



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



08 Jul 2025

DIVISION MEMORANDUM

No. 274, s. 2025

**DIVISION CITY FEDERATED PARENT-TEACHER ASSOCIATION (CFPTA)
ELECTION CUM DIVISION ORIENTATION ON OMNIBUS GUIDELINES ON THE
REGULATION OF OPERATIONS OF PTA AND SPTA BY-LAWS 2025**

TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
School Heads, Public Elementary, Secondary and Integrated Schools
Public Elementary and Secondary Teachers
All Others Concerned

1. Pursuant to DepEd Order No. 013, s. 2022-Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations, SDO Lucena conducts the Division City Federated Parent-Teacher Association (CFPTA) Election Cum Division Orientation on Omnibus Guidelines on the Regulation of Operations of PTA and SPTA By-Laws on August 12, 2025 @ 1:00PM-5:00PM at 2nd Floor LCTECC.
2. The participants of the said activity are the fifteen (15) CFPTA officers for SY 2024-2025 and fifty- nine (59) newly elected School Parent-Teacher Association (SPTA) Presidents for SY 2025-2026 in the public elementary and secondary schools in the Division of Lucena City.
3. For further queries and clarification, you may contact Social Mobilization and Networking Section (SMN) SEPS Dr. Belen M. Andal, and Dr. Laiza P. Villamater, EPS -II at SGOD Telephone No. (042) 421-4161 Local 234.
4. Immediate dissemination of this Memorandum is desired.

Date: 2025.07.22
14:20:05 +08'00'

SUSAN DL. ORIBIANA
Schools Division Superintendent

SGOD/SMN / bma /
008 / 07/08/2025

DM – Division City Federated Parent-Teacher Association (CFPTA) Election Cum Division Orientation on Omnibus Guidelines on the Regulation of Operations of PTA and SPTA By-Laws 2025

Annex 1: Matrix of Activity

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
1:00PM-1:30PM	Arrival/ Registration	Facilitator/ All participants
1:30PM-2:00PM	Preliminaries • Prayer • Welcome Remarks and Rationale • Message	Audio-Visual-Presentation EDENIA O. LIBRANDA Assistant Schools Division Superintendent SUSAN DL. ORIBIANA Schools Division Superintendent
2:00PM-2:30PM	Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations	DR. EPIFANIA F. CARANDANG SGOD Chief
2:30PM-3:00PM	SPTA By-Laws Orientation and CFPTA Accomplishment Reporting	FERDINAND MATA CFPTA President
3:00PM-4:45PM	Election Proper	BELEN M. ANDAL SEPS-SMN
4:45-5:00PM	Closing Remarks	DR. EPIFANIA F. CARANDANG Chief Education Supervisor-SGOD

DR. LAIZA P. VILLAMATER
Master of Ceremony

Annex 2: List of Participants

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	SUSAN DL. ORIBIANA	F	SDS	OSDS
2	EDENIA O. LIBRANDA	F	OIC-ASDS	OSDS
3	EPIFANIA F. CARANDANG	F	SGOD CHIEF	SGOD
4	BELEN M. ANDAL	F	SEPS-SMN	SGOD
5	LAIZA P. VILLAMATER	F	EPS-II, SMN	SGOD
6	YVAN JONAS TOLENTINO	M	NURSE II	SGOD
7	JOMARI C. CORTEZ	M	ADMIN AIDE	SGOD
8	JESUS FERDINAND MATA	M	CFPTA CHAIRPERSON	WEST I ES
9	ELWYN OLIVEROS	M	CFPTA VICE CHAIRPERSON	KANLURANG MAYAO ES
10	DONNALYN VIZARRA	F	SECRETARY	DALAHICAN ANNEX ES
11	RODERICK MACINAS	M	TREASURER	LDNHS
12	WANLYN MANATO	M	AUDITOR	BARRA ES
13	RAQUEL TAPAR	F	BUSINESS MANAGER	RIS
14	ROSEL NADERA	F	COLLECTING AND DISBURSING OFFICER	ZABALLERO ES
15	CRISTAL ABUSTAN	F	BOD	HFES
16	JENNELYN VILLAPANDO	F	BOD	EAST IX ES
17	LAILA MARANAN	F	BOD	ISABANG ES
18	RUBY MELENDREZ	F	BOD	TALAO-TALAO ES
19	RANDY DELA PEÑA	M	BOD	ITIHS
20	RIO FLORES	M	BOD	ILAYANG TALIM ES
21	RAQUEL DE GALICIA	F	BOD	EAST VII ES
22	LORESA SANCHEZ	F	BOD	EAST I ES
23	ALYSSA MARIE B. ESTIVA	F	SPTA PRESIDENT	LUCENA NORTH I ELEMENTARY SCHOOL
24	CRISTINE LACSON	F	SPTA PRESIDENT	LUCENA NORTH II ELEMENTARY SCHOOL
25	MARINELLE V. MERAÑA	F	SPTA PRESIDENT	LUCENA NORTH III ELEMENTARY SCHOOL
26	ERWIN DEAUNA OABEL	M	SPTA PRESIDENT	DOMOIT ELEMENTARY SCHOOL
27	JESUSA M. KHASHAN	F	SPTA PRESIDENT	GULANG-GULANG ELEMENTARY SCHOOL
28	IMELDA D. LACERNA	F	SPTA PRESIDENT	SILANGANG MAYAO ELEMENTARY SCHOOL
29	HAZEL E. TRINIDAD	F	SPTA PRESIDENT	KANLURANG MAYAO ELEMENTARY SCHOOL
30	MARIA ZUSSETTE L. TERCIANO	F	SPTA PRESIDENT	REYMAR COMPOUND ELEMENTARY SCHOOL

31	ARNEL P. ACOSTA	M	SPTA PRESIDENT	SAN LORENZO ELEMENTARY SCHOOL
32	JOSUE M. AGUILAR	M	SPTA PRESIDENT	ZABALLERO SUBDIVISION ELEMENTARY SCHOOL
31	MONAVIC A. ALZOLA	F	SPTA PRESIDENT	CAMP NAKAR ELEMENTARY SCHOOL
33	MICHAEL R. MAANO	M	SPTA PRESIDENT	ILAYANG DUPAY ELEMENTARY SCHOOL
34	JOVELYN G. FERNANDEZ	F	SPTA PRESIDENT	HERMANA FAUSTA ELEMENTARY SCHOOL
35	RONELIE M. VENERAYAN	F	SPTA PRESIDENT	ERAES
36	LORESSA D. PARADEJAS	F	SPTA PRESIDENT	LUCENA EAST I ELEMENTARY SCHOOL
37	IRENE MARTINEZ	F	SPTA PRESIDENT	LUCENA EAST II ELEMENTARY SCHOOL
38	XENIA C. ASUNCION	F	SPTA PRESIDENT	LUCENA EAST III ELEMENTARY SCHOOL
39	DONABEL L. ALIM	F	SPTA PRESIDENT	LUCENA EAST IV ELEMENTARY SCHOOL
40	MARIBEL M. LLANETA	F	SPTA PRESIDENT	LUCENA EAST V ELEMENTARY SCHOOL
41	MALOU DE LA CALSADA	F	SPTA PRESIDENT	LUCENA EAST VI ELEMENTARY SCHOOL
42	DANIEL F. CALEJA JR.	M	SPTA PRESIDENT	LUCENA EAST VII ELEMENTARY SCHOOL
43	VIVIAN B. ABRACIA	F	SPTA PRESIDENT	LUCENA EAST VII ELEMENTARY SCHOOL -ANNEX
44	ADRIAN M. GAGOLINAN	M	SPTA PRESIDENT	LUCENA EAST VIII ELEMENTARY SCHOOL
45	ROWENA GUNIO	F	SPTA PRESIDENT	LUCENA EAST IX ELEMENTARY SCHOOL
46	JOAM M. ALCANTARA	M	SPTA PRESIDENT	LUCENA WEST I ELEMENTARY SCHOOL
47	ALPHA T. SANGGALO	F	SPTA PRESIDENT	LUCENA WEST II ELEMENTARY SCHOOL
48	MIRASOL G. RICAFFRENTE	F	SPTA PRESIDENT	LUCENA WEST III ELEMENTARY SCHOOL

