



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF CITY OF SAN FERNANDO
PAMPANGA HIGH SCHOOL
BRGY. LOURDES, CITY OF SAN FERNANDO, PAMPANGA

Office of the School Principal

July 16, 2026

School Memorandum

No. **190**, s. 2026

Induction of All Homeroom and School PTA Officers

To: All Department Heads
All Class Advisers

1. Pursuant to DepEd Order No. 013, s. 2022 titled “Omnibus Guidelines on the Regulation of Operation of Parent-Teacher Associations,” all School Parent-Teacher Association – Board of Directors (SPTA-BOD), Grade Level PTA Council of Representatives (GrPTA-CoR), and Homeroom PTA (HPTA) officers must take their oath of office to officially assume their roles and responsibilities.
2. Relative to this, the Induction Ceremony for all PTA officers shall be conducted **on July 23, 2026, at 2:30 PM, at Cinema 3 of SM Downtown.**
3. The participants to this activity are all HPTA officers from which the GrPTA-CoR and SPTA officers came from, as well as the teacher-BODs.
4. The class advisers of the afternoon shift classes are excused in attending the said activity if they were elected as the HPTA secretary of their class.
5. All class advisers are requested to disseminate this memorandum to their respective HPTA officers and, for logistics purposes, identify the number of officers who will attend this activity by accomplishing the Google Sheet found in this link: <https://tinyurl.com/InductionOfPTAOfficer>.
6. For information, guidance, and compliance.


MARILEN A. CALMA
Principal IV



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Enclosure 1

CERTIFICATE OF UNDERTAKING

TO WHOM IT MAY CONCERN:

I, _____, of legal age, residing at _____, and holding the position of _____ at Pampanga High School, after having been duly sworn to in accordance with law, hereby depose and undertake the following:

- **Compliance with Work Hours:** That in accordance with existing guidelines on teacher work hours, I am obligated to render a total of eight (8) hours of service daily.
- **Actual Classroom Teaching:** That six (6) hours of my daily service shall be dedicated to actual classroom teaching or direct instructional contact with learners.
- **Utilization of the Remaining Two Hours:** That the remaining two (2) hours of my official daily work hours shall be strictly and productively utilized to perform incidental teaching-related duties and ancillary tasks, which include but are not limited to:
 - Lesson planning, preparation of instructional materials, and curriculum localization;
 - Checking, grading, and recording of student outputs, quizzes, and examinations;
 - Conducting remedial instructions, parent-teacher conferences, and student homeroom guidance;
 - Accomplishing school forms, reports, and administrative requirements;
 - Coaching, mentoring, and provision of technical assistance to colleagues (for Master Teachers); and
 - Performing other school-related ancillary duties assigned by the School Head/Principal.
- **Location of Work:** That I understand these two (2) hours of non-classroom tasks may be rendered inside or outside the school premises, subject to the approved guidelines and school policies of the department.
- **Accountability:** That I assume full responsibility and accountability for the tasks rendered during these hours.

I execute this Certificate of Undertaking to attest to the truth of the foregoing facts and to commit myself to the professional and faithful discharge of my duties.

Signed this 23rd day of July, 2026 at Lourdes, City of San Fernando (P), Philippines.

Affiant/Teacher

WITNESSED BY:



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Head Teacher VI

MARILEN A. CALMA
Principal IV