



REGIONAL MEMORANDUM  
081.2018

Date: **MAR 06 2018**  
**RELEASED**  
 DEPED-CAR Time: \_\_\_\_\_

**Reiteration of DSWD  
 Memorandum Circular No. 17, s. 2014  
 (Revised Omnibus Rules and Regulations on Public Solicitation)**

To: Schools Division Superintendents  
 School Heads (*Public and Private Elementary and Secondary Schools*)  
 Teachers (*Public and Private Elementary and Secondary Schools*)  
 PTAs (*Public and Private Elementary and Secondary Schools*)  
 All others concerned

1. This Office recognizes the efforts of the schools and the PTA in coming up with **"fund raising projects/activities"** which involve public solicitation and the like in order to finance public welfare projects, and charitable activities;
2. However, such activities must be conducted within the bounds of laws, rules, and polices;
3. DSWD Memorandum Circular No. 17, s. 2014 provides the guidelines on the conduct of solicitation activities and the distribution of funds collected therefrom;
4. The following are the basic and important rules that must be echoed:

**Sec 6.1.2. Any applicant that are desiring to solicit or receive contributions from the public for charitable or public welfare purposes shall first secure an authority to solicit by submitting all the requirements to the concerned DSWD Office;" (emphasis ours)**

\*\*\*

**Sec 6.5.1. Administrative cost for the fund raising activity shall not be more than 20% of the total proceeds while the remaining 80% shall be utilized entirely for the projects or programs for the targeted beneficiaries. Except for funds raised solely through voluntary contributions, administrative expenses shall be limited to 10% of the total collection."**

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit					



5. All Schools and Offices within DepEd CAR are enjoined to follow the above provisions before engaging in solicitation activities;
6. For queries, the Standards Section of DSWD can be contacted at telephone number (074) 444-3638.

For information and strict compliance.

*M*  
**MAY B. ECLAR, Ph.D., CESO V**  
 Officer-In-Charge  
 Office of the Regional Director

Reference: DSWD MC No. 17, s. 2014

ORD/LU/VBF/jed

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit					