

DepEd-Division of Catanduanes  
RECORDS SECTION  
**RELEASED**  
BY: *[Signature]* No. 522  
DATE: APR 28 2026



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - (Bikol)  
**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

27 April 2026

DIVISION MEMORANDUM  
No. 522, s. 2026

**TRACER ON THE NON-SUBMISSION OF THE SCHOOL PARENT-TEACHER ASSOCIATION (SPTA) PHYSICAL AND FINANCIAL OPERATIONS REPORT FOR SY 2025-2026**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In accordance with **DepEd Order No. 013, s. 2022** (Omnibus Guidelines on the Regulation of PTAs), all schools are mandated to submit the annual **SPTA Physical and Financial Operations Report**, inclusive of General Assembly minutes and audited financial statements. Per **Division Memorandum No. 409, s. 2026**, the final deadline for the SY 2025-2026 submission was set for **April 15, 2026**.
2. Based on the monitoring of the **SGOD-Social Mobilization and Networking Unit**, the schools listed in **Enclosure 1** are yet to submit their physical reports. Such delays obstruct the Division's mandate to consolidate reports and ensure that all PTA financial activities and collections remain compliant with existing regulations.
3. The identified School Heads are hereby directed to:
  - Submit the late reports within **twenty-four (24) hours** from the issuance of this memorandum.
  - Attach a formal **Letter of Explanation (Justification)** addressed to the Schools Division Superintendent, signed by both the School Head and the SPTA President.
4. Should you have clarifications, you may contact Marife B. Brequillo, SEPS, SGOD-SocMobNet at 09958438071 or email at [marife.brequillo@deped.gov.ph](mailto:marife.brequillo@deped.gov.ph).
5. For strict compliance and immediate action.

*[Signature]*  
**MA. JEANY T. ABAYON**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

SGOD/SocMobNet/mbb  
04/27/2026



Republika ng Pilipinas

# Kagawaran ng Edukasyon

REHIYON V - (Bikol)

## TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure No. 1 to Division Memorandum No. 522, s. 2026

### LIST OF SCHOOLS WITH NON-SUBMISSION OF SPTA PHYSICAL AND FINANCIAL OPERATIONS REPORT FOR SY 2025-2026

<b>SCHOOL</b>	<b>DISTRICT</b>
<i>Hinipaan ES</i>	<i>BAGAMANOC NORTH</i>
<i>Bato CES</i> <i>Pananaogan ES</i>	<i>BATO EAST</i>
<i>Marinawa ES</i> <i>Sibacungan ES</i>	<i>BATO WEST</i>
<i>Tubli ES</i>	<i>CARAMORAN NORTH</i>
<i>Iyao ES</i>	<i>CARAMORAN SOUTH</i>
<i>San Pedro ES</i> <i>Dororian ES</i>	<i>GIGMOTO</i>
<i>Baldoc IS</i> <i>Lourdes ES</i> <i>Porot ES</i>	<i>PANDAN EAST</i>
<i>Balognonan ES</i> <i>Caruyo ES</i> <i>Panuto ES</i> <i>San Andres ES</i> <i>San Rafael ES</i>	<i>PANDAN WEST</i>
<i>Quirino ES</i>	<i>VIGA EAST</i>
<i>San Vicente NHS</i> <i>Mabato NHS</i>	<i>SECONDARY</i>