

PTA Training Course by the PTA Federation for the PTA - Session 1

OBJECTIVES OF THE TRAINING

- Recognize the Omnibus Guidelines of the Regulation of Operations of Parent-Teacher Associations as per DepEd Order 13, Series of 2022;
- Identify the composition of the School Parent-Teacher Association (SPTAs);
- Enumerate the steps of becoming a member of an SPTA;
- Categorize the different roles and responsibilities of SPTAs;
- Outline the procedures in forming, organizing, and supervising the SPTAs;
- Present the plans to improve the SPTAs in relation to gender and development, and persons with disabilities, and;
- Develop strategies of SPTAs towards gender and development of the school's learners.

DepEd Order 13, Series of 2022:

OMNIBUS GUIDELINES OF THE REGULATION OF OPERATIONS OF PARENT-TEACHER ASSOCIATIONS

- Released by the Department of Education on March 18, 2022.
- It aims to: 1) promote harmonious, active, and collaborative engagement among teachers, parents, and the community in the implementation of school programs for learners' welfare; 2) Establish the crucial roles of the PTA as a dynamic school association; 3) articulate the distinct roles of PTA officers and members; 4) streamline processes for managing PTA affairs at different levels, and; 5) update and harmonize DepEd policies and guidelines on PTA for clarity and consistency.

COMPOSITION OF PTAs (Article 2, Section 7)

- **Homeroom PTA (HPTA)** is the PTA organized at the classroom level.
- **Grade Level PTA (GrPTA)** is the PTA organized per grade level.
- **School PTA (SPTA)**, formerly known as **General PTA**, is organized at the school level composed of parent/guardian members and teacher members of the school.
- SPTA is composed of two components:
 - A. **SPTA-GA**: composed of all parent-guardian members and teacher members of the school.
 - B. **SPTA-BOD**: composed of all duly-elected GrPTA representatives and teacher-representatives of the BOD. It consists of the **SPTA-BOD Officers**, and the **SPTA EXECOM Officers**.
- The SPTA-BOD Officers must be composed of: **Chairperson, Vice-Chairperson, Secretary, and Treasurer**, duly elected by the members of the SPTA-GA.
- The SPTA Chairperson, Vice-Chairperson, and Secretary shall also serve as the respective officers of the SPTA EXECOM.
- BOD shall also appoint a Collection and Disbursing Officer from among its members present during the election.
- In case of Integrated Schools: Additional officers (Business Manager, Auditor, etc.) may be appointed by the SPTA members through a board resolution, if necessary, or as provided in their by-laws.

HOW TO BE A PTA MEMBER? (Article 2, Section 8)

- Members are limited to parents and guardians of learners, and teaching and non-teaching personnel of a basic education school, whether public or private.
- Teacher-members elected to be a member of the BOD cannot be elected as an officer.
- Teacher-members with a child enrolled in the school where he/she is assigned may only participate HPTA,

GrPTA, or SPTA-BOD as a parent/guardian-member and may not be elected as Officer except as a Secretary of an HPTA. If teacher-member has a child enrolled in another school, he/she may be elected to any position in an HPTA except as President, Vice-President, or Treasurer.

- A school head may be elected as a PTA officer of another school where his/her child is enrolled, except SPTA-BOD Chairperson, Vice-Chairperson, or Treasurer.
- Membership in the PTA should not be restricted by non-payment of dues, which is purely voluntary.

DUTIES AND RESPONSIBILITIES OF A PTA MEMBER (Article 2, Section 9)

1) Parent/Guardian Members

- a) Attend PTA meetings, including general assemblies;
- b) Participate in the election of PTA officers;
- c) Actively support and participate in PTA programs, projects and activities;
- d) Monitor learner performance and provide feedback to the teacher concerned;
- e) Support teachers in the teaching and non-teaching duties;
- f) Help the school implement programs and projects such as *Brigada Pagbasa*, *Brigada Eskwela*, *Gulayan sa Paaralan*, among others, monitor attendance of learners at-risk of dropping out, and promote health and nutrition programs.
- g) Give feedback on school policies and programs for consideration of homeroom adviser and/or school authorities.
- h) Help promote DepEd advocacies, campaigns, and other programs.
- i) Perform other duties and responsibilities, which may be promulgated by the SPTA.

