



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII
Caraga Region XIII
Butuan City



September 21, 2018

REGIONAL MEMORANDUM

No. 529 s., 2018



TO: All Schools Division Superintendents
This Region

**PARTICIPATION TO THE 2018 PARENTS, TEACHERS ASSOCIATION
(PTA) REGIONAL FORUM**

1. The Department of Education Central Office through the External Partnership Services (EPS) will hold a Parents Teachers Association (PTA) Regional Forum on October 9-11, 2018 at Grand Palace Hotel, Butuan City.
2. Every SDO is allocated with a specific number of participants with the corresponding position in the PTA. Please refer to the attached list of qualified participants per SDO.
3. Food and accommodation expenses of participations (Lunch, dinner and accommodation on October 9; 3 Meals and 2 snacks and accommodation on October 10; and Breakfast on October 11) shall be borne by the Regional Office, charged against the Downloaded funds from CO for the PTA Forum- Caraga subject to the usual accounting and auditing rules and regulations.
4. Official participants of the PTA Forum (except those coming from Butuan City Central Office and Regional Offices shall be entitled to a subsidy of Php 500 peso/pax as support funds for their transportation expenses. Funds shall be transferred from the Regional Office to the respective SDOs.
5. Immediate dissemination of the memorandum to all concerned is highly desired.

FRANCIS CESAR B. BRINGAS, CESO V
OIC- Regional Director

2018-09-11713

Expected Participants by SDO

OFFICE	# OF Pax	Role
Agusan Del Norte	3	Provincial Federation PTA Officers
	6	Municipal Federation PTA Officers
	2	School PTA Officers
	2	Homeroom PTA Officer
	1	Teachers
	1	School Heads
	1	Division Partnership Focal Person
	2	SDS and SGOD Chief
	18	Total no. of participants
Agusan Del Sur	3	Provincial Federation Officers
	6	Municipal Federation Officers
	2	Homeroom PTA Officers
	2	School PTA Officer
	1	Teacher
	1	School Head
	1	Division Partnership Focal Person
	2	SDS and SGOD Chief
	18	Total no. of participants
Dinagat Islands	3	Provincial Federation Officers
	3	Municipal Federation Officers
	2	Homeroom PTA Officers
	2	School PTA Officer
	1	Teacher
	1	School Head
	1	Division Partnership Focal Person
	2	SDS and SGOD Chief
	15	Total no. of participants
Surigao Del Norte	3	Provincial Federation Officers
	6	Municipal Federation Officers
	2	Homeroom PTA Officers
	2	School PTA Officer
	1	Teacher
	1	School Head
	1	Division Partnership Focal Person
	2	SDS and SGOD Chief
	18	Total no. of participants
Surigao Del Sur	3	Provincial Federation Officers
	6	Municipal Federation Officers
	2	Homeroom PTA Officers
	2	School PTA Officer
	1	Teacher
	1	School Head
	1	Division Partnership Focal Person
	2	SDS and SGOD Chief
	18	Total no. of participants
Siargao	3	Municipal Federation Officers
	2	Homeroom PTA Officers
	2	School PTA Officer
	1	Teacher
	1	School Head
	1	Division Partnership Focal Person

	2	SDS and SGOD Chief
	12	Total no. of participants
Bayugan City	3	Municipal Federation Officers
	2	Homeroom PTA Officers
	2	School PTA Officer
	1	Teacher
	1	School Head
	1	Division Partnership Focal Person
	2	SDS and SGOD Chief
	12	Total no. of participants
	3	Municipal Federation Officers
Butuan City	2	Homeroom PTA Officers
	2	School PTA Officer
	1	Teacher
	1	School Head
	1	Division Partnership Focal Person
	2	SDS and SGOD Chief
	12	Total no. of participants
	3	Municipal Federation Officers
	2	Homeroom PTA Officers
Cabadbaran City	2	School PTA Officer
	1	Teacher
	1	School Head
	1	Division Partnership Focal Person
	2	SDS and SGOD Chief
	12	Total no. of participants
	3	Municipal Federation Officers
	2	Homeroom PTA Officers
	2	School PTA Officer
Tandag City	1	Teacher
	1	School Head
	1	Division Partnership Focal Person
	2	SDS and SGOD Chief
	12	Total no. of participants
	3	Municipal Federation Officers
	2	Homeroom PTA Officers
	2	School PTA Officer
	1	Teacher
Bislig City	1	School Head
	1	Division Partnership Focal Person
	2	SDS and SGOD Chief
	12	Total no. of participants
	3	Municipal Federation Officers
	2	Homeroom PTA Officers
	2	School PTA Officer
	1	Teacher
	1	School Head

Note: No. of Participants per SDO should be strictly followed.