with your operations as a PTA? Do you regularly post financial and activity reports on your PTA bulletin board?

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**SNACK/TOILET BREAK FOR 15 MINUTES**

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## Topic 5: Cash Mobilization - 1 hour **(Article 6- section 25)**

## A. Activity

### Dragon's Den

Divide the audience into three groups.

Out of a presented material (manila paper) groups should come up with an idea or way to create a business or fundraising activity. 10 minutes to create their proposal, 5 minutes to report each group.

## B. Lecture

**B.1** Read through “Cash Mobilization Procedures” and “Suggested Fundraising Activities” on the handouts that contain information about fundraising activities for the PTA as suggested by DepEd Order 13, Series of 2022 and how to validate PTA activities according to DepEd Cebu Province Division Order 6, Series of 2020.

- Fundraising /IGA (presentation of a business plan) - **As long it does not exceed provisions of Article 5 - Section 23.1.5.1, as per Article 6 Section 25.1.7, and in compliance with DepEd Cebu Province D.O. 6, Series of 2020.**

**Discussion Question:** Which of the suggested fundraising activities can you implement as the School PTA?

**B.2** Read through “Financial Independence” on the information on how the PTA can be financially independent from those of the school it represents.

- Financial independence **(Article 7 - Section 27-28)**

**Discussion Question:** In your current situation, is your School PTA financially independent? If not, what is your action to improve your financial independence?

## Topic 6: Resource Mobilization - 45 minutes

### A. Lecture

Read through the “Resource Mobilization” topic on the handouts that contain information about how to do resource mobilization as the school PTA.

**Discussion Question:** How can you implement Resource Mobilization in your organization?

**Download Resource Mobilization Plan Template:**

[https://sbccimplementationkits.org/resource-mobilization/wp-content/uploads/sites/8/2015/07/RM-Plan-Template\\_FINALnew.xls](https://sbccimplementationkits.org/resource-mobilization/wp-content/uploads/sites/8/2015/07/RM-Plan-Template_FINALnew.xls)

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## 3. POST-TEST (10 minutes)

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To be conducted after the conduct of the training course. Hand out **the same questionnaires and answer sheets** to the participants. Participants should **shade the circle** of the correct answer in the Answer Sheet. They should **NOT WRITE** anything in the Questionnaire.

*Note: All answer sheets (Pre-Test and Post-Test) will be checked after the Post-Test. After 10 minutes, exchange answer sheets with seatmates and check the papers. Read out the answers in the **Answer Key**.*

**Answer Key (for trainers' use only):**

A. Session 1:

[https://docs.google.com/document/d/1x5gr4zepbdGbycj\\_YNut8wJiqNwPmsQg/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true](https://docs.google.com/document/d/1x5gr4zepbdGbycj_YNut8wJiqNwPmsQg/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true)

B. Session 2:

[https://docs.google.com/document/d/18AkQgAeGGO4mfnxT0SAk5VOyN3Q\\_ozrR/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true](https://docs.google.com/document/d/18AkQgAeGGO4mfnxT0SAk5VOyN3Q_ozrR/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true)

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## 3. CONCLUDING ACTIVITIES (10 minutes)

1. *Recap of Session 2*

- *Review the topics discussed in Session 2. Provide time for any questions or comments afterwards.*

2. *Evaluation*

*Provide Evaluation Sheet to the audience to evaluate the performance of the speaker/facilitator. Use the template provided below:*

**Evaluation Sheet:**

[https://docs.google.com/document/d/1hUY7QRw7tvLsUz8WPF-IR\\_-uKcMZkTKi/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true](https://docs.google.com/document/d/1hUY7QRw7tvLsUz8WPF-IR_-uKcMZkTKi/edit?usp=sharing&oid=115130519355763398715&rtpof=true&sd=true)

3. *Giving of Certificates and Photo Opportunity - Distribute Certificate of Completion to attendees, and take picture of the giving of certificates. Use the Certificate template provided below:*

**Certificate Template (via Canva):**

[https://www.canva.com/design/DAFIP0L7Fok/1J6HUVHpuCpqiFF3lKHAhA/edit?utm\\_content=DAFIP0L7Fok&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAFIP0L7Fok/1J6HUVHpuCpqiFF3lKHAhA/edit?utm_content=DAFIP0L7Fok&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)

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**End of Session 2**  
***END OF TRAINING***

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