2) Teacher Members

- a) Monitor learner performance and provide feedback to the parent concerned;
- b) Support and actively participate in PTA programs, projects, and activities.
- c) Attend general assemblies, conduct regular HPTA meetings (for teacher-members who are also homeroom advisers), and ensure the HPTA's compliance with the reportorial requirements.
- d) Perform other duties and responsibilities, which may be promulgated by the SPTA.

ELECTION OF SPTA OFFICERS

- Each PTA member shall be entitled to (1) vote.
- No proxy or absentee voting is allowed.
- A 7-member Election Committee (ELECOM) shall be convened by the school head from the first day of classes until the end of the school year, composed of the following:
 - School head as chairperson,
 - Two (2) teachers and four (4) parent-guardian members to be appointed by the incumbent SPTA-BOD (or the outgoing SPTA-BOD on the last month of the school year).
- A member of the ELECOM should be: 1) person of known integrity, honesty, competence and independence, 2) does not hold any position in the PTA, and 3) has no intention to run for any position in the PTA during the current SY.

- ELECOM shall adopt rules and regulations of election, designate homeroom advisers as presiding officers, rule on any question or protest regarding elections, and proclaim duly elected PTA officers.

SUPERVISING AND MONITORING (Article 9, Section 33-36)

- The school head shall: 1) serve as an adviser of the SPTA and Chairperson of the ELECOM; 2) ensure PTA activities align with the SIP and school priorities; 3) conduct regular inspection of book of accounts and other financial records of the SPTA; 4) accept donations on behalf of the PTA through the Adopt-a-School Program Coordinator; 5) submit reports required by the guidelines to the Division PTA Coordinator.
- Division PTA Committee composes of Schools Division Superintendent (SDS) as Chairperson; Members composing Assistant SDS, Division Administrative Officer, Division Senior Education Program Specialist for Social Mobilization (SGOD-SocMob), Division PESPA/NAPSSHI President, FPTA-BOD Chairperson, and Division Federation of SPG/SSG President.
- The Division PTA Affairs Committee, through the Division PTA Coordinator, shall strictly monitor the activities of the PTAs and their compliance with reports and other requirements and settle certain matters that may be submitted to it for resolution.
- All Regional and Division PTA Coordinators are required and authorized to conduct an annual PTA Coordinators conference at the regional and division levels.
- The Offices of the Undersecretary for Field/Regional Operations and Undersecretary for External Partnerships/Project Management Service of the DepEd Central Office shall, among others, jointly oversee the operations of PTAs.

GENDER AND DEVELOPMENT (DepEd Order 32, Series of 2017)

Introduction to the Gender-Responsive Education Policy

- The Department of Education (DepEd) issued DepEd Order 32, Series of 2017, otherwise known as the "Gender-Responsive Basic Education Policy" in line with its Gender and Development (GAD) Mandate as stipulated in the 1987 Philippine Constitution, R.A. 9710 or the Magna Carta of Women, R.A. 10533 or the Enhanced Basic Education Act of 2013, and the Philippines' International Human Rights Commitments to the Universal Declaration of Human Rights (UDHR), Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), and the Convention of the Rights of the Child (CRC), among others.
- D.O. 32, Series of 2017 mandates GAD in its Policies and Programs, Projects, and Activities, with the following objectives:
 - promote the protection of children against all forms of gender-based violence, abuse, discrimination, and bullying in schools;
 - involve all learners, teachers, and non-teaching personnel and other stakeholders in the promotion of gender equality and non-discrimination; and
 - ensure that public and private partners are fully oriented to adopt gender-equality standards and procedures.