49	MARIA FELIXA C. FERRER	F	SPTA PRESIDENT	LUCENA WEST IV ELEMENTARY SCHOOL
50	ROWENA OCAYA	F	SPTA PRESIDENT	IBABANG IYAM ELEMENTARY SCHOOL
51	MELODY L. CAPINIG	F	SPTA PRESIDENT	IBABANG TALIM ELEMENTARY SCHOOL
52	ERICK M. ESTELAR	M	SPTA PRESIDENT	ILAYANG TALIM ELEMENTARY SCHOOL
53	LAILA T. MARANAN	F	SPTA PRESIDENT	ISABANG ELEMENTARY SCHOOL
54	MARIBEL N. SULTAN	F	SPTA PRESIDENT	ISABANG ELEMENTARY SCHOOL - BOCOCHAN ANNEX
55	ARIEL DIAMANTE	M	SPTA PRESIDENT	SALINAS ELEMENTARY SCHOOL
56	MA. CLAUDETTE MALABANA	F	SPTA PRESIDENT	LUCENA SOUTH I ELEMENTARY SCHOOL
57	LLOYD NAGAL	F	SPTA PRESIDENT	LUCENA SOUTH II ELEMENTARY SCHOOL
58	NORMITA R. MASINSIN	F	SPTA PRESIDENT	BARRA ELEMENTARY SCHOOL
59	JAMELA P. ABRIGO	F	SPTA PRESIDENT	BLISS ELEMENTARY SCHOOL
60	MARICEL P. SORIANO	F	SPTA PRESIDENT	DALAHICAN ELEMENTARY SCHOOL
61	DONNA L VIZARRA	F	SPTA PRESIDENT	DALAHICAN ELEMENTARY SCHOOL-ANNEX
62	TEODORO B. RAMA	M	SPTA PRESIDENT	MAYAO CASTILLO ELEMENTARY SCHOOL
63	RACHIEL DUDAS LLEGO	F	SPTA PRESIDENT	MAYAO CROSSING ELEMENTARY SCHOOL
64	VIVIAN C. BALITA	F	SPTA PRESIDENT	MAYAO PARADA ELEMENTARY SCHOOL
65	RUBY MELENDREZ	F	SPTA PRESIDENT	TALAO-TALAO ELEMENTARY SCHOOL
66	RODOLFO DIMACUTAC	M	SPTA PRESIDENT	LUCENA CITY NATIONAL HIGH SCHOOL
67	LEO C. MALASMAS	M	SPTA PRESIDENT	LUCENA DALAHICAN NATIONAL HIGH SCHOOL

68	JOHNNY SALUSTIANO	M	SPTA PRESIDENT	GULANG-GULANG NATIONAL HIGH SCHOOL
69	ROMEO ENRIQUEZ	M	SPTA PRESIDENT	COTTA NATIONAL NATIONAL HIGH SCHOOL
70	RANDY D. DELA PEÑA	M	SPTA PRESIDENT	IBABANG TALIM INTEGRATED HIGH SCHOOL
71	AIZA VILLANUEVA	F	SPTA PRESIDENT	LUCENA CITY NATIONAL HIGH SCHOOL-ILAYANG DUPAY EXTENSION
72	MARILOU NAVELA	F	SPTA PRESIDENT	LUCENA CITY NATIONAL HIGH SCHOOL- MAYAO CROSSING EXTENSION
73	JOSEPH B. GUINTO	M	SPTA PRESIDENT	LUCENA CITY NATIONAL HIGH SCHOOL-MAYAO CASTILLO ANNEX
74	JOVIELYN CORAGE	F	SPTA PRESIDENT	LUCENA CITY NATIONAL HIGH SCHOOL-SILANGANG MAYAO ANNEX
75	RUSIEL D. TAN	F	SPTA PRESIDENT	LUCENA DALAHICAN NATIONAL HIGH SCHOOL-BARRA ANNEX
76	DIVINA GUTIERREZ	F	SPTA PRESIDENT	NAPOLEON RAVANZO NATIONAL HIGH SCHOOL
77	BELLA FE R. CONSTANTINO	F	SPTA PRESIDENT	GULANG-GULANG NATIONAL HIGH SCHOOL-DOMOIT EXTENSION
78	MARICEL JIMENEZ	F	SPTA PRESIDENT	MAYAO PARADA AGRICULTURAL INTEGRATED HIGH SCHOOL
79	RHIALYN L. CAPILLO	F	SPTA PRESIDENT	DON VICTOR VILLE NHS
80	ELFA P. CLIMACOSA	F	SPTA PRESIDENT	RANSOHAN IS

Annex 3: List of Technical Working Group

Technical Working Group	
Program and Invitation Committee	Laiza P. Villamater Belen M. Andal
Registration Committee:	Donna L. Malasarte Rosebelle Castrillo
Certificates Committee	Preciosa Marie Alba Karen Jane P. Montero
Physical Arrangement Committee	Mark Angelo Villabroza Jomarie Cortez
Sound System and Technical Committee	Jomarie Cortez
Food & Refreshment Committee	Belen M. Andal
Evaluation Committee	Pascual C. La Rosa Karen Jane P. Montero
Documentation Committee	Laiza P. Villamater- Narrative&Completion Report
Health and Wellness Committee	Yvan Jonas Tolentino