Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

DepEd-Benguet Division
NOV 12 2026
RELEASED

11 November 2026

DIVISION MEMORANDUM
No. 505, s.2026

CONDUCT OF THE BENGUET FEDERATED PARENTS-TEACHERS ASSOCIATION (PTA) QUARTERLY MEETING (ASPUAN di PARENTIS)

TO: Chief Education Supervisors, CID, and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Stakeholders and All Others Concerned

1. In the interest of strengthening parent participation, stakeholder collaboration, and responsive school governance, the Division announces the conduct of the 4th Quarter PTA Meeting (ASPUAN di PARENTIS) on November 19-20, 2026, to be hosted by the PTA of Itogon District at Rainbow Resort, Poblacion, Itogon, Benguet.

2. November 19, 2026, shall be designated as Day 0, during which participants are expected to arrive and register at the venue. The formal opening and initial sessions of the activity shall commence at 2:00 PM. The succeeding sessions and activities shall be conducted on November 20, 2026.

3. The meeting shall cover the following agenda:

a. Preparations for the Benguet Provincial Athletic Meet;
b. Presentation and discussion of the El Niño Contingency Plan;
c. Project KALASAG-PAMILYA; and
d. Updates on the Neighborhood Watch Program.

4. All Public Schools District Supervisors (PSDSs) and Public Schools District In-Charge (PSDIs) are expected to attend. In case of conflicting schedules or other equally important official engagements, the concerned PSDS/PSDI may designate an authorized representative to attend on their behalf. The detailed program of activities, schedule, and list of participants are provided in Enclosure No. 1.

5. As this is a live-in activity, participants are expected to stay at the designated venue/accommodation throughout the activity to ensure their full participation in all sessions and activities.

6. Meals and snacks for Day 0 and Day 1 shall be charged to available partnership funds, while those for Day 2 shall be sponsored by the PTA of Itogon District, subject to applicable budgeting, accounting, and auditing rules and regulations.

7. This Memorandum also serves as the official travel authority of the participants.

8. Immediate compliance with and dissemination of this Memorandum to all concerned is directed.

sgd
CARMEL F. MERIS
OIC – Schools Division Superintendent

SGOD/LBA/amd

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Enclosure to Division Memorandum No. 505, s 2026

ACTIVITY MATRIX

4TH QUARTER PTA MEETING (ASPUAN di PARENTIS)

DAY 0 – NOVEMBER 19, 2026

Arrival, Registration, and Opening Activities

Time	Activity	Person/s Responsible
12:00 NN–2:00 PM	Arrival and Registration of Participants / Room Accommodation	Secretariat / Host PTA
2:00–2:15 PM	Opening Program	Secretariat
2:15–2:30 PM	Welcome Remarks and Statement of Purpose	PTA Itogon
2:30–3:00 PM	Presentation of the Objectives and Activity Overview	SMN Section
3:00–3:15 PM	Health Break	Host PTA
3:15–4:30 PM	Initial Discussion and Coordination on the Benguet Provincial Athletic Meet Preparations	Division Sports Coordinator / Concerned Resource Person
4:30–5:00 PM	Open Forum and Initial Agreements	SMN
5:00–6:00 PM	Free Time / Preparation	SMN
6:00–7:00 PM	Dinner	Partnership Fund
7:00 PM onwards	Fellowship and Overnight Accommodation	Host PTA / Participants

DAY 1 – NOVEMBER 20, 2026

Technical Discussions, Program Updates, and Action Planning

Time	Activity	Person/s Responsible
7:00–8:00 AM	Breakfast	Host PTA
8:00–8:15 AM	Recap of Day 0	Secretariat
8:15–9:45 AM	Presentation and Discussion: El Niño Contingency Plan	Division DRRM Coordinator / Concerned Resource Person
9:45–10:00 AM	Health Break	Host PTA

10:00–11:00 AM	Open Forum: PTA and Parent Participation in El Niño Preparedness and Response	SMN/ Participants
11:00 AM–12:00 NN	Presentation and Discussion: Project KALASAG-PAMILYA	Project Proponent / SMN
12:00–1:00 PM	Lunch Break	PTA Itogon
1:00–2:00 PM	Updates and Discussion on the Neighborhood Watch Program	La Trinidad PTA / BLGU Puguis
2:00–2:45 PM	Open Forum: PTA and Community Participation in Promoting School and Community Safety	Participants
2:45–3:00 PM	Health Break	Host PTA
3:00–4:00 PM	Consolidation of Agreements and PTA Action Planning	SMN Section / PTA Officers
4:00–4:30 PM	Presentation of Commitments, Responsible Persons, and Timelines	Participants
4:30–5:00 PM	Synthesis, Closing Remarks, and Adjournment	Division Representative / PTA Itogon
5:00 PM onwards	Departure of Participants	Secretariat