



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600

Division Memorandum
No. 128 s, 2016

TO : All PSDS's and Newly Elected District Presidents

FROM : *JCL* : JACQUELINE C. LUNAG
Chief- SGOD

DATE : July 20, 2016

SUBJECT : **Division PTA Election & Action Planning Workshop on Parents-Teachers Association Projects, Programs and Activities for SY 2016-2017.**

1. There shall be a Division Election of PTA Officers & Action Planning Workshop on Parents-Teachers Association Programs, Projects and Activities for 2016-2017 at the Ammungan Hall, SDO on August 11, 2016. Prior to the scheduled activity, it is expected that all schools district have elected their district PTA officers.
2. PSDS's and newly elected PTA District Presidents in all schools district will be joining the said activity. To have a uniform template for the action plan, please see attached.
3. Participants are advised to bring with them the following:
 - a. Consolidated schools district accomplishments for SY 2015-2016
 - b. Action Plans for the SY 2016-2017
 - c. List of district PTA officers
4. Snacks and lunch will be served and will be charged to local funds or other school funds subject to the usual accounting and auditing rules.
5. Immediate and wide dissemination of this memorandum is desired.

FEDERATION OF PARENTS – TEACHERS ASSOCIATIONS

**ACTION PLAN
SY 2016-2017**

Name of District: _____

Objectives	PPA's (PPAs shall be in line with the SIP)	Output Indicator	T I M E F R A M E												Person Involved	Fund Source	Remarks	
			Aug	Sept	Oct	Nov	Dec	Jan	Feb	Ma	Apr	May	Jun	Jul				
	Example: Outreach activity	# of pupils given with educational supplies																

Prepared by: _____
Federation Secretary

Approved: _____
Federation President

PSDS

Noted:

BOD-Finance Committee

BOD-Program & project

BOD-Audit Com

BOD-External & Com affair

BOD- Election Committee

BOD- Grievance Committee

BOD- Ways & Means