



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas



## DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

DIVISION MEMORANDUM  
No. 753 s. 2013

DEC 16 2013

**YEAR-END REVIEW OF DIVISION PTA FEDERATION TARGETS  
AND ACCOMPLISHMENTS, AND PREPARATION OF  
DIVISION WORK PLAN FOR JANUARY TO  
JUNE 2014**

**TO: OIC, Assistant Superintendents  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. Attached is Regional Memorandum No. 757, s. 2013 dated December 3, 2013, entitled **YEAR-END REVIEW OF DIVISION PTA FEDERATION TARGETS AND ACCOMPLISHMENT, AND PREPARATION OF DIVISION PTA WORK PLAN FOR JANUARY TO JUNE 2014**, for the guidance and information of all concerned.
2. Traveling expenses incurred relative to the participation of this work plan is chargeable against local PTA Fund, while the Registration Fee of Four Hundred Pesos (Php 400.00) for meal, snacks, venue and materials is chargeable against Division MOOE, subject to their availability and the usual accounting and auditing rules and procedures.
3. Immediate and wide dissemination of this Memorandum is desired.

**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



DEC 03 2013

**REGIONAL MEMORANDUM**

No. 757 s. 2013

**YEAR-END REVIEW OF DIVISION PTA FEDERATION TARGETS AND ACCOMPLISHMENTS,  
AND PREPARATION OF DIVISION PTA WORKPLAN FOR JANUARY TO JUNE 2014**

To : Schools Division Superintendents  
Officers-in-Charge of Regular and Interim Divisions

1. This Office has scheduled a Year-End Review of PTA Federation Targets and Accomplishments, and Preparation of Division PTA Work Plan for January to June 2014 on Tuesday, December 17, 2013, 8:00 a.m. to 5:00 p.m. at the DepED Ecotech Center, Sudlon, Lahug, Cebu City.
2. The objectives of this Year-End Review are the following:
  - a. review the Division Targets and Accomplishments of PTA Federation Affairs; and
  - b. prepare a Division PTA Work Plan for January to June 2014.
3. The participants to this activity are one (1) Division PTA Focal Person, and five (5) Division Federated PTA Officers (President, Vice President, Secretary, Treasurer, and Auditor), and two (2) members of the Division PTA Federated Board of Directors.
4. Participants are enjoined to confirm their attendance on or before Dec. 13, 2013 with this Office, attention: **Training and Development Division c/o Mrs. Leah B. Apao, Regional PTA Focal Person** on or before December 13, 2013.
5. The Division Federated PTA President is requested to present a 3-minute PowerPoint presentation on the PTA Affairs Accomplishment from July to December 2013.
6. The Division PTA Focal Person is advised to submit to this Office a Division PTA Accomplishment Report from July to December 2013. Use the attached template. Enclosed is a Division Work Plan Template for your ready reference.

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;  
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;  
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;  
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;  
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321  
Website: <http://www.deped7.com.ph>

*"E3A 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*

7. A registration fee of **PhP 400.00** shall be collected from each participant to defray the expenses for lunch, A.M. and P.M. snacks, venue, facilities, and materials. Registration fee, transportation and other incidental expenses incurred by each participant relative to his/her participation in the said activity shall be chargeable against **Local/MOOE/PTA** Funds subject to the usual accounting and auditing rules and regulations.
8. For more inquiries, please contact the Office of the Training and Development Division, through telephone numbers (032) 255-5239 loc. 112/ 09173128390.
8. For your guidance and wide dissemination.

  
CARMELITA T. DULANGON  
Director III  
Officer-In-Charge

CTD/EBE,J/lba



**Division PTA Work Plan**  
January to June 2014

| Objectives | Activities | Activity Specifications | Type of Activity | Date | Activity Cost | Outputs |
|------------|------------|-------------------------|------------------|------|---------------|---------|
|            |            |                         |                  |      |               |         |
|            |            |                         |                  |      |               |         |
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|            |            |                         |                  |      |               |         |

**Prepared:**

\_\_\_\_\_  
Division Federated President

\_\_\_\_\_  
Division PTA Focal Person

**Noted:**

\_\_\_\_\_  
Schools Division Superintendent