Gender and Development Programs, Projects, and Activities for PTAs:

(Based from suggested PPAs of R.M. 176 series of 2018 by DepEd Regional Office – CAR):

1. Support the observance of the following by posting appropriate GAD materials:
 - a. Women's Month (March)
 - b. Lesbian, Gay, Bisexual, Transgender (LGBT) Pride Month (June)
 - c. Breastfeeding Month (August)
 - d. Peace Education Month (September)
 - e. Children's Month (November)
 - f. 18-Day Campaign to end VAWC (Nov. 25-Dec. 12)
 - g. Human Rights Month (December)

2. Inclusion or integration of relevant topics on Gender and Development during PTA meetings, assemblies, seminars, and conferences;
3. Conduct orientation on gender equality, sexuality, and reproductive health education, responsible parenthood, positive discipline, and child protection for parents, school personnel, and students;
4. Provision of adequate and responsive capacity-building activities for the Child Protection Committee (CPC), and PTA Officers or members in dealing with cases of bullying, children in conflict with the law (CICL), and children at risk (CAR).
5. Support of compliance of schools to relevant laws and policies:
 - a. Provision of women, girl-child, and adolescent-friendly facilities that meet standards of Menstrual Hygiene Management (DO 10, series of 2016, or Comprehensive WASH in Schools).
 - b. Provision of school facilities that meet standards for persons with disabilities (PWDs) (RA 9277 or Magna Carta for Disabled Persons).
 - c. Provision of teen hubs or adolescent-friendly spaces (RA 10354 or Reproductive Health Law).
 - d. Provision of breastfeeding stations and child-minding stations.
 - e. Establishment of VAWC desk in schools (RA 9262 or Anti-Violence Against Women and their Children)

CLIENTELE CARE (Article 6, Section 24-25)

Allowed PTA Activities:

- Support to Learners (24.1)
 - purchase or donation of items such as:
 - Supplementary learning resources;
 - School supplies for distribution to learners;
 - ICT-based intervention/support, and;
 - Other necessities such as hygiene kits, footwear, and nutritional supplements.
 - Organize activities such as:
 - Academic enrichment activities such as *Brigada Pagbasa*;
 - Learner support activities such as outreach programs and advocacy campaigns;
 - Seminars, webinars, and capacity-building activities to engage and empower parents/guardians to pursue lifelong learning, and support teachers in continuing professional development;
 - Partner with Supreme Pupil/Student Government (SPG/SSG) on programs, projects, and activities.
- Support to School Improvement (24.2)
 - Participate in the annual *Brigada Eskwela*;
 - Participate in the preparation of the SIP and in the review of SBM practices;
 - Construct a building/structure, and undertake any permanent renovation or improvement of building/structure within the school for teaching and learning;
 - Purchase/donate items such as:
 - Furniture and fixtures, equipment, and appliances for classrooms and the school;
 - Sports and recreational equipment for the school;
 - Water, sanitation, and hygiene facilities in the school, and;
 - School safety components such as gates, barriers/walls, and school ground improvement.
- Support to Community Development (24.3)
 - Organize activities or events that will:
 - Promote community engagement (cleanup drives, tree planting, etc.);
 - Promote health and wellness (physical and mental health campaigns, and advocacy campaigns against communicable diseases);
 - Recognize exceptional contributions of learners, parents/guardians, and teachers to the community;

- Keep the school community informed of current events, reform initiatives, issues and accomplishments, and;
- Partner with the LGU, NGOs, civil society organizations, and private sector in improving the quality of basic education at the local level.

Prohibited PTA Activities (Section 25):

- Engaging in partisan political activity *within the school premises* or using the SPTA in any partisan political activity;
- Operating a canteen/school supplies store, or being a concessionaire inside the school or nearby premises, or offering these services to the school as its client indirectly or directly;
- Selling insurance or pre-need plans, recruiting in multi-level marketing (MLM), and other similar schemes/programs to learners and/or their parent/guardian-members;
- Receiving any forms of salaries, honoraria, emoluments, and other forms of compensation from the funds of the PTA, especially for PTA officers, BOD and EXECOM members, and other committee members;
- Using the name of the school for unauthorized solicitation of financial or other resources from private donors and stakeholders;
- Charging service fees against the amount collected from VSCs;
- Engaging in fundraising activities *in excess* of what is allowed in Section 23.1.5.1, and;
- Such other similar acts or circumstances.

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

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